



WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITIES BOARD OF DIRECTORS MEETING

THURSDAY, MAY 21, 2020

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

Dearborn Administrative Center

16901 Michigan Avenue, Dearborn, MI

- I. Call to Order** Chairman Abbas
- II. Roll Call** Secretary Lynch
- III. Approval of the April 2020 Meeting Minutes**
- IV. Treasurer's Report** Finance/Treasurer
- V. Action Items**
 - A. Consent Agenda**
 - 1. WDDDA**
 - a) Hanging Baskets
 - b) Movies in the Park Service Provider Amendment
 - c) Event Insurance
 - d) Planter Rail Repair
 - B. Regular Action Items**
 - 1. Joint Board Actions**
 - a) COVID-19 Office Supplies
 - b) Welcome Back Campaign
 - c) Tanner Friedman
 - 2. WDDDA Actions Only**
 - none
- VI. Committee Reports**
- VII. DDDA Executive Management Team & ECD Reports**
- VIII. Call to Board of Directors**
- IX. Call to Audience** **3 min./guest**
- X. Adjournment**

AGENDA OVERVIEW

CONSENT AGENDA

Hanging Baskets (Joint DDDAs)

The East and West Dearborn DDAs both have budgeted for landscape materials, supplies and streetscape amenities. It is recommended to utilize a reuseable hanging basket that offers a water reservoir (self-watering) to reduce the number of times per week maintenance crews need to water hanging baskets.

In the WDDDA area, hanging baskets are added to the streetscape annually on W. Village Drive and Michigan Avenue around Wagner Place. (After the Connector Streetscape project is complete, there will be additional locations.) In the EDDDA, new lightpoles along Schaefer Road south of Michigan Avenue can hold hanging baskets.

A competitive bid was solicited to provide the 22" diameter self-watering hanging basket. The lowest bidder of four was Sybertech Waste at \$131.50 each. Cost is \$3156 for the WDDDA for 24 hanging baskets, and \$920.50 for the EDDDA for 7 hanging baskets. Installation will be handled by the landscape/maintenance companies for each district (WH Canon/Fairlane Grounds).

Movies in the Park Amendment to Service Providers (Joint DDDAs)

At the April 2020 Joint Board meeting, the East and West Dearborn DDAs authorized a budget of \$2350 each for Movies in the Park to host four movies in the summer of 2020. Costs include the screen operations, licensed movie and marketing materials. Additional service providers have been finalized including Swank Productions for the licensing of the movies (\$945 each DDDA) and Beshara Printing for posters (\$50 each DDDA). All four movies will be in held on Fridays in August instead of the originally planned schedule of June, July and August due to COVID-19. The event areas will be marked with appropriate signage for social distancing and safety measures.

Event Insurance (Joint DDDAs)

The DDDAs utilize the City of Dearborn's insurance company for the additional event insurance needed to host public events. Cost is \$1290 to host the Farmers & Artisans Market, and the Movies in the Park events for 2020. The EDDDA portion is \$161.25 for its movie events, and \$1128.75 for the WDDDA for its farmers market and movies events.

Planter Rail Repair (WDDDA only)

The landscape planter rail along West Village Drive behind Wagner Place and Malek Al Kabob was damaged by an unknown motorist and needs repair. Unfortunately, since the motorist is unknown, insurance for this item is not possible. This is a special design item with a sole source provider, Future Fabricating. The WDDDA has \$16,100 remaining in non-capital equipment and repairs. The cost is \$4426.

JOINT ACTIONS

COVID-19 Office Supplies

To prepare the DDDAs' office for reopening, the following materials are needed for the office and event use totaling \$4129 to be split equally between the East and West DDDAs:

- contactless thermometers (qty. 2) office/events
- hand sanitizer (70% gel/gallon) \$34.50 ea., plus \$3.50 for pump - qty. 12
- medical grade masks - qty. 500; \$.90 ea for 5K
- non-latex gloves - 3 mil - \$.13/ea. for 5K
- disinfectant spray (liquid sanitizer) ½ gallon, qty. 10 \$19.50 each
- In office, sneeze guard (installed) at desk at entrance - labor/materials
- Check in table at office (purchase at Wal-Mart)
- move from 2x month cleaning/sanitizing to weekly for remainder of contract (month of June) (\$150); addition of Bio-Shield type product (\$50)
- 1 hand sanitizer stand in office, 4 for events (\$279 plus S/H of up to \$45)
- Spray bottle at Wal-Mart (\$3 each) qty. 4

Welcome Back Campaign

A strategy has been prepared to welcome back businesses and customers to an adjusted reality in doing business in the downtown areas. See attached presentation. This strategy identifies communications and marketing materials needed to help reach our businesses, employees, residents, and visitors, as well as tactical urbanism needed for public spaces. While some elements of tactical urbanism and marketing are still being flushed out, there are immediate needs to be ready for June, including:

- COVID-19 safety yardsigns (\$9.50 ea) qty 50 for social distancing
- branded outdoor ground stickers 24"x24" (\$43 each) qty. 50 for social distancing
- Distance Street decals (\$17/6 items) 10 sets for social distancing
- posters (3 sets) - one welcome back sign for customers, and two standard safety posters for businesses/employees
- Direct Mailer to residents
- newspaper ads with local newspapers
- brochure (Distribution: 20k) communicating events, things to do and safety

The current total cost is \$9,295. Additional advertising opportunities are anticipated, as well as for discussion with the board the need or desire to provide sanitation stations throughout the districts.

Social media will be an even stronger emphasis in terms of marketing and communications which an adjustment to the social media paid boost schedule will be developed. Also, a video is being developed showcasing Downtown Dearborn as planned with the branding campaign, yet a slight twist being added for getting us through this uncharted time.

Tanner Friedman - Additional Budget through June 30, 2020

At the April 2020 Joint Board meeting, the DDDAs authorized an additional 30 hours (\$4500 split equally between the DDDAs) for the Tanner Friedman contract due to COVID-19 communications. These hours have been completely utilized for the month of April/May with communication focused on Ladies Night In, social media and the Dearborn Small Business Grant. An additional 24 hours (\$3600 split equally between the DDDAs) is recommended to utilize Tanner Friedman in developing content for the summer event schedule and welcome back campaign, as well as media relations for both items. POW! Strategies has temporarily taken on full content development and implementation of social media, website and e-communications since Tanner Friedman hours are exhausted and the DDDAs are still in the process of vetting a new communications/PR contract.

Attached is a summary report of Tanner Friedman's success in acquiring press for the Dearborn Small Business Grant, as well as an overview of social media statistics.

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

April 16, 2020

Virtual Meeting via Zoom

<https://zoom.us/j/433224302?pwd=bmd2VzZBZ2I2WEY5eDUyVmVCQlQwQT09>

Meeting ID: 433 224 302

Password: 844577

One tap mobile

+13126266799,,433224302# US (Chicago)

+19292056099,,433224302# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

+1 301 715 8592 US

Meeting ID: 433 224 302

Join by Skype for Business

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

MINUTES

MEMBERS PRESENT

EAST DDA	:	Chairperson Dan Merritt, Secretary-Treasurer Julia Kapilango, Director Janice B. Cislo, Director Mark Guido, Director Judith A. McNeeley, and Director Kamal Turfah (joined 8:42 am)
WEST DDA	:	Chairperson Sam Abbas, Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Director Thomas L. Clark (joined 8:28 am, left 9:42 am, back 10:00 am), Director Mark Guido, Director Jackie Lovejoy (left 9:41 am, returned 10:15 am, left 10:30 am) , and Director John McWilliams (left 9:18 am)

MEMBERS ABSENT

EAST DDA : Vice-Chairperson Jay P. Kruz, Director Mary O'Bryan, and Mayor Jack O'Reilly,

WEST DDA : Director Karen Nigosian, Mayor Jack O'Reilly, and Director Audrey Ralko

NON-MEMBERS PRESENT :

CITY OF DEARBORN : Jeff Watson (ECD), Licia Yangouyian (Legal), Moe Almaliky (Finance), Hassan Sheikh (ECD), Steve Horstman (ECD), Mike Kirk, Cristina Sheppard-Decius (DDDA), Jean Smith (DDDA) and Janet Bloom (DDDA)

OTHERS : N/A

I. Call to Order

Joint DDDA Chair Sam Abbas called the meeting to order at 8:13 am.

II. Roll Call

Janet Bloom, Operations Mgr. for DDDAs called the roll of Board Members for East and Board members for West.

EDDDA: A quorum was present.

WDDDA: A quorum was present.

III. Joint Meeting Chair for April 2020: Chairperson Sam Abbas

IV. Approval of the March 2020 Board Meeting Minutes - EDDDA

The minutes from the March 19, 2020 Board meeting were presented for approval. For the WDDDA, it was moved by Vice-Chairperson Mohammed Hider and it was seconded by Director Julia Kapilango. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes. Motion passed.

For the EDDDA, Director Julia Kapilango stated the minutes need a correction to correct her vote for the Consent Agenda item. Her "yes" vote will be corrected to "abstain, due to not confident with the process currently". For EDDDA, it was moved by Director Janice Cislo and it was seconded by Director Mark Guido. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Director Janice Cislo - yes,

Director Mark Guido - yes, Director Judith McNeeley - yes. Motion passed with minutes being approved as corrected.

The minutes were recorded and filed.

V. Treasurer's Report

A. Receive & File Report

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated March 31, 2020. Revenue to date totaled \$889,068. Total expenditures totaled \$817,313. The current cash position equals \$1,032,335 and it is estimated the EDDDA's cash position at the end of the fiscal year would be \$432,318.

WDDDA: Moe Almaliky reviewed the financial statement dated March 31, 2020. Revenue to date totaled \$1,079,445. Total expenditures totaled \$891,029. The current cash position equals \$993,363 and it is estimated the WDDDA's cash position at the end of the fiscal year will be \$779.852.

Chairman Sam Abbas asked that the minutes show the Treasurer's Report as received and filed for both EDDDA and WDDDA.

VI. Action Items

A. Joint Board Actions

1. FYE 2021-23 Budget Draft

The final draft budget for FYE 2021-23 for the DDDAs was reviewed. For EDDDA, Section 28 of Public Act 197 of 1975 requires that the Directors of the EDDDA prepare and submit an operating budget for the EDDDA each year. For both EDDDA and WDDDA, the City of Dearborn requires a three-year budget of all departments and authorities for adoption. The fund balance, along with projected FYE 2021-2023 revenues for both EDDDA and WDDDA, is sufficient to support the proposed budget. Unexpended FYE2020 appropriations shall be carried forward for completion of EDDDA and WDDDA activities initiated by June 30, 2020.

For EDDDA, motion to approve by Mayor Jack O'Reilly; seconded by Director Janice Cislo. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - abstain, due to lack of confidence with process currently, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes. Motion passed.

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

2. Tanner Friedman - Additional Budget through June 30, 2020

Tanner Friedman is the current public relations vendor for both EDDDA and WDDDA. Due to Covid-19, Tanner Friedman was engaged to develop content, graphics, communications for the website, Constant Contact, signage and social media for Downtown Dearborn. They utilized 50 hours on this response in the month of March 2020. An additional \$7500 is necessary to add to their current contract to take them to the contract end date of June 30, 2020. The cost will be split equally between EDDDA and WDDDA, each expending \$3750. For EDDDA it will come from account #297-6100-911-34-90. For WDDDA it will come from account #296-6100-911-34-90.

For EDDDA, motion to approve by Director Jan Cislo; seconded by Director Kamal Turfah. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - no, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes, Director Kamal Turfah - yes. Motion passed.

For WDDDA, motion to approve by Director Jackie Lovejoy; seconded by Vice-Chairperson Mohammed Hider. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider Secretary-Treasurer Jeff Lynch - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes. Motion passed.

3. Event Schedule For Spring/Summer 2020

Due to Covid-19, the Executive Board spoke at length about how it impacts the DDDA's events for Spring and Summer 2020. The Executive Committee recommended cancellation or postponement of events in May and June.

The EDDDA board approved the following:
Jazz on the Ave - cancelled for 2020

The WDDDA board approved the following:
Farmers Market - further explore later start dates
Tunes at Noon - cancelled for 2020
Friday Nights - cancelled for 2020
Kids Days at the Market - cancelled for 2020

Both EDDDA and WDDDA approved the following:
Movies in the Park - further explore moving June dates to later months.
Music in the Park - cancelled for 2020
Ladies Night Out - further explore options of a virtual Ladies Night In, tentatively scheduled for May 6
Dearborn Restaurant Week - further explore a new plan to do this event later in year

For EDDDA, motion to approve by Secretary-Treasurer Julia Kapilango; seconded by Director Judith McNeeley. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes, Director Kamal Turfah - yes. Motion passed.

For WDDDA, motion to approve by Vice-Chairperson Mohammed Hider; seconded by Secretary-Treasurer Jeff Lynch. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes. Motion passed.

Other recommendations for events included considering purchasing hand sanitizer stands since in high demand, and set up sanitation stations; purchase gloves and branded masks; change Farmers Market bags to paper bags; and possibility of demarking 6ft. spacing at events.

The Executive Committee has also wanted to plan for a “Comeback Campaign”, putting funds towards mailers, co-op ads, more social media marketing, TV, YouTube/Google ads and a general video promotion on CDTV.

The DDDAs are still actively pursuing sponsors to help with events and programs.

B. EDDDA Board Actions

1. Consent Agenda

- a) COVID-19 Response Sandwich Board Signs**
- b) Movies in the Park**

2. Motion to revise Consent Agenda

Motion was made to revise Consent Agenda to speak on each agenda item. Motion made by Director Mark Guido and seconded by Director Jan Cislo.

Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes, Director Kamal Turfah - yes. Motion passed.

3. COVID-19 Response Sandwich Board Signs

Sandwich board signs were created to advertise at select locations that area restaurants were still open and offering delivery, take out or curbside service and it provided a 15 minute parking rule. Malko Media produced 32 signs at \$22 a piece and two additional a-frame signs were ordered at \$105 each. The total cost is \$914, which is to be split equally between EDDDA and WDDDA. The EDDDA approves expending \$457 from

account #296-6100-911-51-00 for the a-frames and inserts.

For EDDDA, motion to approve by Director Mark Guido; seconded by Director Jan Cislo. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes, Director Kamal Turfah - yes. Motion passed.

4. Movies in the Park

Movies in the Park is a family event that has two movies shown in the EDDDA district and two shown in the WDDDA district. The movies usually begin in June and run through August. Given the Covid-19 situation, this item was requested to be tabled until May.

For EDDDA, motion to table was presented by Director Mark Guido; seconded by Director Janice Cislo. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes, Director Kamal Turfah - yes. Motion passed.

C. WDDDA Board Actions

1. Consent Agenda

- a) COVID-19 Response Sandwich Board Signs**
- b) Movies in the Park**
- c) Farmers Market**
- d) Tunes at Noon**

2. Motion to revise Consent Agenda:

Motion was made to revise Consent Agenda to remove Movies in the Park and Tunes at Noon from Consent Agenda since Movies in the Park was moved to May review by EDDDA and Tunes at Noon was cancelled during Joint Board Actions.

For WDDDA, motion to remove Consent Agenda items presented by Vice-Chairperson Mohammed Hider; seconded by Director Mark Guido. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes. Motion passed.

3. Motion to approve Consent Agenda

- a) COVID-19 Response Sandwich Board Signs**
- b) Farmers Market**

The remaining items on Consent Agenda, COVID-19 Response Sandwich Board Signs and Farmers Market were presented for approval. For WDDDA, motion to approve by Director Jackie Lovejoy; seconded by Secretary-Treasurer Jeff Lynch. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes. Motion passed.

4. Motion to Table Movies in the Park

Movies in the Park is a family event that has two movies shown in the EDDDA district and two shown in the WDDDA district. The movies usually begin in June and run through August. Given the Covid-19 situation and EDDDA already approving this item to be presented at next board meeting, this item was requested to be tabled until May.

For WDDDA, motion to approve tabling this item was first moved by Director Mark Guido; seconded by Vice-Chairperson Mohammed Hider. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes. Motion passed.

VII. Committee Reports

Committee minutes are in Supplemental Materials in digital board packet.

Cristina Sheppard-Decius shared updates on the Promotions Committee that volunteer needs will need to be reviewed given change of events in 2020. Jean Smith stated Home Tour is cancelled.

Cristina Sheppard-Decius covered items from the Design/Economic Vitality Committee. A virtual meeting was held with businesses with about 40 participants. It included a panel with government, economic development and chamber resources. Property Owner Round Table cancelled. Chairperson Sam Abbas interjected that this should be reinstated since property owners will need support more than ever given COVID-19 situation. For Open Door Dearborn, reviewing current applications. Follow up is being conducted with Haraz Coffee in East Dearborn on progress.

VIII. DDDA Executive Management Team & ECD Reports

Chairperson Sam Abbas commented on the lack of transparency of the Brady RFP process and asked that RFP process be more open so more local participants in property development can happen. Cristina stated that the process is being managed by ECD and the Purchasing Department. RFP is on the DowntownDearborn.org site and on bidnet.com. Jeff Watson stated that the RFP went out to a list of potential candidates and primary tool is bidnet.com. Cristina stated working on bid for City Hall Park and bike racks. Sharing on Bike Share Committee information, Cristina stated Zagster has pulled all bikes and has suspended operations currently. The committee was exploring docked and dockless bike stations. She pointed out the Happy Hour document which lists opportunities for engagement between businesses and their customers. She stated she could invite a few board members to join in the weekly 4 pm Michigan Downtown Association calls if interested. A Downtown Business and Property Owner Virtual Town Hall event was held. Everyone is being directed to the DowntownDearborn.org website to visit the resources under the COVID-19 tab, which is a collection of available local, county, state and federal resources for business and

property owners. Additional funds are being structured at the City level and more details will be coming out on that program. Hassan Sheikh mentioned Census is still in process. Mark Guido stated inspections have been scaled back and are primarily focused on vacant residential properties at this time to reflect compliance with Governor Whitmer's Executive Order. Jeff Lynch stated Ford is doing no new construction at this time and all focus is on essential maintenance. Sam asked if our Landscape and Maintenance contracts now are only concentrating on essential litter pickup, we should see a cost savings. Cristina stated yes and that we only get billed by work completed.

IX. Call to Board of Directors

No comments.

X. Call to Audience

No comments.

XI. Adjournment

Motion to adjourn moved by EDDDA's Vice-Chairperson Mohammed Hider and seconded by EDDDA's Secretary-Treasurer Julia Kapilango.

Meeting adjourned at 11:07 am

Approved by:

Julia Kapilango, Secretary-Treasurer, EDDDA

Jeff Lynch, Secretary-Treasurer, WDDDA

Financial Statement Summary		FY2018	FY2019	FY2020				
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance
Revenue								
296-0000-311.40-00	Property Tax Capture	\$ 496,066	686,335	\$ 505,710	\$ 505,710	\$ 630,536	\$ -	N/A
	Brownfield Tax Capture	119,900	132,940	235,220	235,220	387,665	-	N/A
	Tax Revenue Total:	\$ 615,966	\$ 819,275	\$ 740,930	\$ 740,930	\$ 1,018,201	\$ -	\$ -
296-0000-330.05-14	Local Community Stabilization Authority	12,332	25,313	25,320	25,320	-	-	25,320
296-6110-330.01-90	Farmer's Market Federal Grant	-	1,424	1,000	1,000	607	-	393
296-6110-369.90-00	Farmer's Market Miscellaneous	12,900	18,865	23,500	23,500	2,265	-	21,235
296-6100-365.90-00	Donations from a Private Source	88,742	48,348	83,500	83,500	16,659	-	66,841
296-6100-322.40-10	Events Revenue	-	-	-	-	6,545	-	-
296-0000-361.10-05	Interest Income	9,786	19,928	20,698	20,698	14,219	-	6,479
296-0000-369.90-00	Miscellaneous Income	-	6,194	-	-	-	-	-
	Donations & Farmer's Market Total:	\$ 123,760	\$ 120,072	\$ 154,018	\$ 154,018	\$ 40,295	\$ -	\$ 120,268
296-0000-391.91-01	Contributions from the General Fund	39,102	37,913	35,000	35,000	29,167	-	5,833
	General Fund Contribution Total:	39,102	37,913	35,000	35,000	29,167	-	5,833
	Total Revenues:	\$ 778,828	977,260	\$ 929,948	\$ 929,948	\$ 1,087,663	\$ -	\$ 246,369
Expenditure								
296-6100-911.10-20	Part-time Wages	\$ 4,830	81	\$ -	\$ -	\$ -	\$ -	\$ -
296-6100-911.22-00	City Share of FICA & Medicare	369	6	-	-	-	-	-
296-6100-911.26-00	Workers Compensation Contribution	3	-	-	-	-	-	-
296-6100-911.30-40	Audit Services	329	382	400	400	400	-	-
296-2972-463.34-90	Sanitation Contractual Services	22,152	25,920	25,920	25,920	19,620	540	5,760
296-6100-911.34-90	Development Contractual Services	253,616	399,227	499,826	534,826	331,309	118,613	84,904
296-6110-911.34-90	Farmer's Market Contractual Services	5,089	16,509	22,000	22,000	10,624	3,038	8,338
296-6100-911.41-75	WATER/SEWAGE	-	-	-	1,500	534	966	-
296-6100-911.43-82	Copier Repair & Maintenance Services	-	362	375	375	-	-	375
296-6100-911.44-10	Building Rental	-	10,935	11,010	11,010	9,025	1,805	180
296-6100-911.51-00	Community Promotion	137,110	264,955	341,345	485,817	167,764	76,711	241,342
296-6100-911.52-10	Insurance	2,985	2,670	3,730	3,730	3,110	-	620
296-6100-911.53-00	Communications	-	225	-	500	914	172	(586)
296-6100-911.58-10	Training & Transportation	2,569	2,836	3,500	3,500	175	-	3,325
296-6100-911.60-10	Office Supplies	693	802	4,125	3,125	395	-	2,730
296-6100-911.60-20	POSTAGE	-	-	-	500	202	-	298
296-6100-911.61-90	Non-Capital Equipment	-	-	18,600	17,100	-	1,000	16,100
296-6100-911.62-00	Repair & Maintenance Supplies	-	1,400	-	-	-	-	-
296-6100-911.62-40	Planting Materials	8,276	6,798	30,000	30,000	577	17,916	11,507
296-6100-911.65-00	Memberships	413	513	940	940	148	28	764
296-6100-911.68-90	Other Operating Expenses	150,000	-	1,250	1,250	-	-	1,250
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	119,900	132,940	235,220	235,220	387,665	-	(152,445)
	Total Expenditure	\$ 708,334	866,561	\$ 1,198,241	\$ 1,377,713	\$ 932,462	\$ 220,789	\$ 224,462
	Revenues Over/(Under) Expenditures	\$ 70,494	110,699	\$ (268,293)	\$ (447,765)	\$ 155,201	\$ (220,789)	\$ 21,907
Balance Sheet						Current	Beginning of Year	
Equity in Pooled Cash Position						\$ 959,081	\$ 851,078	
Current Assets	Current Receivables					14,360	9,636	
	Unearned Income					246,369	926,885	
Current Liabilities	Current Liabilities					-	80,057	
	Encumbrances					(220,789)	(212,549)	
	Uncommitted Budget					(224,462)	(1,019,109)	
	Estimated Ending Cash Position	\$ 787,019	906,009			\$ 774,559	\$ 635,998	
Expenditure Details		FY2018	FY2019	FY2020				
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance
Beautification								
296-2972-463.34-90	Sanitation Contractual Services	\$ 22,152	25,920	\$ 25,920	\$ 25,920	\$ 19,620	\$ 540	\$ 5,760
296-6100-911.34-90	Holiday Décor & Installation	17,350	11,861	20,000	20,000	19,830	-	170
296-6100-911.34-90	Landscape & Maintenance	55,820	193,459	219,080	219,080	146,728	38,725	33,627
296-6100-911.34-90	Snow Removal	38,250	39,678	45,000	45,000	25,865	19,198	(63)
296-6100-911.34-90	On-Street Bike Racks	516	-	6,000	6,000	-	-	6,000
296-6100-911.34-90	Master Plan/Vision, Art in Public Spaces	-	-	10,000	30,000	-	-	30,000
296-6100-911.62-40	Planting Materials	8,276	6,798	30,000	30,000	577	17,916	11,507
	Total Beautification	\$ 142,364	277,716	\$ 356,000	\$ 376,000	\$ 212,620	\$ 76,379	\$ 87,001

