



**DEARBORN
ECONOMIC
DEVELOPMENT**

CITY OF DEARBORN | ABDULLAH H. HAMMOUD, MAYOR

Joint East & West Dearborn Downtown Development Authorities

Executive Board Meeting

April 10; 9 am EST

Dearborn Administrative Center, Room 1D

16901 Michigan Ave, Dearborn MI 48126

***Note:** Please enter the DAC through the Main Entrance and make a left upon your arrival towards Room 1D (end of the hall).*

AGENDA

1. CALL TO ORDER

Angela Fortino Deputy Director, Economic Development

Angela Fortino called the meeting to order at 9:10AM.

2. ROLL CALL

Angela Fortino, Deputy Director, Economic Development

MEMBERS PRESENT:

West - Chair Tahrik Alcodray; Vice-Chair Devon O'Reilly; Jackie Lovejoy (came in late)

East - Chair Khalil Dabaja; Vice-Chair Matthew Dietz

MEMBERS ABSENT:

East - Hamzah Nasser

3. VOTE ON UPDATING CALENDAR - PROPOSED NEW SCHEDULE (page 2)

It was proposed to move the Executive Committee meetings to the 2nd Tuesday of the month at 9AM, the Joint DDA Board meetings to the 3rd Wednesday of the month at 9AM, and to move the Promotions and Design Subcommittees to the 4th Thursday of the month (time to be discussed more in depth at the next Joint DDA meeting).

A motion was made by Matthew Dietz and seconded by Tahrik Alcodray. The motion passed unanimously.

4. REVIEW & APPROVAL OF JOINT DDA APRIL AGENDA (See attached packet)

- a. **Receiving and Filing of the Treasurer's Report** - The monthly financial statements report was briefly reviewed, as well as the reallocation report for both DDDAs.



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- b. **Updates on Events** - During the Joint Board DDDA meeting, DDDA staff will present a Restaurant Week report, an update on Ramadan Nights in West Downtown Dearborn, and updates on the Open Door Grant program.
- c. **West DDDA Items** - The following item was briefly reviewed in anticipation of a larger discussion and vote during the upcoming Joint DDDA Board Meeting:
 - i. Resolution for a budget reallocation for Frank's Landscaping
- d. **East DDDA Items** - The following items were briefly reviewed in anticipation of a larger discussion and vote during the upcoming Joint DDDA Board Meeting:
 - i. Resolution for a Match on Main Grant Agreement - As a reminder, Green Brain Comics LLC received a grant from the MEDC for interior renovations. This has already been reviewed by City Council, and the next and final step before the grant agreement is signed is to be voted on at the EDDDA meeting.
 - ii. Resolution for a budget reallocation for Frank's Landscaping
- e. **Joint Board Items** - The following items were briefly reviewed in anticipation of a larger discussion and vote during the upcoming Joint DDDA Board Meeting:
 - i. Resolution for approval of the FY'24 Budget: Angela stated that she is working through a few additions to the budget that the Finance Department had proposed and would circulate the updated budget once she has finished.
 - ii. Resolution for a Feature within the Michigan Site Selection Guide: Laura Aceves-Sanchez gave a summary of the request, which is an opportunity through the Michigan Site Selection Magazine to feature a half-page ad with the DDDA information. This site selection magazine is a tool for economic growth and retention. Jackie requested statistics on the digital and



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- physical impression of the magazine, and Laura stated she would bring those figures to the Joint DDDA meeting. Each DDDA has been requested to sponsor \$1,900 towards the ad.
- iii. Resolution for a sponsorship of the Dearborn Business Mix and Mingle: Amanda Sancen provided an overview of this event that is to take place on May 11th, which is aimed to connect Board Members across different authorities within the Economic Development Department with the business community and new staff within the Department. There is an opportunity for each DDDA to sponsor \$2,500 towards the event.
 - iv. Resolution for the approval of a revised events calendar: Amanda and Angela reviewed proposed changes to the events calendar, which include canceling the “Adopt-a-Tree-Well” event in favor of a new celebration for Indigenous Peoples Day. There is also a proposal to create two separate Pumpkin Carving events in each of the DDDAs, and a proposal for new monthlong programming for the WSinter/Christmas season.
 - v. Resolution for funds for a parliamentary procedure training by the Michigan Municipal League: In order to train members, this training will have a cost of \$375 per Board (including the business corridor improvement authorities).
 - vi. Resolution for the renewal of the Michigan Downtown Association membership: This calls for a contribution of \$237.50 per DDDA. Jackie highlighted how beneficial this membership is for the DDDAs, as they have active events and legislative opportunities in favor of DDDAs.
 - vii. Resolution for a contribution towards the Michigan Avenue Corridor Utility Inventory Proposal: Laura explained that there has been active momentum in the mobility, transportation, and economic development sectors about this Utility Inventory Proposal. Several municipalities, including the City of Dearborn, are partnering to apply for a SEMCOG grant of \$50,000 to help fund this \$88,000 study that will understand the anatomy of



Michigan Avenue for future mobility and transportation purposes, including zoning, drainage issues, traffic data, and utility mapping. Each DDDA has been requested to contribute \$3,000 for a funding match for the grant and the study through OHM.

- viii. Resolution for contribution towards City Institute-Led Tours of Dearborn: Angela presented a proposal from City Institute, a renowned city tour local institution, for each DDDA to sponsor tours of each DDDA district during the summer months. Each board has been requested to contribute \$3,500 for a total of eight tours, four per district for up to 30 people at each tour.

5. CALL TO EXECUTIVE BOARD

- a. The Board briefly discussed a proposal to close high-traffic alleys to activate them for public space. Angela stated that the intention is to identify several alleys in both districts and take them for City Council approval for closure later in the year.

6. CALL TO AUDIENCE (3 minutes/guest): None

7. CALL TO ADJOURNMENT: Angela adjourned the meeting.



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2023

NEW SCHEDULE - JOINT DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY MEETING DATES

Wednesday, April 19, 2023- 9AM

Wednesday, May 17- 9AM

Wednesday, June 14- 9AM

Wednesday, July 19- 9AM

Wednesday, August 16- 9AM

Wednesday, September 20- 9AM

Wednesday, October 18- 9AM

Wednesday, November 15- 9AM

Wednesday, December 20- 9AM