Development

296-6100-911.51-00	General Marketing (banners, printing, social media)	\$ 4,625	10,258	\$ 30,000	\$ 30,000	\$ 9,691	\$ 3,448	\$ 16,861
296-6100-911.51-00	Branding	-	118,371	120,000	252,881	84,932	56,964	110,985
296-6100-911.51-00	Graphic Design	1,474	150	5,000	5,000	220	78	4,702
296-6100-911.51-00	Photography	1,825	1,850	5,000	5,000	963	-	4,037
296-6100-911.51-00	Metro Mode / Issue Media	30,000	18,000	24,000	24,000	18,000	-	6,000
296-6100-911.51-00	Mobile App	-	1,197	3,750	3,750	-	-	3,750
296-6100-911.51-00	CTM Brochure Distribution	5,852	2,339	4,250	4,250	438	3,751	61
296-6100-911.51-00	Website, Constant Contacts	275	226	230	230	-	-	230
296-6100-911.51-00	Website Hosting & Domain Registration	985	801	1,350	1,350	2,188	11	(849)
296-6100-911.51-00	Henry Ford Promotion Package	5,600	5,600	5,600	5,600	-	5,600	-
296-6100-911.51-00	Community Art Enhancement	-	-	4,000	4,000	-	-	4,000
296-6100-911.51-00	Dearborn Community Fund Sculpture Initiative	5,900	5,900	6,000	6,000	-	-	6,000
296-6100-911.51-00	Art month, Art Spark, Pocket Park Mural, POP-Studen	1,500	5,500	1,000	1,000	1,000	-	-
296-6100-911.51-00	Fall Promotions	476	193	300	300	-	-	300
296-6100-911.51-00	Holiday Promotions, Holly Berry Brunch Program	3,950	16,144	14,665	14,665	13,590	-	1,075
296-6100-911.51-00	Shop Small Business Saturday	7,201	3,665	7,000	7,000	6,480	167	353
296-6100-911.51-00	Restaurant week	12,465	17,581	16,500	16,500	1,050	-	15,450
296-6100-911.51-00	Big Read	1,000	-	1,000	1,000	-	-	1,000
296-6100-911.51-00	Tunes at Noon	-	-	6,500	6,500	3,024	-	3,476
296-6100-911.51-00	Friday Nites Concert Series & Food Truck Rally	34,328	32,876	44,600	44,600	8,468	241	35,891
296-6100-911.51-00	W.Village Commons & Wagner Place Programs	10,368	15,011	-	-	-	-	-
296-6100-911.51-00	Wagner Place Park Equipment	-	2,280	15,000	26,570	6,659	-	19,911
296-6100-911.51-00	Main Street Materials	790	-	-	-	-	-	-
296-6100-911.51-00	Martian Marathon	619	375	500	500	-	-	500
296-6100-911.51-00	Bike Dearborn	-	250	-	-	-	-	-
296-6100-911.51-00	Farm Table	-	-	8,500	8,500	-	175	8,325
296-6100-911.51-00	Movies In the Park	-	-	2,000	2,000	658	29	1,313
296-6100-911.51-00	Doggone	-	-	800	800	-	-	800
296-6100-911.51-01	Black History Month	-	-	-	21	-	21	21
296-6100-911.51-00	Ice Cream	-	-	700	700	-	-	700
296-6100-911.51-00	Ladies Night Out	-	-	550	550	-	3,441	(2,891)
296-6100-911.51-00	Pernennial	-	-	550	550	360	-	190
296-6100-911.51-00	Kids Day	-	1,457	10,000	10,000	8,945	2,801	(1,746)
296-6100-911.51-00	Farmer's Market Promotions	1,729	3,936	-	-	300	-	(300)
296-6110-911.34-90	Farmer's Market Contractual Services	5,089	16,509	22,000	22,000	13,564	3,038	5,398
296-6100-911.34-90	Building / Business Incentives	-	-	40,000	55,000	-	-	55,000
296-6100-911.51-00	Other Community Development	13,336	4,479	2,000	2,000	798	5	1,197
	Total Development	\$ 149,387	284,947	\$ 403,345	\$ 562,817	\$ 181,328	\$ 79,770	\$ 301,740

Planning & Administration

296-6100-911.34-90	Pow Strategies	-	-	-	98,070	37,718	60,352	60,352
296-6100-911.34-90	Executive Director	\$ 94,570	46,172	\$ 47,996	\$ 47,996	\$ 22,998	\$ 3	\$ 24,995
296-6100-911.34-90	Operations Manager	-	27,742	30,950	30,950	15,475	-	15,475
296-6100-911.34-90	Design & Planning Manager	-	9,400	12,000	12,000	6,000	-	6,000
296-6100-911.34-90	Event Manager, Farmer's Market Manager	9,771	26,738	27,900	27,900	13,950	-	13,950
296-6100-911.34-90	Communications Manager, Public Relations	30,064	38,430	40,000	40,000	39,130	37	833
	Total Directors Expenses	134,405	148,482	158,846	158,846	135,271	60,392	121,605
various (comment)	Wages & Benefits	5,202	87	-	-	-	-	-
various (comment)	Other Office Expenses	7,076	10,629	13,070	14,570	5,878	1,166	7,526
296-6100-911.34-90	Office Cleaning	-	825	900	900	675	300	(75)
296-6100-911.44-10	Building Rental	-	10,935	11,010	11,010	9,025	1,805	180
296-6100-911.61-90	Non-Capital Equipment (lighting, repairs)	-	-	18,600	17,100	-	1,000	16,100
296-6100-911.68-90	Other Operating Expenses (utilities)	-	-	1,250	1,250	-	-	1,250
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	119,900	132,940	235,220	235,220	387,665	-	(152,445)
	Total Planning & Administration	\$ 416,583	303,898	\$ 438,896	\$ 438,896	\$ 538,514	\$ 64,663	\$ (5,859)

Expenditures	\$ 708,334	866,561	\$ 1,198,241	\$ 1,377,713	\$ 932,462	\$ 220,812	\$ 224,439
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Contractual Services

Community Promotions

Other Operating Expenses

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Hanging Baskets 2020 - WDDDA

Date Approved:

Motioned by:

Seconded by:

WHEREAS: The WDDDA recognizes the benefit of beautification and adding aesthetic elements to a downtown for placemaking purposes; and

WHEREAS: The WDDDA values implementing planters and landscaping to beautify the district; and

WHEREAS: A competitive bid for the purchase of twenty-four (24) self-watering hanging baskets at 22" diameter size was solicited by the City of Dearborn on behalf of the WDDDA; therefore, be it

RESOLVED:

1. That the WDDDA awards the lowest bidder Sybertech Waste for the purchase of twenty-four (24) self-watering hanging baskets, 22" diameter in size, for WDDDA, for placement around Wagner Place, at \$131.50 each, for a total of \$3156, which is to be expended from account # 296-6100-911-34-90; and
2. The WDDDA Executive Director is authorized to execute contracts on behalf of the WDDDA with the vendor selected, subject to review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Movies in the Park (Wagner Park) 2020 Amendment I

Date Approved:

Motioned by:

Seconded by:

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

WHEREAS: The WDDDA values programming events and activities to engage the community and grow the economy; and

WHEREAS: The WDDDA reviewed a specific budget of \$2,350 for Movies in the Park for 2020 event season; therefore, be it

RESOLVED:

1. That the WDDDA obligates \$2350 in expenditures for the Movies in the Park event for 2020 event season, for two dates in August, from the Community Promotions Budget account # 296-6100-911-51-00; and
2. The WDDDA Executive Director is authorized to execute contracts on behalf of the WDDDA with the vendors listed below for Movies in the Park, subject to review and approval by Corporation Counsel.

Vendor	Purpose	Amount
Stardust Theatre Rentals	screen/sound (two dates)	\$ 875.00
Swank	movies/movie license	\$ 945.00
Beshara Printing	posters- 100	\$ 50.00

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Nickel & Saph Event Insurance Policy for Summer 2020-WDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The WDDDA recognizes the benefit of producing events in the district to help Market and Promote businesses and activate space in the District; and

WHEREAS: The WDDDA authorized an abbreviated event schedule for summer 2020 which included the Dearborn Farmers & Artisans Market from July 10th to September 25th, 2020 and the Movies in the Park series, operating for two dates in each district in the month of August 2020; and

WHEREAS: The city insurer Nickel & Saph Inc, Insurance Agency, quoted \$1290 for the insurance premium to cover these two events, with effective dates 07/10/2020-09/26/2020, of which the cost is \$80.265 per event day, with WDDDA having 12 Farmers Market dates and two Movies in the Park dates, for a total of 14 event dates, totaling \$1128.75; therefore, be it

RESOLVED: The WDDDA authorizes \$161.25 from #296-6100-911-51-00 for Movies in the Park and \$967.50 from 296-6110-911-34-90 for the Farmers Market with the city insurer Nickel & Saph Inc, Insurance Agency, to cover the WDDDA portion of the event insurance premium; let it be further

RESOLVED: The WDDDA Executive Director is authorized to execute contracts on behalf of the WDDDA for the selected service provider, subject to review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Planter Rail Replacement 2020

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The WDDDA recognizes the benefit of infrastructure improvements and creative design elements in a downtown district to boost image and lift the visual intrigue for placemaking for businesses and activities in the District; and

WHEREAS: The WDDDA decorative planter rail elements were placed throughout the West Village Drive streetscape improvements around Wagner Place; and

WHEREAS: Damage from a vehicle, which the driver is unknown, necessitates the repair of a planter rail along W. Village Drive, by Wagner Park, with funds being expended from Repair/Maintenance account #296-6100-911-61-90; and

WHEREAS: The manufacturer and designer of WDDDA's planter rails, Future Fabricating, is determined to be a Sole Source provider in the repair; and

WHEREAS: The cost by Future Fabricating for the repair of the damaged planter rail is estimated to be \$4426; so let it be

RESOLVED: Future Fabricators is awarded the contract to repair the damaged planter rail in WDDDA, with the cost not to exceed \$4426, expending from Repair/Maintenance account #296-6100-911-61-00; and let it be further

RESOLVED: The WDDDA Executive Director is authorized to execute contracts on behalf of the WDDDA with this provider, subject to review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

COVID-19 Office Supplies 2020-WDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The West Dearborn Downtown Development Authority (“WDDDA”) and the East Dearborn Downtown Development Authority (“EDDDA”), collectively “DDDA”, have worked collaboratively to create and maintain a vibrant Downtown Dearborn experience for all, unified by a shared vision for the community to improve the local economy; and

WHEREAS: The West & East DDAs and district businesses have been impacted by the recent COVID-19 pandemic and the DDAs office must prepare for return to work and safe, contactless event management, following local, state, and federal guidelines; and

WHEREAS: A list of required items are needed to be provide safe work environment at the office, in the field and at events; therefore, let it be

RESOLVED: That the WDDDA and EDDDA obligates to split the cost of \$4129 for the purchase of supplies for office and event use, expending \$2064.50 for WDDDA from account #296-6100-911-51-00; and let it be further

RESOLVED: That the WDDDA Executive Director is authorized to execute the contract with the listed service providers on behalf of the WDDDA, subject to the review and approval by Corporation Counsel.

Vendor	Purpose	Amount
City of Dearborn	contactless thermometers (qty. 2) office/events	\$96
City of Dearborn	hand sanitizer (70% gel/gallon) \$34.50 ea., plus \$3.50 for pump - qty. 12	\$456
Visibles	medical grade masks - qty. 500; \$.90 ea for 5K	\$450
Visibles	non-latex gloves - 3 mil - \$.13/ea. for 5K	\$650
Dearborn Chamber of Commerce	disinfectant spray (liquid sanitizer) ½ gallon, qty. 10 \$19.50 each	\$195
DPW	In office, sneeze guard (installed) at desk at entrance - labor/materials	\$300

Janet Bloom	Check in table at office (purchase at Wal-Mart)	\$150
Campbell's Cleaning	move from 2x month cleaning/sanitizing to weekly for remainder of contract (month of June) (\$150); addition of Bio-Shield type product (\$50)	\$200
Sanistand	1 hand sanitizer stand in office, 4 for events (\$279 plus S/H of up to \$45)	\$1620
Janet Bloom	Spray bottle at Wal-Mart (\$3 each) qty. 4	\$12

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Welcome Back Campaign Items 2020-WDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The West Dearborn Downtown Development Authority (“WDDDA”) and the East Dearborn Downtown Development Authority (“EDDDA”), collectively “DDDA”, have worked collaboratively to create and maintain a vibrant Downtown Dearborn experience for all, unified by a shared vision for the community to improve the local economy; and

WHEREAS: The West & East DDAs have been impacted by the recent COVID-19 pandemic and a reopening strategy has been developed to safely welcome customers back into the district and its businesses, following local, state, and federal guidelines; and

WHEREAS: The “Welcome Back” reopening strategy consists of both physical improvements and marketing with the cost to be split equally between WDDDA and EDDDA; therefore, let it be

RESOLVED: That the EDDDA and WDDDA obligates to split the cost of \$9,295 for the purchase of supplies for a Welcome Back campaign, expending \$4,647.50 for the WDDDA from account #296-6100-911-51-00; and let it be further

RESOLVED: That the WDDDA Executive Director is authorized to execute the contract with the listed service providers on behalf of the WDDDA, subject to the review and approval by Corporation Counsel.

Vendor	Purpose	Amount
Malko Media	covid-19 safety yardsigns (\$9.50 ea) qty 50	\$475
Malko Media	posters (3 sets)	\$300
Malko Media	branded outdoor ground stickers 24”x24” (\$43 each) qty. 50	\$2150
Mama Mia	Direct Mailer	\$2999.99
Press & Guide	newspaper ads	\$600
Times Herald	newspaper ads	\$600

Epiccrowdcontrol.com	Distance Street decals (\$17/6 items) 10 sets	\$170
Beshara	brochure (Distribution: 20k) and starter info flyer	\$2000

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

COVID-19 Response Tanner Friedman 2020 Additional Hours

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The West Dearborn Downtown Development Authority (“WDDDA”) and the East Dearborn Downtown Development Authority (“EDDDA”), collectively “DDDA”, have worked collaboratively to create and maintain a vibrant Downtown Dearborn experience for all, unified by a shared vision for the community to improve the local economy; and

WHEREAS: The West & East DDAs and district businesses have been impacted by the recent COVID-19 pandemic and a swift response was required to assist the district businesses; and

WHEREAS: Tanner Friedman was engaged to develop content for graphics, communications, media relations, website, Constant Contact, signage, and social media for Downtown Dearborn; and

WHEREAS: An additional 30 hours of work up to \$4500, was authorized by the East and West DDAs to the Tanner Friedman contract through June 30, 2020, to meet the needs of the DDAs’ communication and marketing efforts, split equally between EDDDA and WDDDA; therefore, let it be

WHEREAS: An additional 24 hours of work up to \$3600 is recommended to be added to the Tanner Friedman contract through June 30, 2020, to meet the needs of the DDAs’ communication and marketing efforts specifically related to crafting content and managing media relations for the reopening of the business districts and summer event schedule, split equally between EDDDA and WDDDA; therefore, let it be

RESOLVED: That the WDDDA obligates \$1800 to be added to the Tanner Friedman contract for communications and marketing from account #296-6100-911-34-90; and let it be further

RESOLVED: That the WDDDA Executive Director is authorized to execute the contract with Tanner Friedman on behalf of the WDDDA, subject to the review and approval by Corporation Counsel.

Yes:

No:

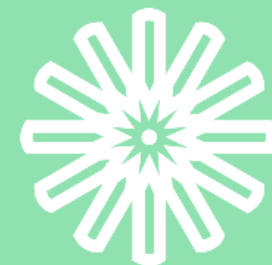
Abstained:

Absent:



DEARBORN
Downtown

WELCOME BACK
CAMPAIGN
STRATEGY



AUDIENCE

- DDA Businesses
- Employees
- Residents
- Visitors
- Event Goers
- Media

ISSUES/NEEDS

- Safety
- Health standards
- What are the rules/guidelines/expectations?
- Who's open and change of services
- What is the event game plan
- What can you still do (activities/places)?
- Lack of supplies/supply chain
- Pedestrian traffic flow/cueing lines/overflow of people/sidewalk cafes
- Business Assistance/Training on Cash Flow Projections, E-Commerce, Social Media, Health and Safety, Finance Basics, Business Planning, Employee Re-engagement.
- Evolving/Changing Consumer Behavior

GOALS/STRATEGY

- Contactless Experience
- Understanding and adherence to health standards to assure the feeling of safety.
- Shift DDA emphasis to Business Retention
- Create awareness of DDA and Business services
- Consumer return to downtown districts at a steady upward pace.
- Prevent Vacancies
- Encourage Business Marketing/Sales and Model Shifts
- Welcoming Environment

GOALS/STRATEGY

- Access to Resources
- Clear and Consistent Messaging
- Consistent Navigation & Wayfinding
- Flexibility & Creativity for Businesses when it comes to Public Space
- Aggressively Work with Property Owners and Market Current Vacancies
- Enhance Farmers Market & Movies in the Park Access/Space/Safety Logistics
- Creative Socially Distant Events/Activities, ie: May Preservation Month

PROGRAMS/TOOLS

- District-Wide Access Plan
 - Curbside Pick-Up & Delivery Locations
 - Sidewalk Café Expansions
 - Sidewalk Cueing Plan
 - Assess Public Space Layouts
 - Sanitation Stations
- Retention Plan
 - Business Assistance Team Consultations
 - Weekly Webinar Trainings
 - Open Door Dearborn Grant
 - Dearborn Small Business Grant & CDBG Loan/Grant Programs
- Event Plan
 - Safety & Sanitation Standards
 - Signage/Cueing & Social Distance Markers
 - Self-guided Walking Tours & Things to Do Marketing

PROGRAMS/TOOLS

- Business Welcome Back Starter Kit
 - Safety/Sanitation Supplies
 - Consumer Welcome Back Posters
 - Tips/Guidelines
 - Resource List
- Recruitment Plan
 - Update Strategy
 - Broker Meetings
 - Property Owner One-on-Ones
- Economic Impact Study (need an intern)

PROGRAMS/TOOLS

- Communications & Marketing
 - Social Media Emphasis
 - Farmers Market Video
 - Downtown Dearborn Welcome Back Video
 - Residential Mailer
 - Strategic Ad Placement
 - Business Directory/Map
 - Web Enhancements
 - E-Communications Growth
 - Informational Brochure
- TIF Plan Review

GENERAL MESSAGING

- We're OPEN! Welcome back! Come on In!
- Our Community is Resilient
- We're Thinking of You - Safety First
- Let's Take Care of Each Other- How Can I help?
- Support Businesses/We Miss Our Customers!
- How businesses are taking care of the community
- Things You Can Still Do During This Time

EVALUATION

- Business Statistics
- Social Media
- Website
- Event Surveys
- Mailer Usage Reports
- Access Plan Usage
- Kit Distribution
- Attendance at Events
- Attendance at Trainings
- Grant Recipients

COMMUNICATING COVID-19

Crisis Communications Efforts, March-April 2020



TANNER  FRIEDMAN

Communicating COVID-19

- **Downtown Dearborn: COVID-19 Community Statement**



**Updated March 18, 2020*

March 13, 2020

The East and West Dearborn Downtown Development Authorities take the health of our community seriously, and continue to closely monitor developments related to the coronavirus (COVID-19). During these uncertain times, we are committed to following the recommended guidelines from the federal, state and local health officials.

You can learn more at www.cityofdearborn.org and www.cdc.gov.

We strongly encourage individuals and organizations to take the necessary precautions to help mitigate any potential spread of the coronavirus within the community. Downtown Dearborn is urging that all businesses implement stringent cleaning and sanitizing practices. Learn more about [keeping the workplace safe](#) and [recommended strategies for businesses and employers](#). Downtown Dearborn businesses are encouraged to visit the [COVID-19 Resources Page](#) on our website for additional information and helpful guidelines.

Dearborn Restaurant Week 2020 has been postponed. Please stay tuned and connect with Dearborn Restaurant Week on [Facebook](#), [Instagram](#) and [Twitter](#) for future updates.

We want to express our gratitude for patrons who continue to back Dearborn's small businesses and local economy. A plethora of shops and restaurants are open for business. Please show your support, especially through online, mobile and curbside orders, or if preferred, with the purchase of gift cards to be redeemed in the future. If you have any questions regarding the hours of Downtown Dearborn businesses or restaurants, please connect with them on how they may best serve you.

Thank you for your commitment to the health of our community and your continued support of Downtown Dearborn. Take care of yourselves and each other.

Sincerely,

Cristina Sheppard-Decius, CSM

Executive Director, East and West Dearborn Downtown Development Authorities

- **Dearborn Restaurant Week statement, social media management**

- As Dearborn Restaurant Week organizers continue to monitor developments related to the coronavirus (COVID-19), and in light of Gov. Whitmer's order to temporarily shut down all restaurants and bars (outside of carry-out and delivery service) in the state of Michigan, Dearborn Restaurant Week 2020 is being postponed.

Stay tuned for updates as we work to reschedule this annual event celebrating the wide array of diverse cuisine Downtown Dearborn has to offer.

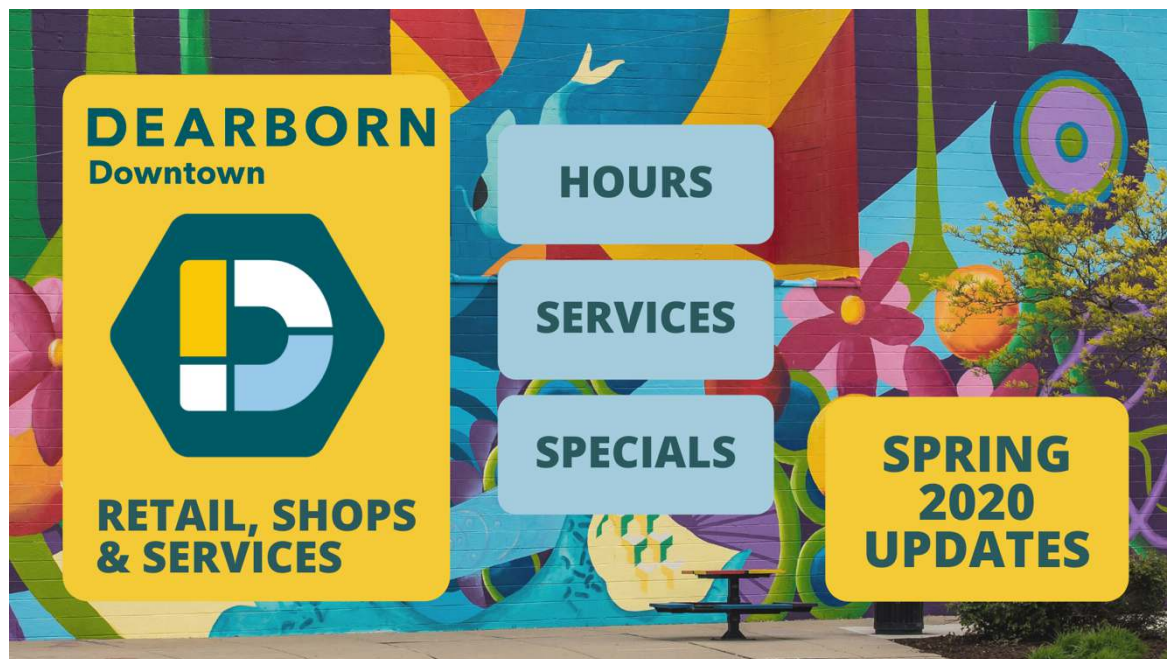
Thank you for your commitment to the health of our community and your continued support of Downtown Dearborn. One way to do so during this time is to purchase a gift card to a local business online or by phone that can be redeemed in the future. Also, check in with restaurants and other establishments on how you can purchase what you need via delivery or pick-up.

We continue to strongly encourage individuals and organizations to take the necessary precautions and follow CDC guidelines aimed at health and safety. You can learn more at www.cityofdearborn.org and www.cdc.gov.

For new Downtown Dearborn updates, connect on Facebook, Instagram and Twitter.



- Dearborn: Open for Business Facebook Group, event pages creator



Lynette Smith Downey shared a post.
New Member · April 15 at 9:39 AM

Downey Brewing Company
April 9 at 10:47 PM

GROWLER BUY-BACK PROGRAM + \$5.00 OFF!

ALL GROWLERS FROM OUR ONLINE ORDERS ARE NOW REDEEMABLE FOR A PINT OR FLIGHT WHEN WE RE-OPEN.



DOWNEYBREWINGCOMPANY.COM
Enter code GROWLER and save \$5.00!!
Beer, Wine, and Cider Deliveries

Shop Now

You and 4 others · Seen by 46

Paradise Biryani Dearborn is open for carry out. For every meal purchased, a meal will be donated to a local food bank. Delivery is available via Grub Hub and Door Dash.




7 · Seen by 50

Mohamad Dbouk
New Member · 17 hrs

20% OFF All Curbside Pick-Ups or Free Local Deliveries of Your La Pita Lunch or Dinner Effective Immediately! No Coupon Required!

Call In Your Order:
313-563-7482

Our La Pita Carry Out Menu To Order From:
<https://www.lapitadearborn.com/menus/carry-out-menu/>
... See More



You and 7 others · 1 Comment · 2 Shares · Seen by 50

Love · Comment · Share

Downtown Dearborn
Admin · Published by Paige Long [?] · April 9 at 10:09 AM


Sheeba Restaurant is giving back to the community in a big way as owner Ismael Aljahmi is offering free meals to seniors 60 years and older and children under 12 years of age who can't afford a meal in response to the COVID-19 crisis.

"This is the least we can do for our community," Aljahmi said. "This is a difficult time and we want to show them we really care." The free meals consist of chicken, rice and vegetables (or a veggies-and-rice-only option for vegetarians) and are available through pick-up or curbside carryout.

The full menu is also available for purchase from other patrons. Sheeba East is located at 13919 Michigan Ave. and is open daily from 11 a.m. to 10 p.m. Visit sheebarestaurant.com for the full menu and follow/like Sheeba Restaurant on Facebook.

Sheeba Restaurant

Free meals
for our seniors 60+ and children
who can't afford
a meal





Steven Adelson · Dearborn: Open
for Business
April 15 · 🌐

While we are all isolated at home due to the Corona Virus, Steven Bernard Jewelers is available should you need my services. Virtual conversations & imagery are possible. Please contact me either voicemail 313-562-8484, email steve@stevenbernardjewelers.com or message me on Facebook or Instagram. I will do my best to accommodate your REPAIR or SPECIAL OCCASION GIFTING! Thank you, Steven Adelson

👍 You and 10 others · 1 Share · Seen by 39

👍 Like · 💬 Comment · ➦ Share · 🌐 · 📷 · 📺 · 📖 · 📧 · 📞 · 📠 · 📡 · 📢 · 📣 · 📤 · 📥 · 📦 · 📧 · 📞 · 📠 · 📡 · 📢 · 📣 · 📤 · 📥 · 📦

Comment as Downtown ...

Downtown Dearborn
Admin · Published by Paige Long · 1 hr

Alanos Restaurant is open for curbside pickup and delivery! All orders over \$25 can be delivered for free. They are open Monday-Thursday, 10am-12M; Friday-Saturday, 11am-2 am; and Sunday, 12N-12M.
orderalanos.com



Racha Hodroj
New Member · 17 hrs

Jack Demmer Lincoln's showroom is closed until 5/1, but we are now OPEN to assist you remotely.
Call me 313-770-7878 for any questions you have.

- Assistant developer of business directory



Dearborn: Open for Business ☆ 📎

File Edit View Insert Format Data Tools Add-ons Help *Last edit was made 7 days ago by Janet Bloom*

Business	Address	Delivery/Carry Out	Updated Hours
Alano's Pizza & Subs	14212 Michigan	curbside and delivery; free delivery with orders \$25 and up	Mon-Thurs 10am-12M; Fri-Sat 11am -2 am; Sun 12N-12M
Alcamo's Market	4423 Schaefer	curbside pickup; groceries delivered curbside too.	9am - 10am call in orders; pick up orders 10am - 4pm (Tues - Sat)/ closed Sun-Mon
Alnawras Restaurant	3249 Wyoming	carry out and curbside only	11am - 8 pm - daily
Andiamo Dearborn	21400 Michigan	curbside pickup; BOGO free entrée up to \$25; Door Dash; Uber Eats; parties of 10 or more - call day ahead for delivery; offering Easter Brunch/Easter Dinner packages (details online)	Mon - Sun Noon - 8pm
Avenue Brunch House	22075 Michigan	carry out, curbside, delivery	9am - 5 pm daily
Bar Louie	22269 Michigan	pickup or delivery only/ Door Dash/ Uber Eats/online ordering on website/call in (no cash - credit or debit only)	12P -10pm
Biggby Coffee	22445 Michigan	carryout	Mon-Fri 7am - 6 pm; Sat-Sun - 9am - 5pm
Buddy's Pizza	22160 Michigan	carryout and curbside	Sun - Thurs 11 am - 8 pm; Fri-Sat 11am - 9pm
Buffalo Wild Wings	22216 Michigan	carry out/curbside/delivery	11am - 10pm
Caesar's Coney Island	24455 Ford	carry out, curbside, delivery	10am - 10pm daily
Cannoli Pastry	940 Monroe	carry out only	2 pm - 8 pm daily
Cheat Treats Café	5838 Schaefer	carry out, curbside, delivery via Door Dash	9am - 10 pm daily
Common Grace Coffee	22225 Michigan	pick up only	10am - 3pm daily
Country Chicken Restaurant	5131 Schaefer	carry out only	12 pm - 7 pm - seven days
Dearborn Brewing Co.	21930 Michigan	order online at https://dearbornbrewing.square.site . Delivery to: Dearborn, Dearborn Heights, Allen Park, Taylor, and Melvindale. More details on Facebook at DearbornBrewing.	Sun - Thu - 3-10pm, Fri - Sat 3pm-midnight.
Don Taco Bar and Grill	22180 Michigan	curbside and local delivery (\$5)	12N - 8 pm Daily
Downey Brewing Company	13121 Prospect	curbside and delivery	4pm - 6 pm daily (closed Mondays)
Frida Mexican Cuisine	22257 Michigan	carry out only	11am - 8 pm - daily
Gateaux Patisserie	1004 S. Military	carry Out, Curbside, Delivery.	Sun-Thurs - 12 pm - 10 pm; Fri/Sat - 12pm - 11pm
Good Burger	14311 Michigan	curbside pickup and delivery only.	12pm - 10pm Mon-Sat, closed on Sundays
Jersey Mike's Subs	22439 Michigan	take out, delivery, curbside; free delivery via app: https://jmikes.co/app and through Door Dash through April 11.	10am - 9 pm 7 days a week
			7 am - 3 pm - Mon-Fri/closed on Sat and

+ ☰ Open Restaurants ▾ Open Markets ▾ Open Retailers ▾

- **E-Newsletters, Updates from Downtown Dearborn**

Trends

Check out how your numbers compare over time.

Your open rate:	33%	Your click rate:	8%
vs. previous 60 days	+12% ▲	vs. previous 60 days	+3% ▲
vs. industry average	+15% ▲	vs. industry average	+0% ▬

Time Sent ↓	Campaign Name	Sends	Opens	Clicks
Fri, Apr 10, 2020, 1:10 PM	April 10 Newsletter	3,399	1,232 38%	133 11%
Mon, Mar 30, 2020, 9:10 AM	March 27 Newsletter	3,358	1,241 39%	113 9%
Fri, Mar 20, 2020, 2:46 PM	Coronavirus and business resources	1,707	562 35%	66 12%
Tue, Mar 17, 2020, 6:28 PM	DRW Update	3,373	1,019 32%	13 1%
Fri, Mar 13, 2020, 2:56 PM	Coronavirus and our business community	3,378	1,125 35%	36 3%

- **Social Media** – See attached post performance document for a breakdown of content shared, i.e. business promotion, grant and loan resources, city, community updates, etc.

- **Facebook**

Insights

See All

Last 28 days : Mar 20 - Apr 16 ▼

People Reached

28,753

▲ 71%

Post Engagements

3,448

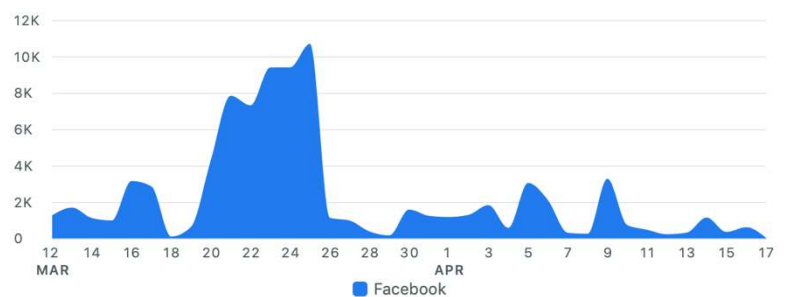
▲ 60%

Page Likes

66

▲ 113%

Impressions Per Day

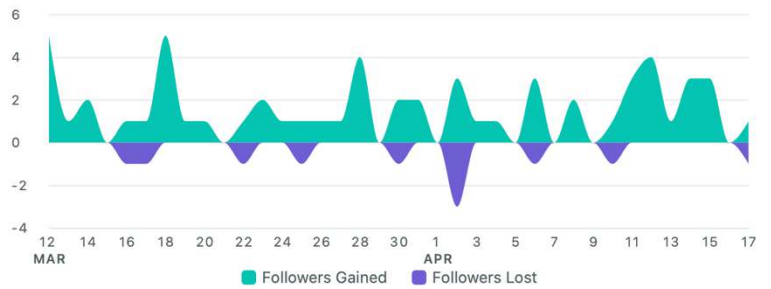


Impression Metrics	Totals	% Change
Total Impressions	84.2k	▲ 78%
Facebook Impressions	84.2k	▲ 78%

Instagram



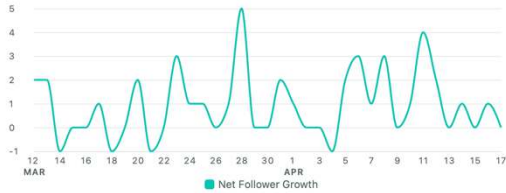
Net Follower Growth Breakdown, by Day



Audience Metrics	Totals	% Change
Followers	943	↗ 5.25%
Net Follower Growth	47	↗ 46.88%
Followers Gained	58	↗ 48.72%
Followers Lost	11	↗ 57.14%

Twitter

Net Follower Growth, by Day



Audience Metrics	Totals	% Change
Followers	1,175	↗ 3.1%
Net Follower Growth	35	↗ 483%
Following	398	↗ 3.9%

Twitter Impressions

Review how your content was seen by the Twitter community during the reporting period.

Impressions, by Day



Impression Metrics	Totals	% Change
Impressions	60,655	↗ 144%

- **Media coverage**

Tanner Friedman secured a feature article in Crain's Detroit Business on Moe Hider's Famous Burger about family-owned businesses entering a new era of growth.

- List of restaurants remaining open and providing curbside carryout and/or delivery was cultivated and provided to Patch and WXYZ Ch. 7 for "We're Open" features.

- <https://patch.com/michigan/dearborn/dearborn-business-owners-open-or-closed-let-customers-know>
- <https://www.wxyz.com/open>

- **Business Resources Webpage** – Tanner Friedman facilitated the development of a dedicated COVID-19 business resources page on the Downtown Dearborn website. This page was updated daily throughout the first few weeks of the crisis with local, federal and global resources curated specifically to assist affected business owners in Downtown Dearborn. The page had a direct link on the website home page, was promoted through email, e-newsletter and social media and resulted in 2,597-page views since its creation.

CRAIN'S DETROIT BUSINESS

March 29, 2020

Third-generation owner refreshes the family burger brand for a new era

Rachelle Damico
Special to Crain's Detroit Business

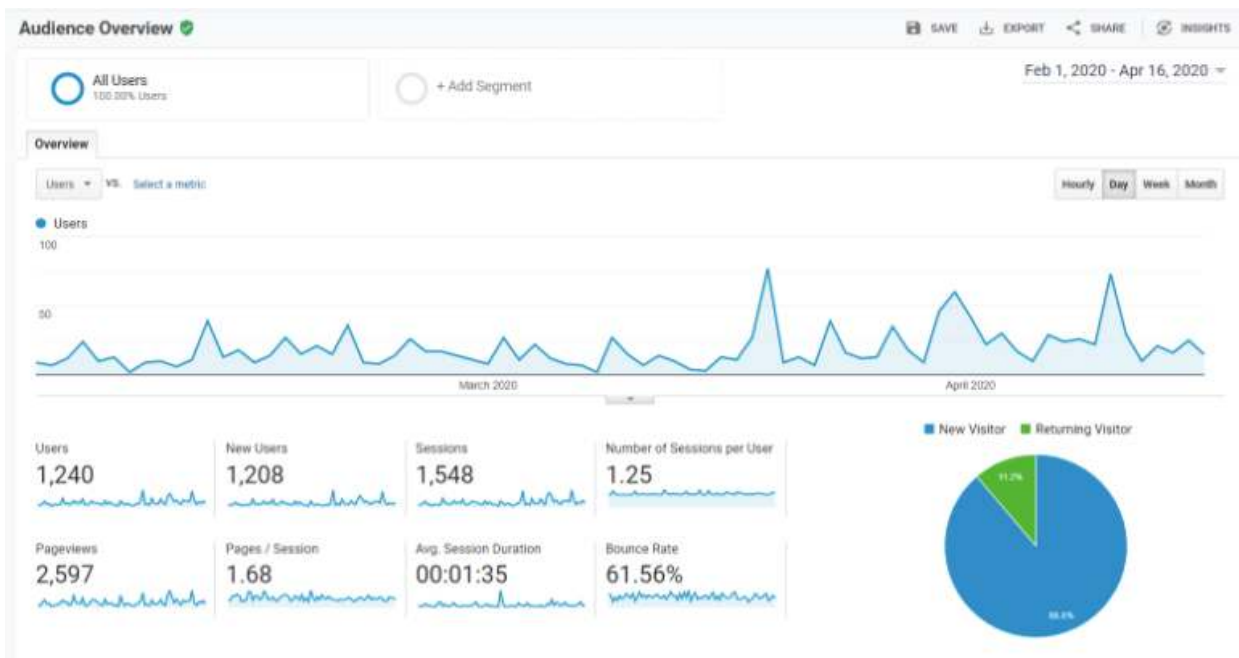
Moe Hider, third-generation family owner of Dearborn-based **Famous Hamburger**, grew his family's restaurant business into a franchise and is paving a path for expansion.

The franchise has about 70-80 employees across its four restaurant locations. Last year, Famous Hamburger generated about \$2 million to \$3 million in revenue.

Famous Hamburger's story begins in 1988 when Hider's grandfather, Hussein, and Hider's father, Philip, opened a small burger restaurant in Beirut, Lebanon. The restaurant, which was originally named "Little White Castle," served American classics such as burgers, shakes and fries. "They opened a typical American burger joint in Lebanon, where burgers weren't such a big thing," Hider said. "As time went by, people started knowing them for an amazing burger."



Locals loved the restaurant so much they would drive by and honk at Philip and Hussein in traffic, thus making the pair "Famous" in their neighborhood. In 1970, the restaurant changed its name to "Famous Hamburger."



COVID-19 RESOURCES FOR DOWNTOWN DEARBORN BUSINESSES

The East and West Dearborn Downtown Development Authorities are closely monitoring developments related to the coronavirus (COVID-19). Please read our community statement [here](#) and check this page often; we will continue to update it as resources become available.

DOWNTOWN DEARBORN

Join our Dearborn: [Open for Business Facebook group page](#) to find out which businesses are open and specials, promotions and/or modifications offered by our Downtown Dearborn shops and restaurants.



Look for the "15 Minute Parking + Curbside Delivery" signs placed throughout the districts at key locations.



Please also note that at this time, Dearborn Bike Share has been postponed for spring until further notice due to COVID-19. Click [here](#) for more information.



The Open Door Dearborn grant program offers financial assistance for business start-up, facade improvements and expansions in the districts. Applications are open year-round. [Best Practices For Businesses](#)

A great example of Dearborn coming together with a little help from a well-known friend.

[Dearborn Business and Property Owner Virtual Town Hall](#)

[Dearborn Business and Property Owner Virtual Town Hall Presentation and Recording](#)

WAYNE COUNTY

- Wayne County and TCF Financial announced a \$6 million loan fund (\$3 million from each) to support small businesses in Wayne County. The intent is to provide microloans between \$5K-\$50K with interest rates 0-2%, with the first six months interest free.
- Michigan Small Business Relief Grant: Up to \$10,000 is available for small businesses to cover payroll, rent and other operating expenses through Wayne County. Applications are live now.
- [Loan comparison chart](#)

SMALL BUSINESS ADMINISTRATION

- Congress passed legislation that makes \$1 billion available to the Small Business Administration to provide low-interest loans to small businesses, small agricultural cooperatives, and nonprofits that have suffered substantial economic losses as a result of the COVID-19 pandemic. The SBA Economic Injury Disaster declaration makes disaster loans of up to \$2 million available to small businesses to help overcome the temporary loss of revenue they are experiencing. Small businesses that could benefit from SBA loans are encouraged to start collecting the information they'll need to complete and submit their application.
 - [Apply for the SBA Economic Injury Disaster Loan \(EIDL\)](#)
 - [Click here](#) for examples of information needed.
 - For additional information or to obtain help preparing the loan application, [contact the Michigan SBA offices](#) in Detroit or Grand Rapids.

U.S. CHAMBER OF COMMERCE

- Easy-to-follow guide on the [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act](#), which allocated \$350 billion to help small businesses keep workers employed amid the pandemic and economic downturn. Known as the Paycheck Protection Program, the initiative provides 100% federally guaranteed loans to small businesses who maintain their payroll during this emergency.
- Small business owners' [Guide to the CARES Act](#).

STATE OF MICHIGAN

- What Governor Gretchen Whitmer's Executive Order 2020-21 (COVID-19) means to you: [Temporary requirement](#) to suspend activities that are not necessary to sustain or protect life. Here are some quick [FAQs](#) to help guide you.
- The governor, under the federal CARES Act, signed an agreement between Michigan and the U.S. Dept. of Labor to implement [Pandemic Unemployment Assistance and Compensation programs](#) that grant benefits to workers who do not already qualify for state unemployment benefits.
- Michigan Department of Health and Human Services Interim Recommendations for COVID-19 Community Mitigation Strategies.
- The Department of Labor and Economic Opportunity is providing guidance to Michigan employers on how to avoid potential layoffs related to COVID-19. The governor has expanded the state's [Work Share program](#) that can temporarily subsidize employer payroll to avoid layoffs during declines in regular business activity.
- Employee Rights [Fact Sheet](#) for paid sick leave and expanded family and medical leave under the Families First Coronavirus Response Act.
- Additional unemployment resources for employers can be found [here](#).
- Eligible employees can apply for unemployment benefits [online](#).
- [Pure Michigan Business Connect](#) - connecting suppliers with buyers including much needed medical supplies related to COVID-19

MICHIGAN SMALL BUSINESS DEVELOPMENT CENTER



- The Michigan Small Business Development Center offers on-demand [small business support webinars](#).

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

- [Resources](#) for Michigan businesses during COVID-19
- Pure Michigan Business Connect is providing up to \$1 million in grants for Michigan businesses looking to retool and manufacture critical supplies. [Learn more and apply](#).
- The Michigan Economic Development Corporation works to increase the availability of capital for companies in Michigan at every stage of development. [Capital Access Support for Businesses Impacted by COVID-19](#): As small and medium-sized businesses across the state are negatively impacted by the COVID-19 outbreak, existing programs within Capital Access provide opportunities to access financing that may not otherwise be available. Any business that has been affected by COVID-19 is eligible to receive support through the Collateral Support and Loan Participation programs. We encourage participating lenders across the state to work with their existing business customers to consider whether these programs could offer access to critical capital, with our team standing ready to help. Available programs include:
 - [Capital Access Program](#): The Capital Access Program (CAP), is available to assist businesses with capital needs. Similar to a loan loss reserve fund, the bank, the company and the MSF pay a small premium into a reserve that makes it possible for the company to receive fixed asset and working capital financing. (More information provided below)
 - [Collateral Support Program](#): The Collateral Support Program works to provide cash collateral accounts to lending institutions to enhance the collateral coverage of borrowers. This program seeks to enable borrowers to acquire the necessary financing that may otherwise be unavailable due to a collateral shortfall. (More information provided below)
 - [Loan Participation Program](#): The MEDC can participate with a lender for new financing that decreases the lender's credit exposure. For projects with speculative cash flows, the MEDC may offer a grace period on repayments.

CITY OF DEARBORN

- The City of Dearborn [has launched a webpage](#) with the latest updates and information on COVID-19 including health guidelines from state and county officials, city services that may be impacted, resources for residents, closings and cancellations and other important information.

DEARBORN AREA CHAMBER OF COMMERCE

- [Business Tips and Tools for COVID-19](#)
- [Gift Local Chamber Bucks](#)

DOWNTOWN DEARBORN

- [Downtown Dearborn Delivers!](#)
- [Downtown Dearborn Shops](#)

BEAUMONT HEALTH FOUNDATION

- [COVID-19: How You Can Help](#)

CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)

- [Interim Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019 \(COVID-19\)](#)
- [Tips for keeping your home and workplace safe](#)

GOOGLE'S SMALL BUSINESS SUPPORT PROGRAM

- [Google has announced new \\$800+ million commitment](#) to support small- and medium-sized businesses (SMBs), health organizations and governments, and health workers on the frontline of this global pandemic.

FACEBOOK SMALL BUSINESS GRANTS PROGRAM

- Facebook is offering \$100M in cash grants and ad credits for up to 30,000 eligible small businesses in over 30 countries. [Click here](#) to learn more.

MAIN STREET AMERICA

- [COVID-19 Main Street Resources](#)

RETAIL BUSINESS

- [Uncharted Territory: How COVID-19 Could Affect Your Retail Business](#)

ANYONE WITH QUESTIONS OR A REQUEST FOR FURTHER ASSISTANCE CAN CONTACT CRISTINA SHEPPARD-DECIUS, EXECUTIVE DIRECTOR OF THE EAST AND WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITIES, AT CSDECIUS@DOWNTOWNDEARBORN.ORG.



COVID-19 Resources for Dearborn Businesses

Tips, Funding and Business Assistance



RECOMMENDED FIRST STEPS

1. **Contact Your Accountant** to assist you with tax credits and loan application supporting documentation.
2. **Contact Your Bank** to help direct you to the available loan programs.
3. **Contact Your Creditors** and request deferment plans.
4. **Apply for Loans and Grants** see right ▶
5. **Contact Your Landlord** to negotiate lease payments and payment deferrals.
6. **Tell Your Customers** what you are doing – change outgoing voicemails, websites, social media and advertising to reflect your adjusted hours and services.

FUNDING PROGRAMS	PAYCHECK PROTECTION PROGRAM	SBA DISASTER ASSISTANCE LOAN	WAYNE COUNTY SMALL BUSINESS RELIEF LOAN	MICHIGAN SMALL BUSINESS RELIEF LOAN	MICHIGAN SMALL BUSINESS RELIEF GRANT	PMBC COVID-19 EMERGENCY ACCESS & RETOOLING GRANTS	WEDC CAPITAL ACCESS, COLLATERAL SUPPORT AND LOAN PARTICIPATION PROGRAMS	OPEN DOOR DEARBORN
EMPLOYEE COUNT	500 or less	250 or 1500 (industry dependent)	100 or less	100 or less	50 or less	250 or 1,500 (industry dependent)	500 or less	N/A
AWARD AMOUNT MIN.	TBD	None	\$5,000	\$50,000	None	\$10,000		\$2,500
AWARD AMOUNT MAX.	Loan: \$10MM Grant: \$10K	\$2MM	\$50,000	\$200,000	\$10,000	\$150,000	\$5MM	\$10,000
REVENUE LOSS REQUIREMENT	Demonstrate Revenue Loss	Demonstrate 25% Revenue Loss	Demonstrate 25% Revenue Loss	Demonstrate 25% Revenue Loss	Demonstrate Revenue Loss	N/A	N/A	N/A
INTEREST RATE	0.5-4%	2.75% for nonprofit 2.75% for small business	0-2%	0.25%	None	None	Varies per Program	None
GEOGRAPHICAL REQUIREMENTS	Nationwide	Nationwide	Wayne County Low Income Census Tracts	All Wayne County	All Wayne County	Michigan	Michigan	Dearborn DDAs
SOURCE	visit: downtowndearborn.org/SBAPPP	visit: downtowndearborn.org/SBAPPP	tcfbank.com/waynecounty	tcfbank.com/waynecounty	bit.ly/waynegrant	visit: downtowndearborn.org/RetoolMI	visit: downtowndearborn.org/AccessMI	downtowndearborn.org



DEARBORN

Small Business Relief Grant

Up to \$5,000

- Opens April 27
- Apply by May 1
- **APPLY ONLINE:** bit.ly/neigrantapp
- For Dearborn businesses with 17 or fewer employees and sole proprietors

ACCESS
assessing, improving, empowering.

NEI
new economy initiative

DEARBORN
East Downtown / West Downtown
Chlor District / Innovation District / McCa
Saulk / South End / University-Parkside

American Arab Chamber of Commerce
Building, Rebuilding, Bridging

DEARBORN AREA CHAMBER OF COMMERCE
CHAMBER • CHAMBER • CHAMBER

Chamber
CHAMBER • CHAMBER • CHAMBER

Media Hits

Crain's Detroit Business:

<https://www.crainsdetroit.com/small-business/dearborn-opens-small-business-relief-program>

Daily Detroit podcast (starts at 7:41):

<http://www.dailydetroit.com/2020/04/29/podcast-coronavirus-news-dearborn-oakland-county-turn-focus-to-economic-aid-detroit-city-fc-spring-season-is-canceled/dbusiness>:

<https://www.dbusiness.com/daily-news/covid-19-update-hhs-deploys-16-2m-to-michigan-to-fight-pandemic-state-lays-off-2900-employees-state-recommends-testing-vendor-and-more/>

Dearborn Press & Guide:

https://www.pressandguide.com/news/dearborn-city-council-votes-to-extend-local-state-of-emergency/article_12e5e90c-8a5a-11ea-b852-1b269a65f6ba.html

Metromode:

<https://www.secondwavemedia.com/metromode/devnews/DearbornSmallBusinessReliefGrant.aspx>

MSN:

<https://www.msn.com/en-us/money/smallbusiness/dearborn-announces-coronavirus-small-business-relief-program/ar-BB135Gez?ocid=hplocalnews&fbclid=IwAR1Wngu0lqtw5lDqoEj-1eGqJpPzj8sDTN8Jg8rPE2iL7po72KqeHlmQrPg>

Patch:

<https://patch.com/michigan/dearborn/dearborn-announces-coronavirus-small-business-relief-program>

WDIV:

<https://www.clickondetroit.com/community/2020/04/24/dearborn-partnership-offers-small-business-relief-grants-how-to-apply/>

WWJ:

<https://bit.ly/2YfiQce>

<https://bit.ly/3bJ64GY>

<https://bit.ly/2VHK2ie>

<https://bit.ly/2yVDDH1>

<https://bit.ly/2KGS4S6>

WXYZ:

<https://www.wxyz.com/news/coronavirus/dearborn-announces-small-business-relief-grant-program-in-response-to-covid-19>

Awardee Announcements



Crain's:

<https://www.crainsdetroit.com/philanthropy/philanthropic-corporate-groups-launch-3-year-effort-support-pontiac-small-business>

Arab American News:

https://www.arabamericannews.com/2020/05/13/regional-partnership-awards-relief-grants-to-60-dearborn-small-businesses-in-response-to-covid-19/?utm_source=rss&utm_medium=rss&utm_campaign=regional-partnership-awards-relief-grants-to-60-dearborn-small-businesses-in-response-to-covid-19

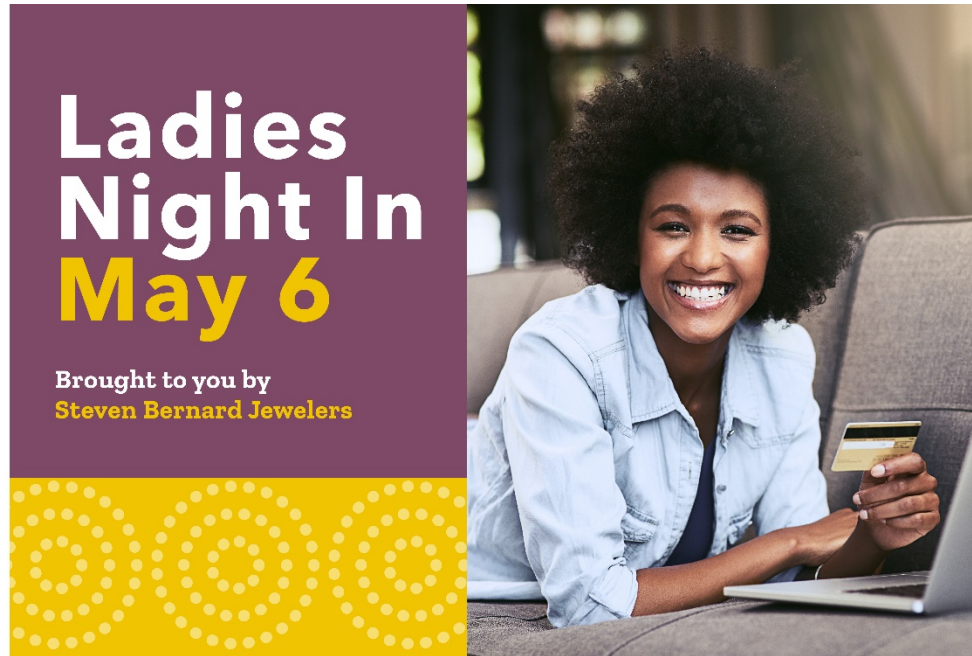
Press & Guide:

https://www.pressandguide.com/news/regional-partnership-awards-relief-grants-to-60-dearborn-small-businesses-in-response-to-covid-19/article_44987c22-954e-11ea-8039-6fc0c9dc4c74.html

Patch:

<https://patch.com/michigan/dearborn/60-dearborn-small-businesses-receive-coronavirus-relief-grants>

Ladies Night In! Recap



14 businesses participated
48 attendees

Facebook
Total Reach 20,200
7,964 paid reach
641 Event Responses

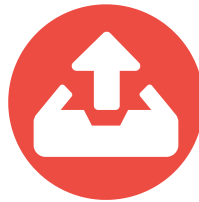
- **Channel 7:** <https://www.wxyz.com/about-us/as-seen-on/annual-ladies-night-event-supports-dearborn-businesses-in-time-for-mothers-day>
- **Dearborn Press & Guide:** https://www.pressandguide.com/lifestyles/downtown-dearborn-to-host-first-ever-virtual-ladies-night-in/article_c1d6e5e2-8a69-11ea-86c3-af94a0ffd781.html
- **Arab American News:** <https://www.arabamericannews.com/2020/04/30/downtown-dearborn-hosts-first-ever-virtual-ladies-night-in-may-6/>

Dearborn: Open for Business Group Page



280 Facebook members

33 posts in 28 days



















Post Performance for **Downtown Dearborn**

March 12, 2020 – April 17, 2020

Review the lifetime performance of the posts you published during the publishing period.

















Published Posts

Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Reach	Engagement Rate (per Impression)	Engagements	Reactions	Comments	Shares
	  <p>Thu 4/16/2020 11:35 am EDT Get assistance with the Paycheck Protection Program (PPP) by joining NDC National Development Council</p> <p> Post</p>	240	228	0%	0	0	0	0
	  <p>Tue 4/14/2020 11:26 am EDT You rock, Dearborn Police Department!</p> <p> Post</p>	538	464	6.9%	37	14	1	0
	  <p>Tue 4/14/2020 10:39 am EDT The mission of the New Economy Initiative (NEI) is to grow a culture of entrepreneurship in southeast</p> <p> Post</p>	342	319	2%	7	3	0	1
	  <p>Sat 4/11/2020 9:47 am EDT Important Updates from... Some great information and updates in this week's #DowntownDearborn</p> <p> Post</p>	276	254	0.4%	1	0	0	0

















Published Posts

Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Reach	Engagement Rate (per Impression)	Engagements	Reactions	Comments	Shares
 	 <p>Thu 4/9/2020 9:54 am EDT For updates on your favorite #Dearborn establishments, join the new Dearborn: Open for Business</p> <p> Post</p>	3,405	3,108	4.9%	166	89	2	12
 	 <p>Sun 4/5/2020 9:01 pm EDT Dearborn businesses, we are here for you. Please view the 'COVID-19 Resources for Dearborn Businesses'</p> <p> Post</p>	3,932	3,515	10.9%	429	13	1	11
 	 <p>Sun 4/5/2020 9:42 am EDT Gloria Gaynor helps Dearborn... Positive news on this Sunday morning! A video posted Friday by</p> <p> Post</p>	694	615	8.4%	58	26	1	3
 	 <p>Fri 4/3/2020 2:54 pm EDT Dearborn restaurateur... "The Dearborn community is resilient." We could not agree more,</p> <p> Post</p>	746	674	9.1%	68	19	0	0

















Published Posts

Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Reach	Engagement Rate (per Impression)	Engagements	Reactions	Comments	Shares
	  <p>Fri 4/3/2020 9:59 am EDT Michigan-Based Carhartt to... #Dearborn is proud to be home to Carhartt. <3</p> <p> Post</p>	1,027	887	39.9%	410	313	12	35
	  <p>Thu 4/2/2020 5:00 pm EDT Dearborn Business Owners:... Dearborn Patch is publishing a simple Open-or-Closed Directory for Dearbo</p> <p> Post</p>	424	407	6.1%	26	8	0	0
	  <p>Thu 4/2/2020 11:54 am EDT Dearborn Recreation, Gleaners... Dearborn Recreation & Parks department is partnering with</p> <p> Post</p>	608	553	10.2%	62	33	0	10
	  <p>Wed 4/1/2020 12:34 pm EDT Downtown Dearborn businesses, for your use, here's a comparison chart regarding the various local, state an</p> <p> Post</p>	483	423	4.8%	23	2	0	1

















Published Posts

Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Reach	Engagement Rate (per Impression)	Engagements	Reactions	Comments	Shares
	  <p>Wed 4/1/2020 9:49 am EDT Unburger Grill is famous! Well... #DowntownDearborn already knew that. ;) Congratulations on being</p> <p> Post</p>	627	517	4.6%	29	15	1	0
	  <p>Tue 3/31/2020 3:18 pm EDT The Mass-Mask Making Effort of... “We live in a community where people get involved...And I like that about</p> <p> Post</p>	530	495	9.6%	51	11	1	0
	  <p>Tue 3/31/2020 2:15 pm EDT</p> <p> Post</p>	296	263	0.3%	1	0	0	0
	  <p>Tue 3/31/2020 9:29 am EDT COVID-19 Resources for... We thank #DowntownDearborn businesses for continuing to serve o</p> <p> Post</p>	418	369	3.6%	15	4	0	0

















Published Posts

Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Reach	Engagement Rate (per Impression)	Engagements	Reactions	Comments	Shares
	  <p>Mon 3/30/2020 1:11 pm EDT Great way to support #DowntownDearborn and keep your kids entertained!</p> <p> Post</p>	336	287	2.7%	9	1	0	0
	  <p>Mon 3/30/2020 9:11 am EDT Important Updates from... Important Updates from Downtown Dearborn in this week's</p> <p> Post</p>	532	449	7.7%	41	3	0	0
	  <p>Mon 3/30/2020 8:46 am EDT Third-generation owner... #DowntownDearborn's Famous Hamburger and Moe Hider, third-</p> <p> Post</p>	911	797	6.5%	59	16	2	3
	  <p>Fri 3/27/2020 9:09 am EDT The East and West DDDA's are closely monitoring developments related to the coronavirus, and we are</p> <p> Post</p>	399	327	3%	12	1	0	0

















Published Posts

Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Reach	Engagement Rate (per Impression)	Engagements	Reactions	Comments	Shares
	  <p>Fri 3/27/2020 9:05 am EDT The East and West DDDA's are closely monitoring developments related to the coronavirus, and we are</p> <p> Post</p>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	  <p>Thu 3/26/2020 9:55 pm EDT Sheila Hey, hey, lookie here! Way to go or should we say "deliver" Dearborn</p> <p> Post</p>	526	484	6.8%	36	4	4	0
	  <p>Wed 3/25/2020 2:13 pm EDT Hey #Dearborn - let people know that you're a local giver! Keep dollars in our community by purchasing "Gi</p> <p> Post</p>	327	288	2.8%	9	2	1	0
	  <p>Wed 3/25/2020 9:43 am EDT Share the news! Dearborn Public Schools are offering free pickup lunch and breakfast for students while</p> <p> Post</p>	314	263	2.2%	7	2	0	0

















Published Posts

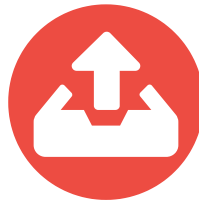
Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Reach	Engagement Rate (per Impression)	Engagements	Reactions	Comments	Shares
	  <p>Wed 3/25/2020 7:45 am EDT</p> <p>Beaumont Health continues to work together to combat the spread of COVID-19, care for patients who hav</p> <p> Post</p>	6,614	5,501	6.6%	437	78	20	43
	  <p>Tue 3/24/2020 4:47 pm EDT</p> <p>A coalition of U.S. restaurants has declared today, March 24, the "Great American Takeout Day" to support</p> <p> Post</p>	452	414	5.3%	24	3	0	0
	  <p>Mon 3/23/2020 4:27 pm EDT</p> <p>City of Dearborn Government</p> <p>From the City of Dearborn Government:</p> <p> Post</p>	466	398	5.8%	27	0	1	0
	  <p>Mon 3/23/2020 12:42 pm EDT</p> <p>COVID-19 Resources for...</p> <p>We thank Downtown Dearborn businesses for continuing to serve o</p> <p> Post</p>	553	481	4%	22	7	0	0

Published Posts

Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Reach	Engagement Rate (per Impression)	Engagements	Reactions	Comments	Shares
 	 <p>Tue 3/17/2020 10:20 am EDT As Dearborn Restaurant Week organizers continue to monitor developments related to the</p> <p> Post</p>	323	314	5.3%	17	0	0	0
 	 <p>Mon 3/16/2020 12:18 pm EDT Regarding COVID-19, the City of Dearborn Government has created a dedicated webpage on the City</p> <p> Post</p>	469	468	4.5%	21	3	0	1
 	 <p>Mon 3/16/2020 12:16 pm EDT Regarding COVID-19, the City of Dearborn Government has created a dedicated webpage on the City</p> <p> Post</p>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
 	 <p>Fri 3/13/2020 12:55 pm EDT The East and West Dearborn Downtown Development Authorities take the health of our community</p> <p> Post</p>	773	753	7%	54	10	1	3















Post Performance for **Downtown Dearborn**

March 12, 2020 – April 17, 2020

Review the lifetime performance of the posts you published during the publishing period.

















Published Posts

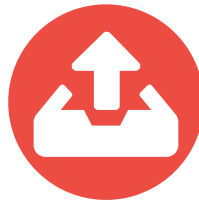
Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Reach	Engagement Rate (per Impression)	Engagements	Likes	Comments	Saves
	 <p>Thu 4/16/2020 11:39 am EDT #Dearborn is open for business! For an updated list on restaurants, markets and retailers that are open</p> <p> Post</p>	325	285	4%	13	12	0	1
	 <p>Wed 4/8/2020 10:32 am EDT Today's 1-hour "#Dearborn Business & Property Owner Town Hall" forum provides an update on financial</p> <p> Post</p>	553	407	2.5%	14	13	0	1
	 <p>Wed 4/1/2020 1:07 pm EDT Downtown Dearborn businesses, for your use, here's a comparison chart regarding the various local, state an</p> <p> Post</p>	556	417	3.2%	18	16	0	2
	 <p>Tue 3/31/2020 9:34 am EDT We thank #DowntownDearborn businesses for continuing to serve our community & encourage business</p> <p> Post</p>	480	440	5.4%	26	25	0	1

Published Posts

Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Reach	Engagement Rate (per Impression)	Engagements	Likes	Comments	Saves
 	 <p>Fri 3/27/2020 9:12 am EDT</p> <p>We thank #DowntownDearborn businesses for continuing to serve our community and encourage business</p> <p> Post</p>	457	426	2.6%	12	12	0	0
 	 <p>Tue 3/24/2020 4:52 pm EDT</p> <p>A coalition of U.S. restaurants has declared today, March 24, the "Great American Takeout Day" to support</p> <p> Post</p>	482	434	3.1%	15	15	0	0
 	 <p>Fri 3/20/2020 3:53 pm EDT</p> <p>Not only does #DowntownDearborn continue to #deliver... we also must continue to #shop! On Facebook,</p> <p> Post</p>	568	412	2.8%	16	16	0	0
 	 <p>Fri 3/13/2020 1:01 pm EDT</p> <p>The East and West Dearborn Downtown Development Authorities take the health of our community</p> <p> Post</p>	487	434	3.5%	17	17	0	0

















Post Performance for **Downtown Dearborn**

March 12, 2020 – April 17, 2020

Review the lifetime performance of the posts you published during the publishing period.













Published Posts

Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Potential Reach	Video Views	Engagement Rate (per Impression)	Engagements	Likes	@Replies
	  <p>Thu 4/16/2020 11:47 am EDT Make sure to join the Dearborn: Open for Business Facebook Group Page to share what your business is doing</p> <p> Tweet</p>	102	1,175	N/A	0%	0	0	0
	 <p>Sat 4/11/2020 10:05 am EDT Some great information and updates in this week's #DowntownDearborn E-news! conta.cc/2xjzxbq</p> <p> Tweet</p>	185	1,170	N/A	4.9%	9	0	0
	  <p>Wed 4/8/2020 10:28 am EDT Today's 1-hour "#Dearborn Business & Property Owner Town Hall" forum provides an update on financial</p> <p> Tweet</p>	386	1,358	N/A	6.7%	26	2	0
	 <p>Fri 4/3/2020 2:56 pm EDT "The Dearborn community is resilient." We could not agree more, Sam. Thank you for sharing your positive, but real, outlook with the #Dearborn</p> <p> Tweet</p>	1,290	1,491	N/A	1.1%	14	1	0














Published Posts

Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Potential Reach	Video Views	Engagement Rate (per Impression)	Engagements	Likes	@Replies
	 Fri 4/3/2020 10:00 am EDT #Dearborn is proud to be home to @Carhartt <3 mix957gr.com/michigan-based...	2,030	1,491	N/A	1.5%	31	7	0
	 Tweet							
	 Thu 4/2/2020 5:04 pm EDT Dearborn Patch is publishing a simple Open-or-Closed Directory for Dearborn Businesses. Submit your listing below. patch.com/michigan/dearb .	1,346	1,158	N/A	1.3%	17	0	0
	 Tweet							
	 Thu 4/2/2020 5:03 pm EDT .@dearbornpatch is publishing a simple Open-or-Closed Directory for Dearborn Businesses. Submit your listing below. patch.com/michigan/dearb .	N/A	1,158	N/A	N/A	N/A	N/A	N/A
	 Tweet							
	 Thu 4/2/2020 5:01 pm EDT Dearborn Patch is publishing a simple Open-or-Closed Directory for Dearborn Businesses. Submit your listing below. patch.com/michigan/dearb .	N/A	1,158	N/A	N/A	N/A	N/A	N/A
	 Tweet							
















Published Posts

Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Potential Reach	Video Views	Engagement Rate (per Impression)	Engagements	Likes	@Replies
	 <p>Thu 4/2/2020 11:57 am EDT</p> <p>.@dearbornrec is partnering with @Gleaners to provide food to households with children for free at 9 a.m. April 6 in the south parking lot at the Ford</p> <p> Retweet with Comment</p>	4,561	14,944	N/A	0.4%	16	6	0
	  <p>Wed 4/1/2020 12:37 pm EDT</p> <p>#DowntownDearborn businesses, here's a comparison chart on the various local, state & Federal financial</p> <p> Tweet</p>	1,844	1,158	N/A	0.7%	12	1	0
	 <p>Tue 3/31/2020 3:19 pm EDT</p> <p>"We live in a community where people get involved...And I like that about living in #Dearborn." Check out how our community</p> <p> Tweet</p>	1,863	1,158	N/A	0.3%	5	0	0
	 <p>Tue 3/31/2020 9:32 am EDT</p> <p>We thank #DowntownDearborn businesses for continuing to serve our community & encourage business owners to visit the "COVID-19 Resources</p> <p> Tweet</p>	2,164	1,157	N/A	0.8%	18	3	0
















Published Posts

Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Potential Reach	Video Views	Engagement Rate (per Impression)	Engagements	Likes	@Replies
	  <p>Mon 3/30/2020 9:11 am EDT Important Updates from Downtown Dearborn in this week's #DowntownDearborn Enews!</p> <p> Tweet</p>	2,103	1,155	N/A	0.2%	4	0	0
	 <p>Mon 3/30/2020 8:50 am EDT #DowntownDearborn's @FamousHamburger and Moe Hider, third-generation family owner, are featured in @crainsdetroit! "I want my dad to</p> <p> Tweet</p>	2,128	1,155	N/A	0.1%	3	0	0
	  <p>Fri 3/27/2020 9:10 am EDT We thank #DowntownDearborn businesses for continuing to serve our community and encourage you to vi</p> <p> Tweet</p>	2,822	1,149	N/A	0.1%	4	0	0
	  <p>Wed 3/25/2020 2:18 pm EDT Hey #Dearborn - let people know that you're a local giver! Keep dollars in our community by purchasing "Gi</p> <p> Tweet</p>	3,401	2,175	N/A	0.1%	3	0	0






Published Posts

Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Potential Reach	Video Views	Engagement Rate (per Impression)	Engagements	Likes	@Replies
	  <p>Wed 3/25/2020 2:17 pm EDT Hey #Dearborn - let people know that you're a local giver! Keep dollars in our community by purchasing "Gi</p> <p> Tweet</p>	N/A	1,149	N/A	N/A	N/A	N/A	N/A
	  <p>Tue 3/24/2020 4:55 pm EDT A coalition of U.S. restaurants has declared today, March 24, the "Great American Takeout Day" to support</p> <p> Tweet</p>	3,459	1,149	N/A	0.1%	5	0	0
	  <p>Mon 3/23/2020 12:56 pm EDT We thank #DowntownDearborn businesses for continuing to serve our community and encourage business</p> <p> Tweet</p>	2,723	1,147	N/A	0.2%	5	0	0
	 <p>Tue 3/17/2020 10:31 am EDT .@DearbornRW has been postponed. Thank you for your commitment to the health of our community and your continued support of</p> <p> Retweet with Comment</p>	6,725	7,830	N/A	0.1%	5	1	0

Published Posts

Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Potential Reach	Video Views	Engagement Rate (per Impression)	Engagements	Likes	@Replies	
<div></div>	<div></div> <div> Tweet</div>	Mon 3/16/2020 12:20 pm EDT Regarding COVID-19, the @cityofdearborn has created a dedicated webpage on the City	3,672	1,474	N/A	0.4%	14	1	0
<div></div>	<div></div> <div> Tweet</div>	Fri 3/13/2020 1:19 pm EDT The East and West Dearborn DDA's take the health of our community seriously & continue to closely	3,445	1,144	N/A	0.1%	3	0	0

JOINT DDDA EXECUTIVE COMMITTEE MEETING

May 11, 2020

9am

Zoom meeting:

<https://us02web.zoom.us/j/167410139?pwd=aGVxa2l1VEhod1hRU3pnMUt0NXIJQT09>

Meeting ID: 167 410 139 Password: 046338

One tap mobile

+13126266799,,167410139#,,1#,046338# US (Chicago)

+19292056099,,167410139#,,1#,046338# US (New York)

Attendees: Dan Merritt, Moe Hider, Hassan Sheikh, Julia Kapilango, Jeff Lynch, Cristina Sheppard-Decius, Steve Deisler, and Janet Bloom.

1. DISCUSSION ITEMS:

a. Office Lease

Kim Moore of Artspace asked about status of DDDA staying in the location due to another tenant reviewing space at Connector. Cristina to review current lease to discuss buildout payback and current lease rates as it was a rate around \$18/\$20 a sq.ft. compared to current offers at the space for \$10-\$12 sq. ft. Review options for future space, if needed, considering cost, location, onsite storage needs, etc.

b. COVID-19 – Welcome Back Campaign

DDDA's are working to support businesses that are working through the current crisis. Dearborn:Open for Business Facebook page and website Covid-19 resource tab on Downtown Dearborn site available to businesses. Working to keep tabs on who is open. Moe Hider stated the once reopen happens it will look different. Certificates of occupancy will be reduced so less people in business, which means less revenue. He stated landlords will need to adjust rates to accommodate those changes and cooperate with tenants. Julia Kapilango stated to provide a checklist to businesses on how to connect and stay in contact. Current items that are being reviewed are posters, decals, video, mailer, advertisements, social media, and website additions.

c. Board Reappointments & Board Vacancies

Current board reappointments are Jeff Lynch and Thomas Clark. Judith McNeeley no longer works at Beaumont so she is no longer on board. Cristina asked for boards to reach out to other business owners to take part on the board, especially for EDDDA. An ask will be made to Eric Woody at Beaumont to replace Judith. Current received applications in review stages.

2. JOINT BOARD MEETING AGENDA ITEMS

a. Open Door Dearborn – 3 quote Exception Rule Criteria

b. Open Door Grants – Tentatively for Black Box Gallery & Haraz Coffee

Steve Deisler is project managing these applications and working with the city and applicants to shore up any missing or needed information.

- c. COVID 19 Starter Kit
DDDA staff working on securing quotes for kits for businesses to use for reopening. Items such as hand sanitizer, masks, gloves, disinfectant spray, etc. Working on best process to handle and price points.
- d. COVID 19 Office Supplies
DDDA staff also reviewing how the office will reopen differently. Sneeze guard to be installed by DPW at Janet's desk since first in line when you enter. Will also have check in sheet, touchless thermometer, check in desk at door, sanitizing supplies, masks, gloves, etc.
- e. Welcome Back Campaign Items
DDDA staff currently sourcing supplies and building marketing, advertising and public relations materials for this campaign.
- f. Hanging Baskets
Bid is due back for self-watering hanging baskets by 5/14. Georgetown Condos has offered to water and maintain the seven on Schaefer.
- g. Bike Racks
Going out to bid. Two versions - onstreet and sidewalk versions, of which both will include installation as well.
- h. Tanner Friedman – Additional Services
Tanner Friedman has used up their extended time on Covid-19 responses for the DDDAs. Additional funds will need to be requested for an additional 30 hours to help with crafting messaging in press release, social media, website and liaison with media as we move from closed to open in Downtown Dearborn.
- i. Amendment to Movies in the Park Service Providers
Movies are now set for month of August, two in Wagner Park, two in City Hall Park. This lists the movie licensing company as a new vendor, along with Stardust Theater and Beshara (posters/brochures).

3. WDDDA ONLY ITEM

- a. Amendment to Farmers Market Service Providers
Jean Smith will be reviewing a new footprint, customer directional considerations, and safety of volunteers, customers and vendors as market opens. Additional items to obtain that are currently being sourced by DDDAs staff, such as hand sanitizer stands, ground decals and crowd control items.
- b. Planter Rail Repair
A planter rail by Wagner Park was damaged by a vehicle. Quoted price for repair was \$4426 by company who manufactured and designed piece.

4. EDDDA

- a. n/a

5. CALL TO EXEC COMMITTEE

6. UPDATES/PREPARATION

- a. Purchasing Policy – Purchases/Adjustments under \$500 (within budget)
- b. EDDDA Updates
 - i. Parking Lot Improvements
 - ii. City Hall Park Redesign Scope of Services- purchasing working on bid.
 - iii. Intercept Survey - results still need to be tabulated
- c. WDDDA Updates
 - i. Library Lot-parking lot removed
 - ii. Connector Streets - Monroe under construction

Downtown Dearborn

Design & Economic Vitality Committee

April 22, 2020 @ 2pm

DDDA Office, 13615 Michigan Ave.

Join Zoom Meeting

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

Meeting ID: 323 245 564

Password: 265323

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 323 245 564

Find your local number: <https://zoom.us/u/adku9nqyrM>

Join by Skype for Business

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

Attendees: Ray Alcodray, Jeff Watson, Steve Deisler, Hassan Sheikh, Mark Guido, Mike Kirk, Jackie Lovejoy, Tom Clark, Cristina Sheppard-Decius, Janet Bloom

I. Black Box Grant Review

Ray Alcodray presented his application and comments. Item of concern was one bid versus three bids for the project.

Resubmit application with direction with Steve Deisler. Allocation by line items - and those line items would need receipts. \$50K on project - would need to see that minimum. Grant monies are not upfront. They are paid in the back end.

Haraz Coffee - Steve will keep reaching out. He has reached out via phone and email with no response.

Alderwish CPA - Steve did connect with this business. They are holding off on the project due to Covid-19 and business items.

AGENDA ITEMS	TASKS/ACTIONS
A. COVID-19 Business Support (New)	Working with NEI to get a business relief grant. Applications going live on Friday, April 24. Open until Wed. the 29th. Press Release going out later today. It is for bus. 17 and under and sole proprietors. up to \$5k. CDBG

	<p>funds - about \$1.2 million additional this is the CARES Act allocation. It is targeted to low and moderate income census tracks, owners and employees. Using for additional grants for small business in Dearborn. It requires additional tracking and rules. Wayne County grants is first round of grants, NEI, CDBG is third wave of grants. Can be used outside of census tracks, but employees would have to meet requirements - owner or employees (low to moderate income).</p>
B. Business Assistance Team	<p>Have one applicant. Focuses are on funding right now and these technical resources can help with long term help. AANM, Chamber, Yemeni Chamber, MEDC, DDDAs, Wayne County, Smith Group, Mike Kirk, are some of the lined up partners. Need financial advisors. Steve D. will be reviewing applications.</p>
C. Sidewalk Café Application Process (New)	<ul style="list-style-type: none"> •
D. Tackling Vacancies Property Owner Roundtable	<ul style="list-style-type: none"> • Schedule a Zoom Meeting or Postpone? It was stated to get this scheduled since they will need this now more than ever given Covid-19.
E. Entrepreneur System/Incubator/Co-Working Hubs –	<ul style="list-style-type: none"> • Entrepreneur Round Table to Develop Strategy – Online Meet-Up? • Website Go Live/Partnership • Partnership with BUILD/ACCESS/Others?
UPDATES	
F. Open Door Dearborn	<ul style="list-style-type: none"> • Need Revised Haraz Coffee App • Visit M Cantina re: Cafe - yes, remove one planter and do cafe - these plans were prior to Covid-19 so need to revisit. • Update Application/Process - update within the next month. • CDBG Funds
G. Development Projects	<ul style="list-style-type: none"> • Brady Site - Zero responses at deadline yesterday. Time was extended. • 5050 - Jeff Watson reached out - waiting to hear back. • Howard & Michigan - waiting until Brady Site.
H. Public Art	<ul style="list-style-type: none"> • AANM Mural Location - they have a grant to do a mural; want to do in conjunction with Jam3a Festival. One mural

	<p>consideration is the train overpass. Steve H. has contact with CSX and will provide.</p> <ul style="list-style-type: none"> • POP Team? - no word yet from Emmajean • Sculpture Program - no word yet from Emmajean
I. Recruitment	<ul style="list-style-type: none"> • Schedule Brainstorming with KW • Meet with Key Properties
J. Bike Facilities Implementation Plan	<ul style="list-style-type: none"> • REQ for Bike Racks - to get bike racks installed. Zagster operations are on hold at moment. No bikes are out in Dearborn.
K. Public Spaces & Amenities	<ul style="list-style-type: none"> • REQ for Seating at Fishnet • Library Lot Options - reviewing options after public sessions • REQ City Hall Park

ACTION PLAN & RESOURCES

OBJECTIVE	ASSIGNED TO:	NEXT STEPS:	BUDGET/ VOLUNTEER NEEDS/NOTES
Objective: Recruit Businesses (1.75)	Adam/Hassan/ Andrea	TASKS	IMPORTANT DOCS
Ecosystem—Networking/Incubator/Shared Space/Accelerators/Pop Ups (2)	Hassan/Reaching out for New UofM Rep	<ul style="list-style-type: none"> • Recruitment of an Incubator/Co-Working Space • Metromode Follow Up • Partners • Funding!! • Hub Location: Commercial Kitchen Needed – <u>Discuss Code Issues in downtown districts</u> 	<p>Metromode DRAFT Summary</p> <p>Launch Lab Framework</p> <p>Launch Dearborn Vision Plan Draft</p> <p>Entrepreneur Ecosystem Committee Notes</p>
Business Start-up/Recruitment Incentive (4.67)	Andrea/Stacey/Steve/Jackie	<ul style="list-style-type: none"> • Innovate this Space - Recruitment Marketing Campaign with Key Retail Properties - develop • EDDDA Intercept Survey – In Process • Vacancy Roundtable – Nov. 21 • Keller Williams Sub-Committee 	<p>Open Door Dearborn Vision Vacancy Roundtable</p> <p>Business Promotion Micro-Grant link</p> <p>FINAL Open Door Dearborn Incentive link</p>
Business Assistance Programs/Trainings	Steve/Stacey/Hassan	<ul style="list-style-type: none"> • Round Table with Entrepreneurs for Strategy on Needs/Missing Links • <u>Website Resource Draft – Partnership to Manage</u> • Hubs: Tech Lab @Artspace; Kitchen Connect; FEAST Detroit – Commercial Kitchen Needed 	<p>https://staceygrant1.wixsite.com/launchlab</p> <p>Business Resource Incentives Document</p>
Objective: Redevelop Sites (1.8)	Steve/Doug/Mike/Jennifer	TASKS	
Redevelopment Ready Marketing of Sites (1.8)	Doug/Steve/Mike/Jennifer	<ul style="list-style-type: none"> • PRIORITY 1 SITES: Brady & MI; 5050 • Tour of Top 10 Development Sites – <u>schedule with Ford Land</u> – coordinate event - Lease sites (Developer Road Show) & separate 	

		<p>development sites (DABOR partnership potential)</p> <ul style="list-style-type: none"> Howard & Michigan RFP – marketing needed? 	
Design Guidelines/Façade Improvement Program (2.25)	Hassan/ Mike/Steve	<ul style="list-style-type: none"> Final Guidelines Sponsor Recruitment/Sale Sheet; Lending Partners Needed (ie: Comerica, Huntington, Chase) Meet with CRA Wayne County – HASSAN – Status? Finalize CDBG funding opps/changes Main Street funding/grant with Select Level Finalize and Approach Design Assistance Firms – Inquiring with City on any recommended architects 	<p>Candidates for Façade Program: Merchants, Jiu Jitsu, and refer to previous list identified for EDDDA; -FBC Code presentation and user guide; FBC Code -Business Overlay & Sample Guidelines; Committee Notes; Suggested Design Asst. Firms FINAL DESIGN GUIDELINES FINAL INCENTIVE PROGRAM</p>
Objective: Streetscape/Walkability Improvements (4) – 2 votes	Mark G		
Streets		<ul style="list-style-type: none"> Connector Streets & Michigan Ave Multi-Modal Plan – (Jeff P.) Amenities <ul style="list-style-type: none"> Tree Well Planters/Sidewalk Cafes Mural Seating Area – need concept design (volunteer?) WDDDA Trash Cans Artspace Landscaping/Campus Plan – discussed preliminarily with Kim Moore Schaefer Lighting –in process Bike Share & Scooter Launch 2020 	<p>Presentation for Connector Streets & Michigan Ave.</p> <p>MMTP draft plan link</p> <p>Tree Well Overview Overall Rendered Plan Schaefer Rendered Plan</p>
Public Spaces		<ul style="list-style-type: none"> Sidewalk Café/Design Cheat Sheets - SmithGroup Alley in AANM Lot – need concept – part of Parking Lot CIP Art in Public Spaces Plan – 2020 Sculpture Initiative 2020 	<p>Using Public Sidewalks How To Sheet DRAFT</p> <p>FYE2020 - Art In Public Spaces Plan budgeted</p>
Objective: Branding (2.6)	Cristina	Brand Design & Messaging	www.brandingdearborn.com
Wayfinding (3.83)		RFP release ?	

Downtown Dearborn Promotions Committee Minutes

Attendees: Matthew Dietz, Maryanne Bartles, Hassan Sheikh, Julia Kapilango, Katie Merritt, Brandon Coulter, Jackie Lovejoy, Cristina Sheppard-Decius, Jean Smith, Janet Bloom

I. 2nd Quarter Events/Promotions

a. Ladies Night In!

May 6, 5 – 7 pm. 9 businesses expressed interest in participating. Did meeting 4/21/20 to go over ideas utilizing Facebook Live and Zoom. Steven Adelson of Steven Bernard Jewelry is participating and is a sponsor. Through Zoom can Facebook Live; it does have a 20 second delay. Jean working on what each business is providing as far as deals, etc.

Advertising via newsletter and social media. Julia suggested local papers – Press & Guide and Times Herald, especially digital advertising. Board had approved mailers, but as long we stay within “advertising” budget, can look at options given current situation. Mailers may not be able to be printed since other examples of those do printing are closed down. Jean checking on.

b. Ramadan Promotion

Hassan – everything is going virtual. He suggested to do Happy Ramadan messaging on social media and to create an Iftar list. Janet will contact restaurants to get Ramadan hours so we can create and publish that list.

II. 3rd Quarter Events/Promotions Changes

Farmers Market moved to a July 10 opening. Jean has been researching other markets. They are instituting drive up service and pre-ordering. Challenge is not all vendors have Facebook or website. Jean is working on final details.

2020 event cancellations per April 16 DDDAs Board meeting: Kids Days, Music in the Park, Tunes at Noon, Spring Perennial (previously cancelled), Friday Nites, Jazz on the Ave.

Movies in the Park are still on but dates to be pushed out. Plan to do one late July, two in August and one early September. Jackie suggested to add on printed pieces call to confirm/or subject to change verbiage. Maryanne asked for list of titles so copies can be ready for back up at library. Jean will submit proposed dates and attendees from last year to committee.

Meeting Date:

April 22, 2020

10:00 am

Meeting Location:

DDDA Office

13615 Michigan Avenue

Conference Call #.

Join Zoom Meeting

[https://zoom.us/j/30897](https://zoom.us/j/308973055?pwd=Sy9GNIBXaGZ4UmgxRlZrRzk3WTdHQT09)

[3055?pwd=Sy9GNIBXa](https://zoom.us/j/308973055?pwd=Sy9GNIBXaGZ4UmgxRlZrRzk3WTdHQT09)

[GZ4UmgxRlZrRzk3WTd](https://zoom.us/j/308973055?pwd=Sy9GNIBXaGZ4UmgxRlZrRzk3WTdHQT09)

[HQT09](https://zoom.us/j/308973055?pwd=Sy9GNIBXaGZ4UmgxRlZrRzk3WTdHQT09)

Meeting ID: 308 973 055

Password: 123811

One tap mobile

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055# US (New York)

+13126266799,,308973

055# US (Chicago)

Dial by your location

+1 929 205 6099

Brandon – AANM’s event Jam3A is postponed, not cancelled. They are looking at getting information set for next year to then get to groups to distribute.

Maryanne – libraries were closed a week before stay at home order, and expects to be last to open. Seed library is open. Dearborn and Dearborn Heights residents can order and library will mail out. Storytimes are done on Facebook Live on Tuesdays and Fridays. Those who don’t have library can go to library site to register for a virtual card. 212 have signed up for so far. Jackie – Reviewing current planned events of Taste of Dearborn, Executive beer tasting, chamber awards, etc. Reviewing to possibly move dates to Fall.

Julia – Artspace is still in shutdown mode. Jackie spoke to Historical Museum and they want to sell “Made in Dearborn” items so Jackie pointed them to Glass Academy and Artspace artists.

III. Comeback Campaign Brainstorm

Cristina – Promotions Committee agreed current actions and plans are fine. Katie – fine to promote brand, but not comfortable advertising anything else. Jackie – need to state we are “working behind the scenes on programming”. Cristina – Royal Oak has advertised they are putting \$2 Million into Royal Oak but working on game plan – appears to be a grant program for businesses and may use some funds to sink more money into advertising such as TV.

IV. Volunteer/Committee Needs

Cristina suggested using interns that will be onboarded soon to help curate focus group (at U of M) via a Zoom meeting. We can ask questions such as what do they want to see in Downtowns, what would engage them more, etc. Jackie – alert them to Healthy Dearborn events such as weekly walk and rolls.

a. Volunteer Management Plan

Janet – work with interns to launch this. No need to recreate wheel. Lots of good programs to tap into for best practices.

- i. Plan/Schedule for Think Tank on Activating Student Body
- ii. Volunteer Manual - written plan due
- iii. Outreach Plan (Develop Target List)

- v. **Artspace Resident Survey** - Janet needs to resend out after review for any last remaining questions that are Covid-19 specific.

VI. Other Ideas

- a. TBT Historical Tour? – Jackie stated that there is a resource on Chamber site. Maryanne – referenced the historical signs and possibly a map that was part of a project from 10 years ago. Ideas are to do a selfie and maybe do as a gift card drawing.
- b. Senior Day – Connect with Senior Programming & Facilities
- c. Student Promotions – Welcome Back Week

Small business grant – going live Friday. Eblasts, social media, website. Be sure to share with those you know.

DATE	EVENT	HASHTAG	CHAMPION
March 20 - 29, 2020 (now TBD)	Dearborn Restaurant Week	#DRW2020	Sam Abbas
March	Reading Month/ The Big Read		Maryanne Bartles
April	Art Month		Emma Jean Woodyard
May 18	Martian Marathon		Mo Hider
May 6	Ladies Night In (virtual)		Chris Sickle
May 2	Free Comic Book Day		Katie Merritt
May 16	Spring Perennial Exchange		Katie Merritt
June 5 – September 25 (now opening July 10)	Farmers Market	#DFM	NEED A CHAIR
June 5, July 10, August 14	Kids Days	#KidsDays	NEED A CHAIR
June 3 July 8	Music in the Park	#MIP2020	Julia Kapliango?
June 12, July 17, August 14, Aug. 21 (Dates TBD)	Movies in the Park (West & East Alternate)	#Movies2019	NEED A CHAIR
June 26, July 24, Aug 28	Friday Nites	#FridayNites	NEED A CHAIR
July 15 August 19	Jazz on the Ave	#JazzAve2019	Kalette Willis
July 14 August 18	Tunes at Noon	#TunesatNoon	
Aug 15-16	JAM3A		AANM
Sept. 12	Fall Perennial Exchange		Katie Merritt
Oct. 24 (same day as TOT?)	Pumpkin Carving		
Oct. 24	Trick-or-Treat	#DearbornTreats #TrickorTreat	
Oct. 26	Doggone Dearborn		
???	Beer Crawl		Lynette Downey
Nov. 28	Shop Small & EDDDA Winterfest Market	#ShopSmall	
Dec. 9 (change on lists)	EDDDA Open House		
Dec. 12	WDDDA Winterfest Market	#DWM2019	

DOWNTOWN DEARBORN STEERING COMMITTEE MINUTES

May 13, 2020

9:00am

Zoom meeting:

<https://zoom.us/j/748198531?pwd=c1Z5amJBOUZOR1FGQ0RrTEFBeTkxdz09>

Meeting ID: 748 198 531

Password: 822859

One tap mobile

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+13126266799,,748198531# US (Chicago)

Attendees: Mike Kirk, Julia Kapilango, Kari Woloszyk, Hassan Sheikh, Mark Guido, Sam Abbas, Jackie Lovejoy, Jeff Lynch, Steve Deisler, Cristina Sheppard-Decius, and Janet Bloom

I. Next Steps

a. Chairperson/Lead Advocates –

- i. Qualities - need to define the qualities needed in a candidate. Need someone who has time to take on this role. The person needs to have established relationships with local businesses, non-profits, agencies, and government officials - entrenched in Dearborn. View benefits of both an older candidate with history in community or someone up and coming in community.
- ii. Role - position is volunteer but has demands on many fronts. Prioritization of key tasks will be critical. Willing to lead and delegate.
- iii. Candidates - Jackie, Jeff and Cristina have candidates in mind and will need to follow up to gauge interest. Need to have team develop list of candidates so they can be vetted.

b. Recap of Goals/Strategies/DDI Role - Cristina listed these (see attachment)

c. Vision Document – tie in with announcement of DDI

Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.

II. DDI Formation/Exploration Actions

- a. Service Agreement –follow up docs needed to legal
- b. Partner Engagement Recruitment
 - i. Committee Progress on reaching out to potential Sponsors for initial introduction - reach outs still need to happen, focus on what's to come as far as events and programming yet in 2020 and 2021.
- c. Michigan Main Street Work Plan
 - i. Downtown Management Checklist:
 - ii. GSI Mapping - Steve Deisler has been working with the city in matching an assessor's list of properties to a GIS mapping system to aid in tracking properties. More details to come.

What's Next?

- Partner Engagement Recruitment
- Collaborative Budget
- Enact Engagement & Communication Plan
- By-Laws
- Vision Document
- Co-Chair Recruitment
- Processes

Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.

DDI ROLE

Goal/Focus

- Vision
- Connecting The Gaps
- Michigan Main Street

Downtown Strategy

- Cohesive Community
- Walkability
- Image
- Innovative Retail
- Next Gen Appeal

Objectives:

- Community Building - Inclusion
- Brand Mgt.
- Fund Raising/Fiduciary
- Business Growth (BAT and Funding Resources)
- Entrepreneur Ecosystem
- Mobility
- Real Estate Development

CONVERSATION ITEMS:

Chair Qualities:

- Community respect - Motivator that is respected by a broad range of people in the community.
- This leader must have a broad perspective of the community with the big picture always in mind.
- Commitment
- Leadership
- Time
- Enthusiasm
- Money
- Skills

Chair Role

- Serves as primary link between the board of directors and the executive director.
- Acts as a coordinator to facilitate decision making process.
- Delegates responsibilities.
- Monitors accountability of the organization.
- Supervises executive director's performance.
- Works with executive director to determine board meeting agenda.
- Chairs board meetings.
- Calls special meetings when necessary.
- Appoints committee chairs with board input.
- Serves as a visible leader of the organization.

Chair Interview Team

- Who's the Team: Jackie, Mike and Cristina
- What would we ask?
- What is the job?
 - Champion of keeping downtowns vibrant
 - Building the team
 - Community outreach and build credibility for the organization/self
 - Chair/Co-Chair possibility

Steering Committee Role

- Chair Recruitment - Interview Team
- Fundraising/Friendraising
- DDI formation & Board Recruitment
- DDI MOU/Service Agreement Checks-n-Balances with DDDAs

What value does the DDI bring to the DDAs?

- Grants, Foundations (501c3)

- Utilize Funds in a Manner that the community needs - not restricted
- Political Support
- Leveraging the bigger opportunities - bigger vision (need the tangible talking points)
- United - One Dearborn
- Advocate for Dearborn
- Magnitude of Presence as One

Resolve East/West Conflicts - What will resolve this?

- Unified events
- Brand
- Address the physical separation
- Team effort on areas of needs (ie: vacancy)
- Inclusion - Cosmopolitan Meets Community

Piggy-back the roll out of this strategy on a major announcement (major project, new vision program, elected or appointed leader who wants to make Change. - VISION PLAN

WE ALSO NEED TO CONCRETELY DETERMINE WHAT THE DDI DOES VS. DDDAS. A concrete plan should be the basis of the roll out defining 2-3 MAJOR transformative projects / programs (ie: Michigan Ave connectivity, strategic entrepreneurial grant programs for young adults...) .

COVID-19 FAQ FOR FARMERS MARKETS

STEPS FOR MARKETS AND MARKET MANAGERS

BEST PRACTICES

- Sampling should be suspended to minimize touch points.
- Vendors should practice hand hygiene, use gloves when handling money, and handle and package items for customers.
- Limit market volume by promoting pre-ordering, alternate pickup locations, or delivery.

COMMUNICATION

- **Vendors and customers should not come to market if they are displaying symptoms of COVID-19, or have come in contact with someone who is sick. Anyone displaying symptoms at the market will be asked to leave.**
 - Consider communicating this to customers through signs, social media or newsletters
- Proactively reach out to county health departments
- Market managers should communicate proactively about what steps the market is taking to prevent the spread of illness.
- Review CDC guidance about cleaning and disinfection and be ready to communicate if a known COVID-19 patient has been at the market recently.

CLEANING AND SANITATION

- Markets should consider providing fully stocked handwashing stations and/or hand sanitizer at entrances, exits and restrooms.
 - Vendors should hand-sanitize after every transaction, and should wear gloves.
 - Masks are not necessary, as they are not protective to healthy people, but prevent the spread of the virus from sick people.
- Disinfect surfaces like railings, doorknobs, tables, etc on a regular basis
- CDC is recommending use of disinfectants on the EPA list found at: go.ncsu.edu/epacovid-19 (Note: this is list is based on current data, but compounds have not been validated for COVID-19)
 - Bleach may be used to disinfect surfaces, but the concentration is higher for COVID-19 than for everyday sanitation: 5 tablespoons bleach per gallon of water
- Use non-porous plastic tables that can be easily disinfected if possible.
- Think about touch points throughout the market. Eliminate or disinfect between uses.

THE GOOD NEWS

COVID-19 is not a foodborne illness. It is extremely unlikely that someone will catch it through eating. The virus is most likely to cause illness through respiratory transmission, not eating. The routes to be concerned about include being in very close proximity to many people or coming in contact with high touch surfaces.

For more info, visit: www.cdc.gov/coronavirus/2019-ncov

Contact: Michelle Danyluk

mddanyluk@ufl.edu 863.956.8654

Updated March 16, 2020



NC STATE
EXTENSION



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

GARY MCDOWELL
DIRECTOR

March 24, 2020

In accordance with Governor Whitmer's "Stay Safe, Stay Home" executive order, EO 2020-21, effective March 24, 2020 through April 13, 2020, workers in Michigan's food and agriculture sector who perform the work listed below constitute "critical infrastructure workers" under the order and may leave their homes to perform that work in-person as necessary.

All in-person work must be carried out consistently with the mitigation measures required by section 5 of the executive order, including social distancing, heightened cleaning and sanitation protocols, worker health checks, and other measures recommended by the Centers for Disease Control and Prevention to prevent the spread of COVID-19. Any in-person, non-mandatory activities must be delayed until normal operations resume, and all workers must be encouraged to work remotely to the greatest extent possible.

Businesses and operations with critical infrastructure workers must comply with the designation requirements of sections 5 and 9 of the executive order.

Lastly, all work and operations remain subject to any further restrictions or requirements imposed by other executive orders that are in effect.

- Workers supporting groceries, pharmacies, and other retail that sells food and beverage products.
- Workers supporting and operating gasoline stations.
- Workers supporting restaurant carry-out and delivery food operations.
- Food manufacturer employees and their supplier employees including those employed in food processing facilities (packers, meat processing, cheese plants, milk plants, produce, etc.); livestock, poultry, seafood slaughter facilities; pet and animal feed processing facilities; human food facilities producing by-products for animal food; beverage production facilities; and the production of food packaging.
- Farm workers including those employed in animal food, feed, and ingredient production, packaging, and distribution; manufacturing, packaging, and distribution of veterinary drugs; truck delivery and transport; farm and fishery labor needed to produce our food supply domestically.
- Workers who care for animals at veterinary clinics, animal shelters and research facilities. Veterinary clinics should only be performing essential life-saving procedures; all other non-essential procedures should be delayed.

- Farm workers and support service workers including those who plant, grow, and harvest agricultural commodities; commodity inspections; fuel ethanol facilities; storage facilities; and other agricultural inputs.
- Employees and firms supporting food, feed, and beverage distribution, including warehouse workers, vendor-managed inventory controllers, and blockchain managers.
- Workers supporting the sanitation of all food manufacturing processes and operations from wholesale to retail.
- Company cafeterias, specifically in-plant cafeterias, used to feed employees only.
- Workers in food testing labs in private industries and in institutions of higher education.
- Workers essential for assistance programs and government payments.
- Employees of companies engaged in the production of chemicals, medicines, vaccines, and other substances used by the food and agriculture industry, including pesticides, herbicides, fertilizers, minerals, enrichments, and other agricultural production aids.
- Animal agriculture workers including those employed in veterinary health; manufacturing and distribution of animal medical materials, animal vaccines, animal drugs, feed ingredients, feed, bedding, etc.; transportation of live animals, animal medical materials; deceased animals for disposal; raising of animals for food; animal production operations; slaughter and packing plants; and associated regulatory and government workforce.
- Workers who support the manufacture and distribution of forest products, including but not limited to timber, paper, and other wood products.
- Employees engaged in the manufacture and maintenance of equipment and other infrastructure necessary to agricultural production and distribution.
- **MDARD has established an email address for industry, stakeholders, and consumers to submit questions and/or get clarification on specific areas of concern.**



MDARD-COVID19@michigan.gov

Frequently Asked Questions
COVID-19 and Michigan Farmers Markets
 Last updated: May 8, 2020

Updated
from
Previous
Version

Question	Answer
Is it true that plant sales at farmers markets can resume?	Yes! As of April 24, plant sales can resume at Michigan farmers markets.
Regarding vendor handwash stations, the ones that vendors are recommended to have at their booths, are these recommended for just the vendors to use or for customers too?	The handwashing stations you are referencing are the ones required for vendors to have in their booths when sampling. Those stations should still be in place, but MIFMA's recommendation is that there be additional handwashing stations available to customers in locations within the market that are easily accessible to them, such as entrances and exits. It would <u>not</u> be our recommendation that vendors allow customers to use their handwashing station, simply because of the challenges that it would pose to continue abiding by the recommended social distancing guidelines. The type of handwashing stations that vendors use and that customers use can be the same type of set up.
I was asked if someone makes mask can they sell them at the market. I told them no as they are a crafter.	MDARD considers masks to fall under the category of "personal hygiene products" and would be allowable to sell.
I have a vendor that makes Kettle Corn at the market. Will this be allowed this year?	Kettle corn is a food item and would be allowed. Consult your local health department for guidance around on-site preparation and/or encourage pre-package products as much as possible. At this time, vendors should not allow sampling of products.
How about lettuce bowls and herb plants as those can be consumed immediately?	As of April 24, plant sales can resume at farmers markets with all appropriate social distancing measures in place
What about bug spary and lotions?	The Executive Order uses the term "personal hygiene products" and does not define further than that.
What Cottage food items are excluded? Maple syrup jams and jelly OK?	Cottage food laws and regulations still apply, but are considered food that can be sold at farmers markets at this time.



Would these recommendations/guidance be for the whole season or just portions?	The recommendations/guidance we are providing now is applicable through the duration of the current Executive Orders that are set to change as of May 15, 2020. We will continue to update our guidance for markets as the situation evolves and additional information is available. For the most up-to-date information, visit www.mifma.org/covid-19-resources/ .	
Does MIFMA support selling plants and if so have they made that position know to the governor?	Yes, MIFMA did join others in advocating for the Governor to reconsider the ability of farmers markets to sell plants. The orders issued on April 24 allow plant sales to resume at farmers markets in Michigan.	
If you are limiting how many customers enter market, do you also need to space out the vendors?	It is definitely a best practice to ensure that social distancing can be managed for all individuals within the market. It is recommended that markets are able spread vendors out ensuring customers and vendors can maintain a 6 ft distance from each other.	
Can we just have hand sanitizer instead of a hand washing station?	The preference is to have a hand washing station. Hand sanitizer as it is not a direct replacement for hand washing. Hand sanitizer is to be used when hand washing stations are not available.	
Handwashing should be done after each exchange of money in my opinion.	We encourage handwashing whenever switching between tasks and before touching your face. We also encourage touchless and/or cashless payment options.	
Is there specific guidance on best mixture or best way to sanitize for COVID-19?	Recommendations from the CDC are as follows: Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection. Then, use a household disinfectant. Most common EPA-registered household disinfectants will work.	
If there is no access to a handwashing station for a smaller outdoor market, does that mean we can not open?	It is our recommendation that markets provide handwashing stations for customers and market staff. Here is a link to a MIFMA resource on how to build an inexpensive hand washing station for your market: https://www.youtube.com/watch?v=QP8JJ2qj0OI&feature=youtu.be	

It was recommended in last week's webinar that vendors have at least 2 staff in order to handle transactions- one person to handle currency and one to handle product. Is this something you would recommend enforcing as a market or just considered best practice for vendors at this time?	It is a recommendation at this time and not a requirement. If a vendor is not able to have two staff at their booth, help them think through how to wash their hands frequently, use gloves, a drop box for cash, and other strategies to protect themselves and their customers.
If we are talking about limiting the number of people in the space where customers are and we are measuring the area where they can stand and move about, do we need to count the vendors as people in that space? The customer cannot go into the vendor booth area in this case, just stand outside of it.	It is definitely a best practice to ensure social distancing can be maintained for everyone in the space. Both calculations would be acceptable- (1) calculating the total space of the market including vendor booths and then subtracting the number of vendors from the number of people that can be in the space, or (2) if customers cannot go in the vendor's booth, then calculating the space of the market not including the vendors' booths and not including the vendors in the count of people in that space.
When calculating the number of customers who can be in the market space, should all vendors and their staff be deducted from the count of people in the space?	Correct, any individuals who will be consistently in the market should be deducted from the number of people allowed to be in the space at one time.
I understand that there should be no on-site food consumption. I have canceled all hot food service at market for May. However, vendors will need to eat. I was planning to have a private, designated area for vendors only, when they need a break. This would include hand washing, etc. Does this seem reasonable? What else would you recommend or what other options could there be for vendors?	Great point! Providing a space where vendors can step away from customers to eat is generous and thoughtful. Just be sure that they can distance themselves within that space! Also, think of each farm vendor as a separate cohort. Possibly stagger timing of each vendor's access to a break area. Have the area sanitized between cohorts to minimize spread.
Is vendor spacing recommended or required at this time?	Vendors should be able to maintain a 6 foot distance from each other, just as customers should. At a minimum, vendors should be spaced at least 6 feet apart.
Does MIFMA have a template of COVID-19 Preparedness plans for us? Would hate to reinvent the wheel, especially if markets can have standard information.	The plan should be specific to the business' space, employees and personnel policies. We are directing markets to the OSHA resource here: https://www.osha.gov/Publications/OSHA3990.pdf .
Any word on WIC Project FRESH training? We were on track to accept WIC Project FRESH, but they postponed the training.	MIFMA does not have any additional information at this time, but we will share as we are made aware of changes/modifications.

Is there any information or movement towards approving Bridge Cards for online ordering with pickup and payment in-person?	It is allowable to take orders online or by phone and then facilitate SNAP payments when the order is picked up in-person/at curbside. There are a lot of folks working to expedite online SNAP processing options! Joe is diligently following this information so we can share opportunities as they become available!
DUFB can be provided with P-EBT, correct?	Yes, that is correct. P-EBT can be matched with Double Up as it is a SNAP benefit.
Is a honey vendor considered essential under the order?	Yes, Honey is food!
Should we be recording P-EBT and EBT separately in our Double Up customer logs?	Some folks will get new cards and some will have additional funds added to their existing cards, so you may not even be able to tell which form of SNAP a customer is using. A new Customer Tracking Log for Double Up Food Bucks has been provided that allows you to indicate if the customer is using a new P-EBT card. Visit the Market Manager Portal to download that new tool.
If you collect P-EBT do you need to record this separate from regular EBT for recording/reimbursement?	It is all SNAP and can be recorded the same.
In order for our market to accept EBT, we would have to get a wireless device. If we do a curbside pick up system, our phone line device would not be possible to use because of the different location.	State funding is available to equip markets with wireless devices and Joe can help you work through that process. You can learn more and apply at https://docs.google.com/forms/d/e/1FAIpQLScd6ek2OmsdV6THWYNbQxw_TZgKIN5xrgpoiPBZk8gfMQGoxA/viewform .
Do you know if anyone has guidelines for community garden operations?	The University of Florida Extension has put out a fact sheet for community gardens that you can access at https://edis.ifas.ufl.edu/fs342 .
Can wine be sold at farmers markets at this time (no tasting)?	Yes, wine is included. No sampling should take place at this time.
My market is new this year. We have applied to accept SNAP but missed the DUFB application deadline. Will any exceptions or new application periods be opened?	If you are interested in signing up for Double Up Food Bucks please contact Rebecca Viera, MIFMA's Food Access Manager, at Rebecca@mifma.org or 517-432-3381.
Do the markets have to provide gloves and sanitizer for the vendors, or would that be their responsibility?	Gloves and sanitizer are in short supply at this time. Supporting and not penalizing vendors who are not able to access these items directly would be what we recommend.



What about rules for on-farm sales, is there info on this? Or are we simply a business under 50,000 sq ft?	Recommendations for social distancing, eliminating non-essential areas and activities, sanitizing surfaces and minimizing cash transactions would all apply to on-farm sales. I would suggest applying all recommendations for farmers markets that are applicable to your set-up and to also reference guidance from the Michigan Agri-Tourism Association (MATA) that you can find here: https://www.michiganfarmfun.com/pandemic.asp .
If the Governor lifts restrictions, will MIFMA still expect these practices to stay in place? If so, for how long?	MIFMA's guidance will continue to change and adapt as requirements change and guidance from credible sources is modified. The most up-to-date guidance will always be posted at www.mifma.org/covid-19-resources/ .
In discussing ways to engage, does anyone do text alerts or is this suggested for our industry?	There are services out there to support text alerts to farmers market customers. This was an emerging trend before COVID-19 and could be a really effective tool now as well! One item to consider is how you email that list of phone numbers and keep it secure. Recommendations from webinar participants included: - EZ Text is one online texting company. Free if you don't have many to text. - TEXT2Group is free
SNAPPA.com is another graphic app to use. Thanks for sharing!	
Will kids be doing P-EBT transactions?	P-EBT cards will be issued to the adults in a household with eligible children. There is no expectation that kids will be using them.
Mobile handwashing stations are on back order, so get on a list ASAP if you are interested in purchasing one. Also, rentals are mostly being used by hospitals at this time and they are not sure when they will become available. I've called around to several rental places within an hour radius of Ann Arbor.	Thanks for the tip!
64, Hand washing station tip - we got a few donated from our city's parks and recreation department.	Thanks for sharing!
What is the address for the COVID-19 resources so can post on Facebook and our website?	Our COVID resources are available at http://mifma.org/covid-19-resources/ .

Do you think the Governor may shut down farmers markets due to social distancing concerns?	I would not expect the Governor to close farmers markets if they are following the guidelines that have been issued. At this time, farmers markets are considered essential and are allowed and encouraged to stay open.
Are there liability concerns that markets and their fiduciaries should be aware of?	MIFMA has always and continues to recommend that farmers markets and their vendors are properly insured. We recommend that markets or their sponsoring organization carry general liability insurance that covers the market. MIFMA also recommends that markets recommend or require their vendors to carry general and product liability insurance and that they list the market as an additional insured on their policy. At this time, we recommend contacting your insurance agent to discuss any further coverage during this pandemic. To support our members in acquiring insurance that meets their needs, our membership benefits include discounts with insurance providers. Visit www.mifma.org/join to learn more.
What is a recommended mixture to sanitize for COVID-19? How can I make my own disinfectant if I am unable to purchase an EPA registered household disinfectant.	You can find the CDC's recommendations for cleaning and disinfecting at https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fcleaning-disinfection.html .
Are Cottage food items, like maple syrup or jams and jellies, under any new restrictions?	No, there are no new restrictions for Cottage Food at this time.
Personal hygiene products are they defined as soaps, essential oil chap sticks, bug sprays, lotions etc.?	The Executive Order uses the term "personal hygiene products" and does not define further than that.
For small fruits (ie. strawberries, raspberries, blueberries, etc.), do you recommend covering fruit with plastic or cover boxes of fruit for sale?	We recommend a barrier between any product and customers. That barrier could be space or a physical barrier like a plastic cover.
Is homemade hand sanitizer allowed for a vendor to sell?	The sale of hand-sanitizer is regulated at the federal level by FDA. Sales of the product should comply with their standards, regulations, and certification process.

Any thoughts on self-screening waivers upon entering the market?

The Executive Order pertaining to food establishment issue on April 27 instructs all food retailers to implement a self-reported health scan for all employees and volunteers. MIFMA created a resource to help markets develop this process and that resource is available at <http://mifma.org/wp-content/uploads/2020/04/Guidelines-for-Developing-a-Daily-COVID-19-Screening-Program.pdf>.



We own a restaurant and also operate a farmers market on our property, which is insured by our liability coverage. Should we still ask all vendors to carry their own insurance?

MIFMA recommends that all vendors carry at least \$1 million in product liability coverage and \$1 million in general liability coverage.

So, the coronavirus is not known to transfer on food?

Correct, there is no evidence that the coronavirus can be transferred through food directly. But, there is a possibility that it may transfer on food packaging.

Do you know which distilleries are selling hand sanitizer?

Each distillery is handling sales a little differently:

- Michigrain: Order ahead by calling 517-220-0560. Distillery is letting one person in at a time to pick up orders at 523 E Shiawasee St. in Lansing.
- Red Cedar Spirits: Stop by the tasting room at 2000 Merritt Road in East Lansing to pick up bottles. They're asking people to be in and out quickly to limit social contact.
- American Fifth: People can pickup from 2 to 6 p.m. Monday through Saturday in the tasting room at 112 N. Larch St. in Lansing. People who work in health care, public safety or for local businesses staying open to serve the public can ask about larger volumes by calling 999-2631 or emailing crafted@americanfifthspirits.com.
- Ellison: Details still coming. Check social media pages and website for updates.
- Sanctuary: Stop by the taproom at 902 E Saginaw Hwy in Grand Ledge to pick up bottles.

Is it necessary for us to wipe down our products before we sell them?

This virus is not a food safety issue, but may transfer on surfaces. There is no evidence that consuming food spreads the virus. Our webinar panel of experts recommends focusing measure to prevent the known respiratory spread of the virus.

Updated May 8, 2020



COVID-19 Webinar for Farmers Market Managers

April 23, 2020



Agenda

- Welcome and Housekeeping
- Guidelines for Farmers Market Operations
- Implications for Food Assistance Programs
- Communicating with Customers During this Pandemic
- Questions and Answers

Michigan Farmers Market Association (MIFMA)



Mission: MIFMA advances farmers markets to create a thriving marketplace for local food and farm products

Vision: MIFMA places farmers markets at the forefront of the local food movement and works to ensure all residents have access to healthy, locally grown food and the Michigan farmers markets receive policy support



Guidelines for Farmers Market Operations

Amanda Shreve
MIFMA

Farmers Market Can Operate

MDARD FAQ on EO 2020-21 released March 31, 2020

MDARD recognizes that **farmers markets** fall under [the category of workers supporting groceries, pharmacies, and other retail that sells food and beverage products], but **only for the sale of food** and supplies necessary to support human health and life.” MDARD requests that farmers markets “**use all necessary precautions to keep employees and customers safe.**”

Guidelines for Farmers Markets

www.mifma.org



MICHIGAN FARMERS MARKETS RESPONDING TO COVID-19

Whatever role you serve at your farmers market, we know that not only are you dedicated to ensuring shoppers have access to healthy, locally grown food and other high-quality products — but you're also deeply committed to the safety of shoppers and the products they purchase. Never in MIFMA's history has this mission been more important. In response to COVID-19, we want to share with you the following guidance and considerations on operating farmers markets in Michigan during this period of heightened public safety. *The guidance below, originally issued by MIFMA on March 27, 2020 has been updated based on the April 9, 2020 Executive Order 42. New or modified information is in italics.*

Farmers market managers should consult their local health departments and the State of Michigan for information pertinent to COVID-19 and current conditions in their community.

You can regularly read the updates and recommendations available on their websites and sign up for any alerts offered by state or county-level health officials to stay the most up-to-date with what is being recommended or required.

As a follow up to the March 23, 2020 Executive Order 21, Governor Whitmer's Executive Order 2020-42 issued on April 9, 2020 provides further instructions and specifications to the Michigan public. This latest guidance instructs all Michigan residents to "stay at home or their place of residence" but allows individuals to leave their homes "to perform tasks that are necessary to their health and safety, or to the health and safety of their family or household members (including pets)." The order further clarifies which businesses and operations provide critical infrastructure and may remain in operation during this time, including which food and agriculture related functions are deemed critical. Additionally, the Michigan Department of Agriculture and Rural Development clarified on March 24, 2020 that workers in Michigan's food and agriculture sector who support "retail that sells food and beverage products" constitute "critical infrastructure workers."

**ACCORDINGLY, FARMERS MARKETS AND FARM STANDS SELLING
FOOD PRODUCTS CAN CONTINUE TO OPERATE.**



480 Wilson Road, Room 172 East Lansing, MI 48824



(517) 432-3381



mifma.org

#MIFARMERSMARKETS



Farmers Markets Must:

Limit products being sold

Eliminate non-essential areas and activities

Suspend all on-site food consumption

Promote social distancing behaviors

Limit the number of people in the market at one time

Limiting the types of Items for Sale

Focus on these Items

Food

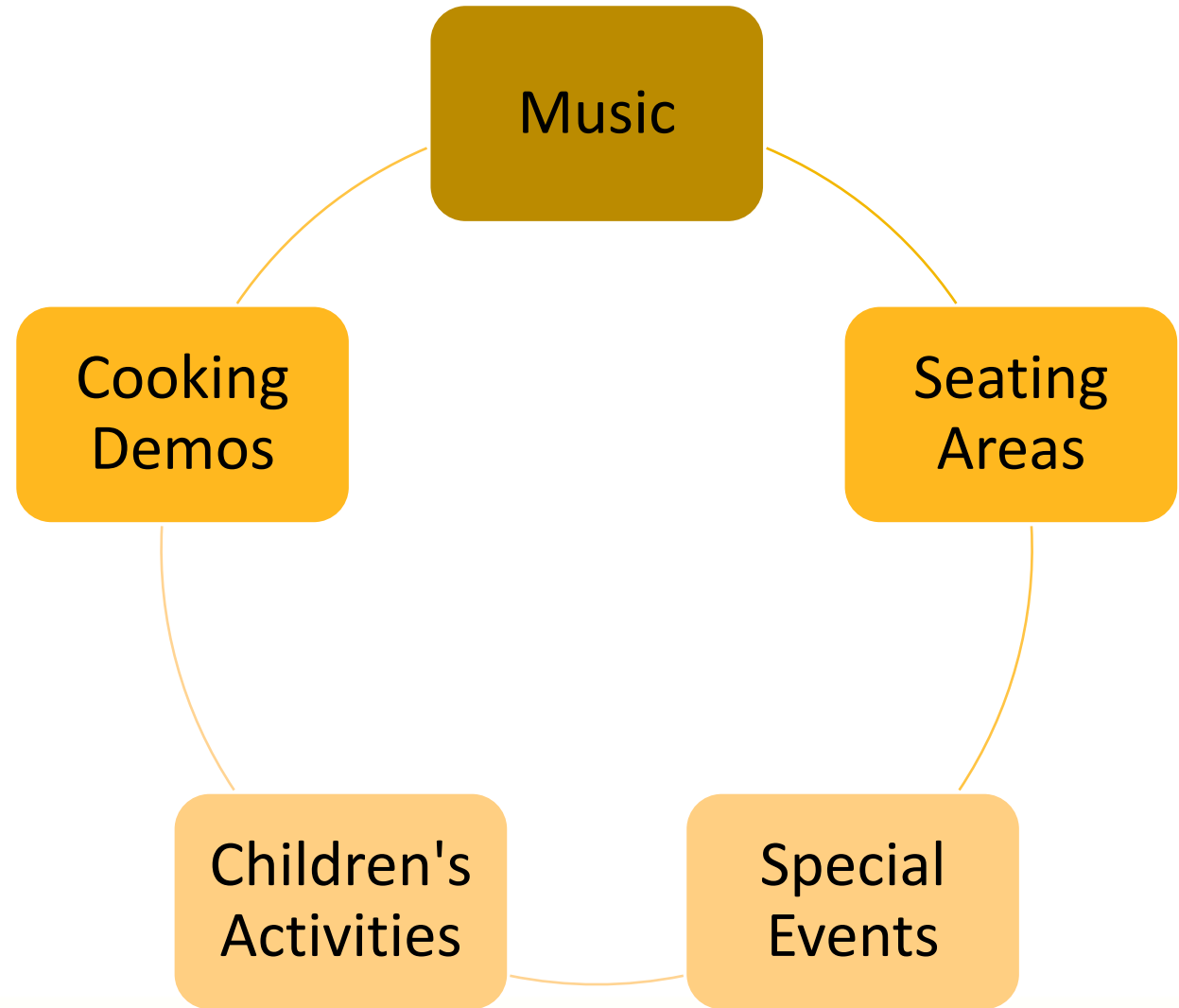
Personal
hygiene
products

Pet Food
& Treats

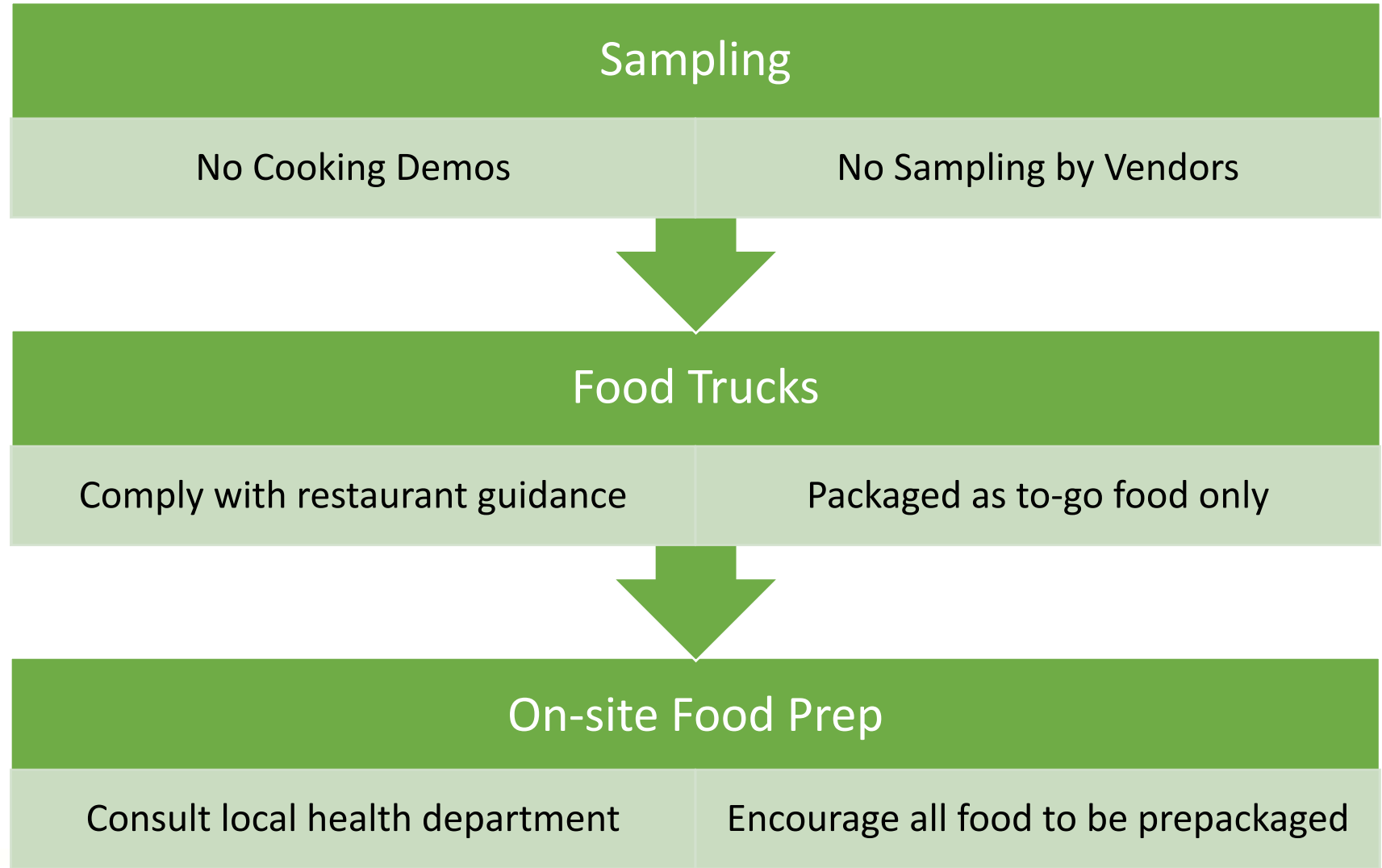
Exclude:

- Plants
- Vegetable Starts
- Cut Flowers
- Crafts
- Other non-food items

Eliminate Non-essential Areas & Activities



Suspend On-Site Food Consumption



Promote Social Distancing Behaviors

Spacing

- Mark the ground where lines are to form
- Increase spacing between vendor booths

Handwashing

- Make handwashing station visible
- At each entrance
- Not limited to in-restroom access
- Sanitizer (when available)

Surfaces

- Clean and disinfect frequently touched surfaces
- Favor vinyl or plastic to cloth table coverings
- Gloves (when available)

Promote Social Distancing Behaviors

COVID-19 Safety at the Farmers Market



WASH

Wash your hands with soap and water often or use hand sanitizer with at least 60% alcohol.



COVER

Cover your mouth and nose with a tissue or upper arm when you cough or sneeze.



STAY HOME

Stay home if you're sick or don't feel well, even if your symptoms are minor.



AVOID

Avoid close contact with others by staying six feet apart. Don't shake hands.



CLEAN

Clean frequently touched services, such as light switches and cell phones.



AVOID

Avoid touching your mouth, nose, and eyes. Wash your hands afterwards if you do.

For more information, please visit the Center for Disease Control and Prevention's COVID-19 Guide at www.cdc.gov/coronavirus

This poster was created and distributed by the Michigan Farmers Market Association. Learn more at MIFMA.org

كوفيد-19 السلامة في سوق المزارعين



اغسل

اغسل يديك بالصابون والماء كثيراً أو استخدام معقم اليدين 60% في المية كحول. على الأقل



غط

غطي فمك وانفك بمنديل أو بالعضد عند السعال أو العطاس



ابق (أجلس) في المنزل

ابق في المنزل إذا كنت مريض أو لا تشعر بصحة جيدة. حتى لو كانت أعراضك خفيفة



تجنب

تجنب الاتصال القريب مع الآخرين بالمقاء ستة أقدام متباعدين. لا تصافح باليدين



نظف

التنظيف بشكل متكرر في الأماكن المتوقع فيها التمس. مثل مفاتيح للضوء والهاتف (الجوال)



تجنب

تجنب لمس الفم والأنف والعينين. في حالة التمس. اغسل يديك

للمزيد من المعلومات، يرجى زيارة مركز مكافحة الأمراض والوقاية منها للحصول على دليل كوفيد-19 على الموقع الإلكتروني www.cdc.gov/coronavirus

تم عمل وتوزيع هذه الإرشادات عن طريق جمعية سوق المزارعين في ميشيغان. لتعلم المزيد من المعلومات، يرجى زيارة MIFMA.org

COVID-19 Seguridad en el Mercado de Agricultores



LAVAR

Lávate las manos con agua y jabón a menudo o use desinfectante para manos con al menos 60% de alcohol.



CUBRIR

Cúbrete la boca y nariz con un pañuelo o parte superior del brazo cuando toses o estornudes.



QUEDARSE EN CASA

Quédate en casa si estás enfermo o no se siente bien, incluso si tus síntomas son menores.



EVITAR

Evitar el contacto cercano con otros al quedarse seis pies de distancia. No saludar de manos.



LIMPIA

Limpiar con frecuencia servicios tocados, tales como interruptores de luz y celulares.



EVITAR

Evite tocar su boca, nariz y ojos. Lava tus manos luego si lo haces.

Para obtener más información, visite el centro para la guía COVID-19 de Control y Prevención de Enfermedades en www.cdc.gov/coronavirus

Este poster fue creado y distribuido por la Asociación de Mercado de Agricultores de Michigan. Obtenga más información en MIFMA.org

EO 2020-42:

Limit the Number of People in a Space at One Time

(c) For stores of less than 50,000 square feet of customer floor space, limit the number of people in the store (including employees) to 25% of the total occupancy limits established by the State Fire Marshal or a local fire marshal.

(d) For stores of more than 50,000 square feet:

(1) Limit the number of customers in the store at one time (excluding employees) to 4 people per 1,000 square feet of customer floor space. The amount of customer floor space must be calculated to exclude store areas that are closed under subprovision (2) of this subsection.

Applies to Indoor Spaces

Limiting the Number of People in an Outdoor Space

Calculate the **total square footage** of customer floor space in your market and **divide that by 113** (the square footage of a circle with a 6 foot radius) for the maximum number of people that should be in your market at one time.

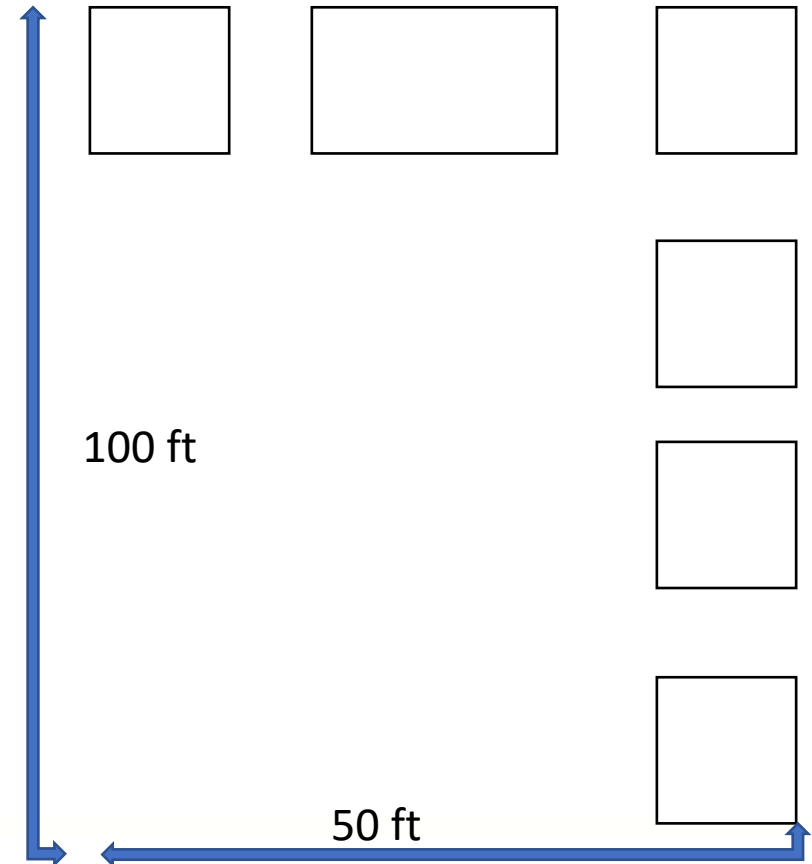
For example:

$50 \text{ ft} \times 100 \text{ ft} = 5,000 \text{ square feet}$

$5,000 \div 113 = 44 \text{ people}$

$12 \text{ vendors} + 2 \text{ market staff} = 14 \text{ people}$

$44 - 14 = 30 \text{ customers in the market at one time}$



Guidelines for Farmers Markets

FARMERS MARKETS MAY WANT TO CONSIDER:

- Provide customers with relevant, up-to-date information about what your market is doing to ensure their health and welfare at the market.
- Post signs with your precautions and procedures and communicate this information on your website and through social media.
- Limit the number of customers who can be in the market at one time.
- Limit entrances to ensure customers enter where a handwashing station is available.
- Form lines outside of vendor booths and/or limit the number of customers within a booth at one time.
- Mark the ground around booths with items such as tape, chalk, driveway markers, or traffic cones to encourage customers to distance themselves while they are waiting in line.
- Recommend that vendors use disposable gloves appropriately as an additional tool, but remember that gloves do not replace the need to wash hands and practice good hand hygiene.
- Consider developing curbside pickup and/or drive-through options where customers can select and purchase items without getting out of their car.

For Farmers and Vendors

STEPS FARMERS MARKET VENDORS SHOULD TAKE TO PROTECT THEMSELVES AND CONSUMERS:

- Do not attend the market if you have a compromised immune system and/or are not feeling well.
- Sanitize your market equipment and containers. Look to the Centers for Disease Control and Prevention (CDC) [Environmental Cleaning and Disinfection Recommendations](#) for guidance.
- Have a handwashing station (preferred) or hand sanitizer at your booth and use it often.
- Pre-package all items before coming to the market as applicable.
- Clearly and legibly post product lists with prices so that customers can distance themselves from you and your booth and still see what you have to offer.
- Set up your booth in a way that minimizes/eliminates a customer's ability to touch your products. For example, set up a table in front of you with a product list and a table behind you with the product. Customers can tell you what product(s) they want and you can get it for them.
- Put less product out for display and restock more often.
- Only use market table covers that can be sanitized throughout the market day, such as plastic or vinyl.
- Minimize cash transactions and round prices to the nearest dollar to reduce the need to exchange coins.
- During the market, routinely clean and disinfect "high touch" items such as tables, cash boxes, and touch screens on point-of-sale devices.

Governor Whitmer's Executive Order 2020-42

April 9, 2020

Rescission of EO 2020-21

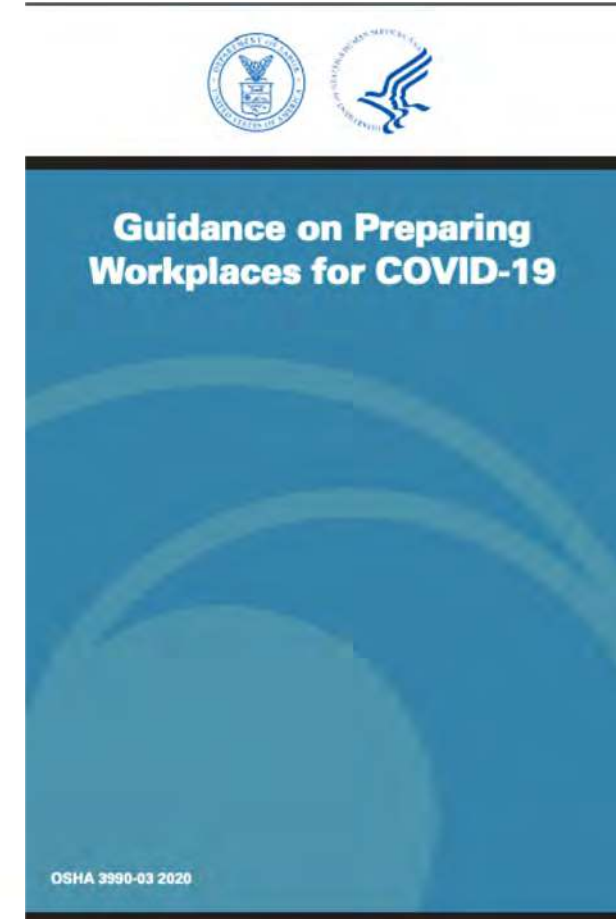
Instructs all Michigan residents to “**stay at home** or their place of residents” but allows individuals to leave their homes “**to perform tasks that are necessary to their health and safety**, or to the health and safety of their family or household members (including pets).”

Extends Stay at Home Order until April 30, 2020

New Language in Executive Order 2020-42

10. Businesses, operations, and government agencies that continue in-person work must adhere to sound social distancing practices and measures, which include but are not limited to:

(a) Developing a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration and available here. Such plan must be available at company headquarters or the worksite.



New Language in Executive Order 2020-42

11. Any store that remains open for in-person sales under section 5 or 9(f) of this order must:

(a) Establish lines to regulate entry in accordance with subsections (c) and (d) of this section, with markings for patrons to enable them to stand at least six feet apart from one another while waiting. Stores should also explore alternatives to lines, including by allowing customers to wait in their cars for a text message or phone call, to enable social distancing and to accommodate seniors and those with disabilities.

(b) Consider establishing curbside pick-up to reduce in-store traffic and mitigate outdoor lines.

EO 2020-42: For Stores Over 50,000 Square Feet

(2) Close areas of the store—by cordoning them off, placing signs in aisles, posting prominent signs, removing goods from shelves, or other appropriate means—that are dedicated to the following classes of goods:

- (A) Carpet or flooring.
- (B) Furniture.
- (C) Garden centers and plant nurseries.
- (D) Paint.

(3) By April 13, 2020, refrain from the advertising or promotion of goods that are not groceries, medical supplies, or items that are necessary to maintain the safety, sanitation, and basic operation of residences.

(4) Create at least two hours per week of dedicated shopping time for vulnerable populations, which for purposes of this order are people over 60, pregnant women, and those with



Implications for Food Assistance Programs

Joe Lesausky
MIFMA

Program Changes

SNAP Bridge Card

- Temporary Increase in Funding (CR-EBT)
- Increase in Customers



Double Up Food Bucks

- Temporary earning lift on matching amount



Pandemic EBT (P-EBT)

- New Program
- Providing funds for kids who receive free/reduced lunches



SNAP Bridge Card

- Federal guidelines do not allow online or telephone transactions for payment
- Only receive funding once a month
- March increased by 72,022 participants, and funding increased nearly 50% (due to CR-EBT)
- Expect to see continued participant increases



Pandemic EBT (P-EBT)

- Provides food for K-12 students who receive free or reduced lunches
- Transactions operate as a SNAP EBT transaction (if your market accepts SNAP you can accept P-EBT using your same systems/tokens)
- Fair Food Network is allowing funds to be matched with the **Double Up Food Bucks Program**.
- Funds will be available at least through June



Ways to Support Food Assistance Programs



- Offering low-contact transactions
 - Online/telephone ordering with in-person payment "Click and Collect"
 - Encourage vendors to have easy to select packages/boxes
 - Prebagged and easy to transport purchases
 - Continue to accept tokens and scrip

Token/Scrip Handling Tips

- Encourage Low Contact
 - Provide a container for “spent” tokens to be placed in
 - If needed tokens can be washed with dish soap and water (do not submerge wooden tokens, spray and wipe them)
 - Create market policies when turning tokens in for reimbursement (ie social distancing, limited contact, etc.)
- Resource: Tips for Sanitizing SNAP Tokens
 - Available at www.mifma.org



Transaction Suggested Practices



- Sanitize equipment between every transaction
- Sanitize space often including table top and writing utensils
- Market Staff should wear gloves/masks and wash hands regularly
- Encourage minimal contact, including pre-bag tokens

Patience and Respect

- We will be seeing many NEW food assistance customers who may be embarrassed and unsure how to use the funds from their program
- Work with local partners to help communicate that your market is participating in programs
- Support “Market Champions” to help spread the word.



Additional ways to support



- Become SNAP Bridge Card authorized if not already
- Work with local partners to increase program knowledge and outreach to customers
- Communicate to your customers
- Watch for additional updates



Communicating with Customers During this Pandemic

Noelle Nachreiner
Michigan Ag Council



CONNECTING WITH CUSTOMERS

Michigan Ag Council

Noelle Nachreiner, Executive Director



Remind shoppers
that farmers markets
are essential.





Fulton Street Farmers Market

April 18 at 10:08 AM · 🌐

Good morning Grand Rapids! It is a gorgeously sunny Saturday and the market is OPEN! We'll be here until 1PM!

Come take in the fresh air while you pick up your food essentials. And enjoy a nice long walk as you exit the market!

We ask for your cooperation and patience as we monitor our capacity limit. A line will form at the front of the pavilion to allow customers in accordingly. Side entry points are blocked off with the exception of the EAST SIDE handicap accessible en... See More



69

5 Comments 10 Shares



Like



Comment



Share



Provide information regarding modifications to the market.

Recommend safety tips
for vendors/shoppers.

 **St Paul Farmers Market**
April 10 at 6:27 PM · 🌐

Be smart, stay safe, and be well. We are open 9am-1pm, Saturday, 290 5th St E, St Paul, 55101

BE SAFE
Tips for Farmers' Market Shoppers



- 1**
MAINTAIN DISTANCE
- 2**
NO SAMPLING
- 3**
NO TOUCHING
- 4**
SANITIZE
- 5**
DON'T LINGER

👍❤️ 43 5 Comments 5 Shares

👍 Like 💬 Comment ➦ Share 🌐



Durham Farmers' Market

April 8 at 10:11 AM · 🌐



You can sign up for our weekly newsletter on the homepage of our website at the very bottom in the "STAY CONNECTED" section. Our vendors have their products listed and their delivery methods. These are also listed in the Vendor Profile section on the website



8

1 Comment 1 Share



Like



Comment



Share



Most Relevant

Give your followers additional ways to engage with your market.

Provide listing of vendors who will be at the market.



The Lancaster Central Market

19 hrs · 🌐

We will be open tomorrow for all of your local grocery needs. We are requiring that both employees and customers wear masks while in Market. More information on precautions being taken can be found at the link below.

<https://centralmarketlancaster.com/2020/04/continuing-safe-practices-in-market/>



👍❤️ 22

3 Shares

👍 Like

💬 Comment

➦ Share





Kalamazoo Farmers Market

18 hrs · 🌐

Stock your shelves with fresh, locally made pasta that's air-dried (slower and cooler) for flavor like old world pastas!

You can order **West Michigan Pasta and Provisions** online or by phone, or you can visit them outside of the **Bank Street Winter Market** on Saturday's from 8am-1pm! And right now, they're offering free delivery in the Kalamazoo, Mattawan, Oshtemo, Texas Township, Paw Paw and Portage!

<https://www.westmichiganpastaandprovisions.com/>



👍 16

7 Shares



Like



Comment



Share



Feature vendors who offer online ordering.

Additional Tips for Engagement

- Virtual Tours of Market/Vendors
- Go Live from the Market
- Use Colorful, Engaging Graphics
- Remain Positive At All Times

The Worst Thing You Could Say...



is nothing at all.



QUESTIONS

Questions & Answers

MIFMA

Amanda Shreve,
Executive Director

Joe Lesausky,
Food Access Director

MDARD

James Averill,
Deputy Director

Mandi Cooley, Food
and Dairy Division
Regional Supervisor

MSUE

Phil Tocco, Agriculture and Agribusiness Institute
Extension Educator

MIFFS

Jen Silveri, Director of Field Operations

**MI Ag
Council**

Noelle Nachreiner, Executive Director



RESOURCES

Coronavirus

[RESOURCES](#) [PRESS RELEASES](#) [VIDEO UPDATES](#)

Coronavirus Disease 2019 (COVID-19)

STAY HOME.
STAY SAFE. SAVE LIVES.

[Click here for a summary of the Stay Home, Stay Safe order](#)

[Guidance for Business](#)

- [Executive Orders, Directives & FAQs](#)

[Read more about Michigan's response >](#)

CLICK TO SUBSCRIBE TO NEWS UPDATES:

- [COVID-19 Updates from MDHHS](#)

Questions About COVID-19?



Call the COVID-19 Hotline at 888-535-6136,
7 days a week from 8 a.m. to 5 p.m.



Email COVID19@michigan.gov 24/7. Emails
will be answered 7 days a week, 8 a.m. to 5 p.m.



COVID-19 Volunteering

Volunteers with qualified medical
training & experience needed.

Quick links

- [COVID-19 Volunteering and Donations](#)
- [Apply for unemployment benefits](#)
- [Apply for assistance with health insurance, food, and other needs](#)
- [Find resources in your local community](#)
- [Locate your local school meal pickup site](#)

[Donate](#)[Membership](#)[Log In](#)[Store](#)[Cart](#) [About](#) [Resources](#) [Networking](#) [Programs](#) [Advocacy](#) [News](#)

Online Sales Opportunity

Taste the Local Difference & Local Food Marketplace

Moving your sales online



During this unprecedented time, many local food businesses are transitioning to online sales. We've been working hard behind the scenes in order to set our partners up for success. Today, we're excited to announce our new partnership with **Local Food Marketplace**. This easy-to-use and scalable sales platform is perfect for farms, farmers markets, and food hubs to move their sales online. As a TLD partner, **you'll receive a 15% discount** on start-up costs and monthly fees. Online store set-up can be completed as quickly as one week!

[Learn more!](#)

Attend an Informational Webinar

Bring your questions about Local Food Marketplace and take a test drive at one of our weekly webinars on **Tuesdays at 2 PM**.

Please click [here](#) to register in advance!



Recent Articles

GET INVOLVED



GIVE



FIND A FARMERS
MARKET



MICHIGAN
FARMERS MARKET
ASSOCIATION



517 - 432 - 3381



480 Wilson Rd., Room 172
East Lansing, MI 48842



mifma.org

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

COVID-19 Response A frame Signage 2020

Date Adopted: April 16, 2020

Motioned by: Director Mark Guido

Seconded by: Director Janice Cislo

WHEREAS: The East Dearborn Downtown Development Authority (“EDDDA”) and the West Dearborn Downtown Development Authority (“WDDDA”), collectively “DDDA’s”, have worked collaboratively to create and maintain a vibrant Downtown Dearborn experience for all, unified by a shared vision for the community to improve the local economy; and

WHEREAS: The East & West DDAs and district businesses have been impacted by the recent COVID-19 pandemic and a swift response was required to assist the district businesses; and

WHEREAS: A-frame signs with inserts were placed in select locations to draw attention to those restaurants still open and offering delivery, take out or curbside service and provided a 15 minute parking rule; and

WHEREAS: Malko Media produced 32 sign inserts at \$22 a piece (total of \$704) and two additional a-frame signs were ordered at \$105 each (total of \$210) for a total cost of \$914, which is to be split equally between EDDDA and WDDDA; so let it be

RESOLVED: That the EDDDA obligates \$457 to be expended from account #297-6100-911-51-00 for the purchase of the a-frame signs and sign inserts from Malko Media; and let it be
further

RESOLVED: That the EDDDA Executive Director is authorized to execute contracts on behalf of the EDDDA with Malko Media, subject to the review and approval by Corporation Counsel.

Yes: Chairperson Dan Merritt, Secretary-Treasurer Julia Kapilango, Director Janice Cislo, Director Mark Guido, Director Judith McNeeley, and Director Kamal Turfah

No:

Abstained:

Absent: Vice-Chairperson Jay Kruz, Mayor Jack O’Reilly, and Director Mary O’Bryan

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

COVID-19 Response A frame Signage 2020

Date Adopted: April 16, 2020

Motioned by: Director Jackie Lovejoy

Seconded by: Secretary-Treasurer Jeff Lynch

WHEREAS: The West Dearborn Downtown Development Authority (“WDDDA”) and the East Dearborn Downtown Development Authority (“EDDDA”), collectively “DDDA”, have worked collaboratively to create and maintain a vibrant Downtown Dearborn experience for all, unified by a shared vision for the community to improve the local economy; and

WHEREAS: The West & East DDAs and district businesses have been impacted by the recent COVID-19 pandemic and a swift response was required to assist the district businesses; and

WHEREAS: A-frame signs with inserts were placed in select locations to draw attention to those restaurants still open and offering delivery, take out or curbside service and provided a 15 minute parking rule; and

WHEREAS: Malko Media produced 32 sign inserts at \$22 a piece (total of \$704) and two additional a-frame signs were ordered at \$105 each (total of \$210) for a total cost of \$914, which is to be split equally between WDDDA and EDDDA; so let it be

RESOLVED: That the WDDDA obligates \$457 to be expended from account #296-6100-911-51-00 for the purchase of the a-frame signs and sign inserts from Malko Media; and let it be further

RESOLVED: That the WDDDA Executive Director is authorized to execute contracts on behalf of the WDDDA with Malko Media, subject to the review and approval by Corporation Counsel.

Yes: Chairperson Sam Abbas, Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Director Thomas Clark, and Director Mark Guido, and Director Jackie Lovejoy

No:

Abstained:

Absent : Mayor Jack O'Reilly, Director John McWilliams, Director Karen Nigosian, and Director Audrey Ralko

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

COVID-19 Response Tanner Friedman 2020

Date Adopted: April 16, 2020

Motioned by: Director Janice Cislo

Seconded by: Director Kamal Turfah

WHEREAS: The East Dearborn Downtown Development Authority (“EDDDA”) and the West Dearborn Downtown Development Authority (“WDDDA”), collectively “DDDA”, have worked collaboratively to create and maintain a vibrant Downtown Dearborn experience for all, unified by a shared vision for the community to improve the local economy; and

WHEREAS: The East & West DDAs and district businesses have been impacted by the recent COVID-19 pandemic and a swift response was required to assist the district businesses; and

WHEREAS: Tanner Friedman was engaged to develop content, graphics, communications for the website, Constant Contact, signage, and social media for Downtown Dearborn; and

WHEREAS: Tanner Friedman utilized 50 hours on the COVID-19 communication response in the month of March 2020; and

WHEREAS: An additional 30 hours of work, equalling \$4500, is necessary to be added to the Tanner Friedman contract through June 30, 2020, to meet the needs of the DDAs’ communication and marketing efforts, which is to be split equally between EDDDA and WDDDA; therefore, let it be

RESOLVED: That the EDDDA obligates \$2250 to be added to the Tanner Friedman contract for communications and marketing from account #297-6100-911-34-90; and let it be further

RESOLVED: That the EDDDA Executive Director is authorized to execute the contract with Tanner Friedman on behalf of the EDDDA, subject to the review and approval by Corporation Counsel.

Yes: Chairperson Dan Merritt, Director Janice Cislo, Director Mark Guido, Director Judith McNeeley, and Director Kamal Turfah

No: Secretary-Treasurer Julia Kapilango

Abstained:

Absent: Vice-Chairperson Jay Kruz, Mayor Jack O’Reilly, and Director Mary O’Bryan

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

COVID-19 Response Tanner Friedman 2020

Date Adopted: April 16, 2020

Motioned by: Director Jackie Lovejoy

Seconded by: Vice-Chairperson Mohammed Hider

WHEREAS: The East Dearborn Downtown Development Authority (“EDDDA”) and the West Dearborn Downtown Development Authority (“WDDDA”), collectively “DDDA”, have worked collaboratively to create and maintain a vibrant Downtown Dearborn experience for all, unified by a shared vision for the community to improve the local economy; and

WHEREAS: The East & West DDAs and district businesses have been impacted by the recent COVID-19 pandemic and a swift response was required to assist the district businesses; and

WHEREAS: Tanner Friedman was engaged to develop content, graphics, communications for the website, Constant Contact, signage, and social media for Downtown Dearborn; and

WHEREAS: Tanner Friedman utilized 50 hours on the COVID-19 communication response in the month of March 2020; and

WHEREAS: An additional 30 hours, equalling \$4500, is necessary to be added to the Tanner Friedman contract through June 30, 2020, to meet the needs of the DDAs’ communication and marketing efforts, which is to be split equally between EDDDA and WDDDA; therefore, let it be

RESOLVED: That the WDDDA obligates \$2250 to be added to the Tanner Friedman contract for communications and marketing from account #296-6100-911-34-90; and let it be further

RESOLVED: That the WDDDA Executive Director is authorized to execute the contract with Tanner Friedman on behalf of the WDDDA, subject to the review and approval by Corporation Counsel.

Yes: Chairperson Sam Abbas, Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Director Thomas Clark, Director Mark Guido, and Director Jackie Lovejoy

No:

Abstained:

Absent : Mayor Jack O’Reilly, Director John McWilliams, Director Karen Nigosian, and Director Audrey Ralko

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

FYE2021-23 BUDGET_ DRAFT FOR APPROVAL

Date Adopted: April 16, 2020

Motioned by : Director Janice Cislo

Seconded by: Director Kamal Turfah

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

WHEREAS: The City of Dearborn requires a three-year budget of all departments and authorities for adoption; and

WHEREAS: The EDDDA fund balance, along with projected FYE 2021-2023 revenues, is sufficient to support the proposed budget; therefore, be it

RESOLVED: That the unexpended FYE2020 appropriations shall be carried forward for completion of EDDDA activities initiated by June 30, 2020; and be it further

RESOLVED: That the EDDDA approves the attached FYE 2021-2023 budget to be submitted to the Dearborn City Council for adoption.

Yes: Chairperson Dan Merritt, Director Janice Cislo, Director Mark Guido, Director Judith McNeeley, and Director Kamal Turfah

No: Secretary-Treasurer Julia Kapilango

Abstain:

Absent: Vice-Chairperson Jay Kruz, Mayor Jack O'Reilly, and Director Mary O'Bryan

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

FYE2021-23 BUDGET_ DRAFT FOR APPROVAL

Date Adopted: April 16, 2020

Motioned by: Director Jackie Lovejoy

Seconded by: Director John McWilliams

WHEREAS: The City of Dearborn requires a three-year budget of all departments and authorities for adoption; and

WHEREAS: The WDDDA fund balance, along with projected FYE 2021-2023 revenues, is sufficient to support the proposed budget; therefore, be it

RESOLVED: That the unexpended FYE2020 appropriations shall be carried forward for completion of WDDDA activities initiated by June 30, 2020; and be it further

RESOLVED: That the WDDDA approves the attached FYE 2021-2023 budget to be submitted to the Dearborn City Council for adoption.

Yes: Chairperson Sam Abbas, Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, and Director John McWilliams

No:

Abstain:

Absent: Mayor Jack O'Reilly, Director Karen Nigosian, and Director Audrey Ralko

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Event Schedule for Spring/Summer 2020

Date Adopted: April 16, 2020

Motioned by: Director Julia Kapilango

Seconded by: Director Judith McNeeley

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

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

WHEREAS: The COVID-19 pandemic has led communities across the nation to modify their event and programming schedules to do their part in limiting social interaction or to avoid it all together; and

WHEREAS: The EDDDA and WDDDA proposes a revised event schedule for 2020 to reflect the best practice as a response to the current COVID-19 situation; let it be

RESOLVED:

1. That the EDDDA agrees to cancel the following events: Jazz on the Ave. and Music in the Park for the 2020 event season, which are tied to the Community Promotions Budget account # 297-6100-911-51-00; and
2. The EDDDA agrees to further explore the feasibility of activating Movies in the Park, Ladies Night, and Dearborn Restaurant Week in the near future.

Yes: Chairperson Dan Merritt, Secretary-Treasurer Julia Kapilango, Director Jan Cislo, Director Mark Guido, Director Judith McNeeley, and Director Kamal Turfah.

No:

Abstained:

Absent: Vice-Chairperson Jay Kruz, Mayor Jack O'Reilly, and Director Mary O'Bryan

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Event Schedule for Spring/Summer 2020

Date Adopted: April 16, 2020

Motioned by: Vice-Chairperson Mohammed Hider

Seconded by: Secretary-Treasurer Jeff Lynch

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

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

WHEREAS: The COVID-19 pandemic has led communities across the nation to modify their event and programming schedules to do their part in limiting social interaction or to avoid it all together; and

WHEREAS: The WDDDA and EDDDA proposes a revised event schedule for 2020 to reflect the best practice as a response to the current COVID-19 situation; let it be

RESOLVED:

1. That the WDDDA agrees to cancel the following events: Friday Nites, Tunes at Noon, Music in the Park, Kids Days for the 2020 event season, which are tied to the Community Promotions Budget account # 296-6100-911-51-00; and
2. The WDDDA agrees to further explore the feasibility of activating Ladies Nights, Farmers Market, Movies in the Park and Dearborn Restaurant Week in the near future.

Yes: Chairperson Sam Abbas, Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Director Thomas Clark, Director Mark Guido, and Director Jackie Lovejoy

No:

Abstained:

Absent: Mayor Jack O'Reilly, Director John McWilliams, Director Karen Nigosian and Director Audrey Ralko

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Farmers & Artisans Market_Service Providers_ Amendment I 2020

Date Adopted: April 16, 2020
Motioned by: Director Jackie Lovejoy
Seconded by: Director Jeff Lynch

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

WHEREAS: The WDDDA authorized a budget of \$22,000 in expenditures for the 2020 Farmers & Artisans Market; and

WHEREAS: A listing of selected vendors and expenditures is recommended for the Farmers & Artisans Market for the 2020 season, being expended from account #296-6110-911-34-90; and

WHEREAS: The entertainment vendors of Lawrence Arbor, Visual Ronin Media (Michael Kuentz), Dearborn School of Music, One Man Music Band, and Amy Loskowski, have been selected to perform for a fee of \$150 per scheduled date, maintaining within the approved \$2500 entertainment budget; therefore, let it be

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

Vendor	Purpose	Amount
Taste the Local Difference	Advertisement- magazine	\$ 100.00
Edible WOW LLC	Advertisement- magazine	\$ 1,800.00
Farmers Market Coalition via Jean Smith	Membership renewal- POP Club related materials/ resources	\$40.00
Michigan Agritourism Association	Advertisement- magazine	\$ 150.00
Times Herald (Bewick Publications)	Advertisement- newspaper	\$ 300.00
Beshara Printing	Posters (qty. 100) and yard sign patches	\$ 310.00
Beshara Printing	POP Club passport brochures	\$400.00
Lawrence Arbor Dates: 6/26/20, 7/17/20, 8/21/20	Entertainment at market (\$150 per performance)	\$2500.00

Visual Ronin Media (Michael Kuentz) Dates: 9/18/20, 9/25/20		
Dearborn School of Music Dates: 6/5/20, 7/24/20, 8/28/20, 9/4/20		
One Man Music Band Date: 6/12/20		
Amy Loskowski Dates: 6/19/20, 7/10/20, 8/14/20, 9/11/20		
July 31 - TBD		
Jokers 4 Fun	Bounce house	\$500.00
Malko Media	Market bags	\$1000.00
Malko Media	A-frame signage, road closed signage, vinyl coverups (tent, over the street banners, and street pole banners)	\$1000.00
Essential IT, LLC	web hosting, maintenance, technical support (Jan. 2020-Dec. 2020)	\$ 720.00
Michigan Farmers Market Assoc. (MIFMA)	Dues for membership- advertisement	\$200.00
Jean Smith, Events Mgr.	POP Club and cooking demo supplies	\$500.00

Yes: Chairperson Sam Abbas, Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Director Thomas Clark, Director Mark Guido, and Director Jackie Lovejoy

No:

Abstained:

Absent: Mayor Jack O'Reilly, Direct John McWilliams, Director Karen Nigosian, and Director Audrey Ralko

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Movies in the Park (City Hall Park) 2020 - TABLED

Date Tabled: April 16, 2020

Motioned by: Director Mark Guido

Seconded by: Director Janice Cislo

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

WHEREAS: The EDDDA values programming events and activities to engage the community and open space to grow the economy; and

WHEREAS: The EDDDA reviewed a specific budget of \$2,350 for Movies in the Park for 2020 event season; therefore, be it

Vendor	Purpose	Amount
Stardust Theatre Rentals	screen/sound (two dates)	\$ 900.00
Swank	movies/movie license	\$ 1,000.00
Beshara Printing	posters- 100 and proportionate cost of event brochure	\$ 320.00

RESOLVED: That the EDDDA has tabled this resolution to expend \$2350 for the Movies in the Park event for 2020 from the Community Promotions Budget # 297-6100-911-51-00, until the next board meeting in May.

Yes: Chairperson Dan Merritt, Secretary-Treasurer Julia Kapilango, Director Jan Cislo, Director Mark Guido, Director Judith McNeeley, and Director Kamal Turfah.

No:

Abstained:

Absent: Vice-Chairperson Jay Kruz, Mayor Jack O'Reilly, and Director Mary O'Bryan

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Movies in the Park (Wagner Place) 2020 - Tabled

Tabled: April 16, 2020

Motioned by: Director Mark Guido

Seconded by: Director Mohammed Hider

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

WHEREAS: The WDDDA values programming events and activities to engage the community and open space to grow the economy; and

WHEREAS: The WDDDA reviewed a specific budget of \$2,350 for Movies in the Park for 2020 event season; therefore, be it

Vendor	Purpose	Amount
Stardust Theatre Rental	screen/sound	\$ 900.00
Swank	movies/movie licenses	\$ 1,000.00
Beshara Printing	posters- 100 and Proportionate cost of Event brochure	\$ 320.00

RESOLVED: That the WDDDA has tabled this resolution to expend \$2350 for the Movies in the Park event for 2020 from the Community Promotions Budget # 296-6100-911-51-00, until the next board meeting in May.

Yes: Chairperson Sam Abbas, Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Director Thomas Clark, Director Mark Guido, and Director Jackie Lovejoy

No:

Abstained:

Absent: Mayor Jack O'Reilly, Director John McWilliams, Director Karen Nigosian, and Director Audrey Ralko

Financial Statement Summary		FY2018	FY2019	FY2020				
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance
Revenue								
296-0000-311.40-00	Property Tax Capture	\$ 496,066	686,335	\$ 505,710	\$ 505,710	\$ 630,536	\$ -	N/A
	Brownfield Tax Capture	119,900	132,940	235,220	235,220	387,665	-	N/A
	Tax Revenue Total:	\$ 615,966	\$ 819,275	\$ 740,930	\$ 740,930	\$ 1,018,201	\$ -	\$ -
296-0000-330.05-14	Local Community Stablization Authority	12,332	25,313	25,320	25,320	-	-	25,320
296-6110-330.01-90	Farmer's Market Federal Grant	-	1,424	1,000	1,000	607	-	393
296-6110-369.90-00	Farmer's Market Miscellaneous	12,900	18,865	23,500	23,500	2,265	-	21,235
296-6100-365.90-00	Donations from a Private Source	88,742	48,348	83,500	83,500	16,659	-	66,841
296-6100-322.40-10	Events Revenue	-	-	-	-	6,545	-	-
296-0000-361.10-05	Interest Income	9,786	19,928	20,698	20,698	14,219	-	6,479
296-0000-369.90-00	Miscellaneous Income	-	6,194	-	-	-	-	-
	Donations & Farmer's Market Total:	\$ 123,760	\$ 120,072	\$ 154,018	\$ 154,018	\$ 40,295	\$ -	\$ 120,268
296-0000-391.91-01	Contributions from the General Fund	39,102	37,913	35,000	35,000	29,167	-	5,833
	General Fund Contribution Total:	39,102	37,913	35,000	35,000	29,167	-	5,833
	Total Revenues:	\$ 778,828	977,260	\$ 929,948	\$ 929,948	\$ 1,087,663	\$ -	\$ 246,369
Expenditure								
296-6100-911.10-20	Part-time Wages	\$ 4,830	81	\$ -	\$ -	\$ -	\$ -	\$ -
296-6100-911.22-00	City Share of FICA & Medicare	369	6	-	-	-	-	-
296-6100-911.26-00	Workers Compensation Contribution	3	-	-	-	-	-	-
296-6100-911.30-40	Audit Services	329	382	400	400	400	-	-
296-2972-463.34-90	Sanitation Contractual Services	22,152	25,920	25,920	25,920	19,620	540	5,760
296-6100-911.34-90	Development Contractual Services	253,616	399,227	499,826	534,826	331,309	118,613	84,904
296-6110-911.34-90	Farmer's Market Contractual Services	5,089	16,509	22,000	22,000	10,624	3,038	8,338
296-6100-911.41-75	WATER/SEWAGE	-	-	-	1,500	534	966	-
296-6100-911.43-82	Copier Repair & Maintenance Services	-	362	375	375	-	-	375
296-6100-911.44-10	Building Rental	-	10,935	11,010	11,010	9,025	1,805	180
296-6100-911.51-00	Community Promotion	137,110	264,955	341,345	485,817	167,764	76,711	241,342
296-6100-911.52-10	Insurance	2,985	2,670	3,730	3,730	3,110	-	620
296-6100-911.53-00	Communications	-	225	-	500	914	172	(586)
296-6100-911.58-10	Training & Transportation	2,569	2,836	3,500	3,500	175	-	3,325
296-6100-911.60-10	Office Supplies	693	802	4,125	3,125	395	-	2,730
296-6100-911.60-20	POSTAGE	-	-	-	500	202	-	298
296-6100-911.61-90	Non-Capital Equipment	-	-	18,600	17,100	-	1,000	16,100
296-6100-911.62-00	Repair & Maintenance Supplies	-	1,400	-	-	-	-	-
296-6100-911.62-40	Planting Materials	8,276	6,798	30,000	30,000	577	17,916	11,507
296-6100-911.65-00	Memberships	413	513	940	940	148	28	764
296-6100-911.68-90	Other Operating Expenses	150,000	-	1,250	1,250	-	-	1,250
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	119,900	132,940	235,220	235,220	387,665	-	(152,445)
	Total Expenditure	\$ 708,334	866,561	\$ 1,198,241	\$ 1,377,713	\$ 932,462	\$ 220,789	\$ 224,462
	Revenues Over/(Under) Expenditures	\$ 70,494	110,699	\$ (268,293)	\$ (447,765)	\$ 155,201	\$ (220,789)	\$ 21,907
Balance Sheet								
						Current	Beginning of Year	
Equity in Pooled Cash Position						\$ 959,081	\$ 851,078	
Current Assets	Current Receivables					14,360	9,636	
	Unearned Income					246,369	926,885	
Current Liabilities	Current Liabilities					-	80,057	
	Encumbrances					(220,789)	(212,549)	
	Uncommitted Budget					(224,462)	(1,019,109)	
	Estimated Ending Cash Position	\$ 787,019	906,009			\$ 774,559	\$ 635,998	
Expenditure Details								
		FY2018	FY2019	FY2020				
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance
Beautification								
296-2972-463.34-90	Sanitation Contractual Services	\$ 22,152	25,920	\$ 25,920	\$ 25,920	\$ 19,620	\$ 540	\$ 5,760
296-6100-911.34-90	Holiday Décor & Installation	17,350	11,861	20,000	20,000	19,830	-	170
296-6100-911.34-90	Landscape & Maintenance	55,820	193,459	219,080	219,080	146,728	38,725	33,627
296-6100-911.34-90	Snow Removal	38,250	39,678	45,000	45,000	25,865	19,198	(63)
296-6100-911.34-90	On-Street Bike Racks	516	-	6,000	6,000	-	-	6,000
296-6100-911.34-90	Master Plan/Vision, Art in Public Spaces	-	-	10,000	30,000	-	-	30,000
296-6100-911.62-40	Planting Materials	8,276	6,798	30,000	30,000	577	17,916	11,507
	Total Beautification	\$ 142,364	277,716	\$ 356,000	\$ 376,000	\$ 212,620	\$ 76,379	\$ 87,001

Development

296-6100-911.51-00	General Marketing (banners, printing, social media)	\$ 4,625	10,258	\$ 30,000	\$ 30,000	\$ 9,691	\$ 3,448	\$ 16,861
296-6100-911.51-00	Branding	-	118,371	120,000	252,881	84,932	56,964	110,985
296-6100-911.51-00	Graphic Design	1,474	150	5,000	5,000	220	78	4,702
296-6100-911.51-00	Photography	1,825	1,850	5,000	5,000	963	-	4,037
296-6100-911.51-00	Metro Mode / Issue Media	30,000	18,000	24,000	24,000	18,000	-	6,000
296-6100-911.51-00	Mobile App	-	1,197	3,750	3,750	-	-	3,750
296-6100-911.51-00	CTM Brochure Distribution	5,852	2,339	4,250	4,250	438	3,751	61
296-6100-911.51-00	Website, Constant Contacts	275	226	230	230	-	-	230
296-6100-911.51-00	Website Hosting & Domain Registration	985	801	1,350	1,350	2,188	11	(849)
296-6100-911.51-00	Henry Ford Promotion Package	5,600	5,600	5,600	5,600	-	5,600	-
296-6100-911.51-00	Community Art Enhancement	-	-	4,000	4,000	-	-	4,000
296-6100-911.51-00	Dearborn Community Fund Sculpture Initiative	5,900	5,900	6,000	6,000	-	-	6,000
296-6100-911.51-00	Art month, Art Spark, Pocket Park Mural, POP-Studen	1,500	5,500	1,000	1,000	1,000	-	-
296-6100-911.51-00	Fall Promotions	476	193	300	300	-	-	300
296-6100-911.51-00	Holiday Promotions, Holly Berry Brunch Program	3,950	16,144	14,665	14,665	13,590	-	1,075
296-6100-911.51-00	Shop Small Business Saturday	7,201	3,665	7,000	7,000	6,480	167	353
296-6100-911.51-00	Restaurant week	12,465	17,581	16,500	16,500	1,050	-	15,450
296-6100-911.51-00	Big Read	1,000	-	1,000	1,000	-	-	1,000
296-6100-911.51-00	Tunes at Noon	-	-	6,500	6,500	3,024	-	3,476
296-6100-911.51-00	Friday Nites Concert Series & Food Truck Rally	34,328	32,876	44,600	44,600	8,468	241	35,891
296-6100-911.51-00	W.Village Commons & Wagner Place Programs	10,368	15,011	-	-	-	-	-
296-6100-911.51-00	Wagner Place Park Equipment	-	2,280	15,000	26,570	6,659	-	19,911
296-6100-911.51-00	Main Street Materials	790	-	-	-	-	-	-
296-6100-911.51-00	Martian Marathon	619	375	500	500	-	-	500
296-6100-911.51-00	Bike Dearborn	-	250	-	-	-	-	-
296-6100-911.51-00	Farm Table	-	-	8,500	8,500	-	175	8,325
296-6100-911.51-00	Movies In the Park	-	-	2,000	2,000	658	29	1,313
296-6100-911.51-00	Doggone	-	-	800	800	-	-	800
296-6100-911.51-01	Black History Month	-	-	-	21	-	21	21
296-6100-911.51-00	Ice Cream	-	-	700	700	-	-	700
296-6100-911.51-00	Ladies Night Out	-	-	550	550	-	3,441	(2,891)
296-6100-911.51-00	Pernennial	-	-	550	550	360	-	190
296-6100-911.51-00	Kids Day	-	1,457	10,000	10,000	8,945	2,801	(1,746)
296-6100-911.51-00	Farmer's Market Promotions	1,729	3,936	-	-	300	-	(300)
296-6110-911.34-90	Farmer's Market Contractual Services	5,089	16,509	22,000	22,000	13,564	3,038	5,398
296-6100-911.34-90	Building / Business Incentives	-	-	40,000	55,000	-	-	55,000
296-6100-911.51-00	Other Community Development	13,336	4,479	2,000	2,000	798	5	1,197
Total Development		\$ 149,387	284,947	\$ 403,345	\$ 562,817	\$ 181,328	\$ 79,770	\$ 301,740

Planning & Administration

296-6100-911.34-90	Pow Strategies	-	-	-	98,070	37,718	60,352	60,352
296-6100-911.34-90	Executive Director	\$ 94,570	46,172	\$ 47,996	\$ 47,996	\$ 22,998	\$ 3	\$ 24,995
296-6100-911.34-90	Operations Manager	-	27,742	30,950	30,950	15,475	-	15,475
296-6100-911.34-90	Design & Planning Manager	-	9,400	12,000	12,000	6,000	-	6,000
296-6100-911.34-90	Event Manager, Farmer's Market Manager	9,771	26,738	27,900	27,900	13,950	-	13,950
296-6100-911.34-90	Communications Manager, Public Relations	30,064	38,430	40,000	40,000	39,130	37	833
Total Directors Expenses		134,405	148,482	158,846	158,846	135,271	60,392	121,605
various (comment)	Wages & Benefits	5,202	87	-	-	-	-	-
various (comment)	Other Office Expenses	7,076	10,629	13,070	14,570	5,878	1,166	7,526
296-6100-911.34-90	Office Cleaning	-	825	900	900	675	300	(75)
296-6100-911.44-10	Building Rental	-	10,935	11,010	11,010	9,025	1,805	180
296-6100-911.61-90	Non-Capital Equipment (lighting, repairs)	-	-	18,600	17,100	-	1,000	16,100
296-6100-911.68-90	Other Operating Expenses (utilities)	-	-	1,250	1,250	-	-	1,250
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	119,900	132,940	235,220	235,220	387,665	-	(152,445)
Total Planning & Administration		\$ 416,583	303,898	\$ 438,896	\$ 438,896	\$ 538,514	\$ 64,663	\$ (5,859)

Expenditures	\$ 708,334	866,561	\$ 1,198,241	\$ 1,377,713	\$ 932,462	\$ 220,812	\$ 224,439
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Contractual Services

Community Promotions

Other Operating Expenses

Financial Statement Summary		FY2018	FY2019	FY2020				
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance
Revenue								
297-0000-311.40-00	Property Tax Capture	\$ 331,579	\$ 343,896	\$ 354,750	\$ 354,750	\$ 366,558	\$ -	N/A
	Brownfield Tax Capture	464,566	464,099	475,240	475,240	448,590	-	26,650
	Tax Revenue Total	\$ 796,145	\$ 807,995	\$ 829,990	\$ 829,990	\$ 815,148	\$ -	\$ 26,650
297-0000-330.05-14	Local Community Stabilization Authority	-	23,733	23,740	23,740	26,223	-	N/A
297-6100-330.01-99	Federal Sources (contra-revenue)	-	(142,029)	-	-	-	-	-
297-6100-365.90-00	Donations from a Private Source	22,965	41,850	115,000	115,000	7,849	-	107,151
297-0000-361.10-05	Interest Income	18,257	27,156	31,218	31,218	16,682	-	14,536
297-6100-322.40-10	Events Revenue	-	-	-	-	6,350	-	-
297-6100-369.90-00	Miscellaneous Income	-	-	14,205	14,205	14,203	-	2
	Donation Revenue Total	\$ 41,222	\$ (49,290)	\$ 184,163	\$ 184,163	\$ 71,307	\$ -	\$ 121,689
297-0000-391.96-97	Workers Compensation Fund	0	0	0	155.00	155.00	-	0
297-0000-391.91-01	Contributions from the General Fund	35,681	11,794	11,310	11,310	9,425	-	1,885
	Contribution Total	\$ 35,681	\$ 11,794	\$ 11,310	\$ 11,465	\$ 9,580	\$ -	\$ 1,885
	Total Revenue	\$ 873,048	\$ 770,499	\$ 1,025,463	\$ 1,025,618	\$ 896,035	\$ -	\$ 150,224
Expenditure								
297-6100-911.10-20	Part-time Wages	\$ 51,593	\$ 505	\$ -	\$ -	\$ -	\$ -	\$ -
297-6100-911.22-00	City Share of FICA & Medicare	3,947	39	-	-	-	-	-
297-6100-911.25-00	UNEMPLOYMENT COMPENSATION	-	-	-	-	(5,068)	-	-
297-6100-911.26-00	Workers Compensation Contribution	33	-	-	-	-	-	-
297-6100-911.30-40	Audit Services	772	763	800	800	800	-	-
297-2972-463.34-90	Sanitation Contractual Services	33,603	11,794	11,310	11,310	26	4,400	6,884
297-6100-911.30-90	Other Professional Services	150	-	-	-	-	-	-
297-6100-911.34-90	Development Contractual Services	133,045	265,527	359,856	402,197	255,985	90,875	55,337
297-6100-911.43-82	Copier Repair & Maintenance Services	58	362	375	375	-	-	375
297-6100-911.44-10	Building Rental	25,000	10,935	11,010	11,010	9,025	1,805	180
297-6100-911.51-00	Community Promotion	154,922	190,668	339,980	422,122	105,342	136,055	180,625
297-6100-911.52-10	Insurance	3,255	4,110	6,260	6,260	5,210	-	1,050
297-6100-911.53-00	Communications	720	281	-	500	1,103	172	(775)
297-6100-911.58-10	Training & Transportation	3,310	2,539	3,500	3,500	2,247	-	1,253
297-6100-911.60-10	Office Supplies	642	802	4,125	3,125	401	-	2,724
297-6100-911.60-20	Postage	4	154	100	600	213	-	387
297-6100-911.61-90	Non-Capital Equipment	1,720	-	3,500	3,500	-	-	3,500
297-6100-911.62-00	Repair & Maintenance Supplies	-	1,400	-	-	-	-	-
297-6100-911.62-40	Planting Materials	7,057	18,455	30,000	30,000	17,825	-	12,175
297-6100-911.65-00	Memberships	413	513	1,190	1,190	148	28	1,014
297-6100-911.66-00	Reference Materials	28	-	-	-	-	-	-
297-6100-911.68-80	Licenses, Fees, & Permits	-	-	300	300	-	-	300
297-6100-911.68-90	Other Operating Expenses	536,989	-	15,455	15,455	14,203	-	1,252
297-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	464,566	464,099	475,240	475,240	448,590	-	26,650
	Total Operating Expenditures	1,421,827	972,946	1,263,001	1,387,484	856,050	233,335	292,931
	Total Expenditure	\$ 1,451,257	\$ 972,946	\$ 1,263,001	\$ 1,590,364	\$ 856,050	\$ 387,313	\$ 341,933
	Revenues Over/(Under) Expenditures	\$ (578,209)	\$ (202,447)	\$ (237,538)	\$ (564,746)	\$ 39,985	\$ (387,313)	\$ (191,709)
Balance Sheet						Current	Beginning of Year	
Equity in Pooled Cash	Cash Position					\$ 998,500	\$ 1,047,136	
Current Assets	Current Receivables					24,978	1,745	
	Unearned Income					150,224	1,024,520	
Current Liabilities	Current Liabilities					(14,203)	32,070	
	Encumbrances					(387,313)	(318,346)	
	Uncommitted Budget					(341,933)	(1,207,035)	
	Estimated Ending Cash Position	\$ 1,090,062	\$ 1,042,608			\$ 430,253	\$ 580,090	

Expenditure Details		FY2018	FY2019	FY2020				
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance
Beautification								
297-2972-463.34-90	Sanitation Contractual Services	\$ 33,603	\$ 11,794	\$ 11,310	\$ 11,310	\$ 26	\$ 4,400	\$ 6,884
297-6100-911.51-00	Fall Décor	814	-	-	-	-	-	-
297-6100-911.34-90	Holiday Décor & Installation	20,646	17,256	27,500	27,500	14,440	1,135	11,925
297-6100-911.34-90	Landscape & Maintenance	5,425	62,470	70,170	70,170	44,841	10,755	14,574
297-6100-911.34-90	Snow Removal	37,575	38,536	45,000	45,000	26,538	18,463	(1)
297-6100-911.34-90	Artspace, Public Space Design	25,180	-	10,000	44,581	34,581	-	10,000
297-6100-911.34-90	Streetscape Enhancements	4,250	-	41,000	41,000	8,415	245	32,340
297-6100-911.34-90	Master Plan/Vision, Art in Public Spaces	-	-	10,000	10,000	-	2,960	7,040
297-6100-911.62-40	Planting Materials	28,952	18,455	30,000	30,000	17,825	-	12,175
Total Beautification		\$ 699,711	\$ 148,511	\$ 244,980	\$ 482,541	\$ 146,666	\$ 191,936	\$ 143,939
Development								
297-6100-911.51-00	General Marketing (banners, printing, social media)	\$ -	\$ 4,705	\$ 30,000	\$ 30,000	\$ 4,515	2,094.00	\$ 23,391
297-6100-911.51-00	Branding	-	34,210	120,000	202,042	35,568	104,012.00	62,462
297-6100-911.51-00	Graphic Design	-	490	5,000	5,000	220	-	4,780
297-6100-911.51-00	Photography	1,325	1,125	5,000	5,000	963	-	4,037
297-6100-911.51-00	Metro Mode / Issue Media	34,682	18,000	24,000	24,000	18,000	-	6,000
297-6100-911.51-00	Mobile App	-	1,197	3,750	3,750	-	-	3,750
297-6100-911.51-00	CTM Brochure Distribution	-	2,193	4,250	4,250	438	146.00	3,666
297-6100-911.51-00	Website, Constant Contacts	-	226	230	230	-	-	230
297-6100-911.51-00	Website Hosting & Domain Registration	1,020	801	1,350	1,350	1,828	11.00	(489)
297-6100-911.51-00	Henry Ford Promotion Package	5,600	5,600	5,600	5,600	-	5,600.00	-
297-6100-911.51-00	Community Art Enhancement	15,000	-	10,000	10,000	-	-	10,000
297-6100-911.51-00	Dearborn Community Fund Sculpture Initiative	5,900	5,900	6,000	6,000	-	-	6,000
297-6100-911.51-00	Art Month	-	4,480	1,000	1,000	1,000	-	-
297-6100-911.51-00	Pocket of Perception (student art project)	-	8,000	20,000	20,000	-	-	20,000
297-6100-911.51-00	Fall Promotions	-	592	600	600	-	-	600
297-6100-911.51-00	Holiday Promotions (Holiday Open House, Santa)	-	8,197	15,000	15,000	8,486	-	6,514
297-6100-911.51-00	Shop Small Business Saturday	9,735	4,581	7,000	7,000	5,565	167.00	1,268
297-6100-911.51-00	Restaurant Week	12,465	15,583	16,500	16,500	1,050	-	15,450
297-6100-911.51-00	Black History Month	-	-	-	100	43	-	58
297-6100-911.51-00	Big Read	-	-	1,000	1,000	-	-	1,000
297-6100-911.51-00	Movies in the Park	1,774	2,582	2,000	2,000	1,511	1,521.00	(1,032)
297-6100-911.51-00	Music in the Park	-	5,177	-	-	316	-	(316)
297-6100-911.51-00	Tunes at Noon	4,858	8,495	-	-	-	-	-
297-6100-911.51-00	City Hall Park Events	-	-	2,700	2,700	-	-	2,700
297-6100-911.51-00	Jazz on the Ave	50,864	51,136	55,000	55,000	25,088	22,370.00	7,542
297-6100-911.51-00	Eastborn Clean Up	-	448	1,500	1,500	-	-	1,500
297-6100-911.51-00	Other Community Development	11,726	8,922	2,500	2,500	750	155.00	1,595
Total Development		\$ 154,949	\$ 192,640	\$ 339,980	\$ 422,122	\$ 105,341	\$ 136,076	\$ 180,706
Planning & Administration								
297-6100-911.34-90	Pow Strategies	-	-	-	91,320	34,343	56,977	34,343
297-6100-911.34-90	Executive Director	\$ -	\$ 50,006	\$ 47,996	\$ 47,996	\$ 22,998	\$ 3	\$ 24,995
297-6100-911.34-90	Operations Manager	-	29,032	30,950	30,950	15,475	-	15,475
297-6100-911.34-90	Design & Planning Manager	-	9,900	12,000	12,000	6,000	-	6,000
297-6100-911.34-90	Event Manager	7,075	17,100	17,100	17,100	8,550	-	8,550
297-6100-911.34-90	Communications Manager, Public Relations	30,064	38,430	40,000	40,000	39,130	37	833
297-6100-911.34-90	Building/Business Incentive	-	-	7,760	7,760	-	-	7,760
297-6100-911.34-90	Unemployment	-	-	7,240	7,240	-	-	7,240
Total Directors Expenses		37,139	144,468	155,286	163,046	126,496	57,017	70,853
various (comment)	Wages & Benefits	55,573	544	-	-	-	-	-
various (comment)	Other Office Expenses	9,196	10,924	16,650	16,650	10,122	200	6,328
297-6100-911.34-90	Office Cleaning	1,800	825	900	900	675	300	(75)
297-6100-911.44-10	Building Rental	25,000	10,935	11,010	11,010	9,025	1,805	180
297-6100-911.61-90	Non-Capital Equipment (light poles)	1,720	-	3,500	3,500	-	-	3,500
297-6100-911.68-90	Other Operating Expenses (utilities)	1,603	-	1,250	1,250	-	-	1,250
297-6100-911.68-90	DCC Gun Range ArtSpace Loan Payment	-	-	14,205	14,205	14,203	-	2
297-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	464,566	464,099	475,240	475,240	448,590	-	26,650
Total Planning & Administration		\$ 596,597	\$ 631,795	\$ 678,041	\$ 685,801	\$ 609,111	\$ 59,322	\$ 108,688
Expenditures		\$ 1,451,257	\$ 972,946	\$ 1,263,001	\$ 1,590,364	\$ 861,118	\$ 387,334	\$ 341,913
<div>Contractual Services</div> <div>Community Promotions</div> <div>Other Operating Expenses</div>								