



**WEST DEARBORN
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING**

THURSDAY, OCTOBER 20, 2016

8:00 A.M. – 9:30 A.M.

Dearborn Area Chamber of Commerce

22100 Michigan Avenue, Dearborn, MI

- | | | | |
|--------------|--|---------------------------------|---------------------|
| I. | Call to Order | Chairman Anusbigian | |
| II. | Roll Call | Secretary Clark | |
| III. | Approval of the July 2016 Meeting Minutes | | |
| IV. | Treasurer’s Report | Clark/Bufone | |
| V. | Action Items | | 15 min. |
| | A. Michigan Sculpture Initiative | | |
| | B. Part-time Employment Continuation | | |
| | C. Snow Removal Contract Renewal | | |
| | D. MetroMode | | |
| | E. Project D | | |
| | F. Streetscape Schematics | | |
| VI. | Committee Reports | | 10 min. |
| | A. Promotions/Organization Updates | Sam Abbas/Kim Silarski | |
| | B. Design/Economic Vitality | Mike Kirk/Tom Clark | |
| VII. | Staff & Community Reports | | 10 min. |
| | A. Executive Director | Cristina Sheppard-Decius | |
| | B. ECD | Barry Murray | |
| VIII. | Call to Board of Directors | | |
| IX. | Call to Audience | | 3 min./guest |
| X. | Adjournment | | |

****Next meeting November 17, 2016, at 8 a.m.
at the Dearborn Area Chamber of Commerce.**

AGENDA OVERVIEW

Action Items

Treasurer's Report

The financial report will be sent under separate cover.

Michigan Sculpture Initiative

As previously discussed, the Board desired exploring other options for art investments in the district, and after discussion with the Dearborn Community Fund, the intent is to develop an art plan that will diversify the art we invest in, as well as build it into all aspects of downtown development and management, including infrastructure, streets and road, public spaces, buildings, and economic development initiatives. An ArtSpark committee has been formed to begin developing this art plan, which has met one time thus far to brainstorm for ideas. The ideas will be flushed out into categories, timeliness and cost. The goal is to release a plan by Spring 2017, which then execution of that plan will be determined by the priorities and ability to complete them. *I recommend that we define what our goals are with art as an economic development driver. What is the value. This can help shape the future of public art in Dearborn, and specifically the downtowns.*

In the meantime, we do not recommend removing the Midwest Sculpture Initiative that provides rotating pieces of public art in the districts. Three pieces per district are standard. While this shouldn't be our only "artistic" economic development initiative we do, it is good to have it within our mix as we continue. For what the DDAs invest (\$5900 annually), it is a good investment. Typical art installations can run from \$10,000 on up, depending on scale and scope.

The Dearborn Community Fund (DCF) brought the Midwest Sculpture Initiative (MSI) to the attention of the East and West Downtown Development Authorities early in 2011. It was presented as a way of introducing public art in the community, add to aesthetics, provide educational opportunities and promote interest in eventual acquisition and expansion of permanent art. MSI, co-ordinated by Mr. Ken Thompson of Blissfield, MI, is an established and well organized opportunity that makes it easy for communities to strengthen community arts. Prior to involvement with MSI, there was little permanent public sculpture art in Dearborn.

How MSI Works -

A jury with DDA representation, along with members of the artist community, meets in March to select eight to twelve pieces for installation which occurs in early May at pre-selected sites. The number chosen depends on the available budget for the given year, but a minimum of eight is required by MSI to remain with MSI. The sculptures, available for purchase, remain for one year.

Additional activities planned in conjunction with the sculptures have occurred including educational programs co-ordinated with Dearborn Public Schools. To date, more than 240 students have participated in day long creative writing and sculpture workshops at the Ford Community & Performing Arts Center (the Center). The DCF works closely with the schools to coordinate the workshops selects and funds the instructors and includes selections from the workshops in the annual Dearborn Youth Arts Festival in April.

DCF responsibilities include: co-ordination with MSI, selecting jury members, promotion, planning and executing additional exhibit related activities such as interactive tours. It also produces the "I Spy" cards for public distribution along with other media materials.

The cost for MSI is just under \$18,000 (\$17,700). For this we have access to sculptors from throughout the mid-West and eastern seaboard from which to choose. This also includes: artist honoraria, sculpture transportation costs, installation, and insurance coverage (through MSI).

Therefore, the recommendation is to continue with MSI for another year while a full plan is developed. Contracts must be signed by November, and selections will take place in March.

Operations Manager Contract/Part-time Staffing

Although our intent and the Board's authorization allotted for contracting with Karen Spica for the Operations Manager contractual position at the last meeting, the terms of the contract could not be agreed to by all parties as presented. Therefore, we will be publishing an RFP for the contractual services as previously defined, and Ms. Spica will continue on part-time (8 hours for the WDDDA) until that role is filled. Anticipating bringing back a contract in December at latest for the contractual position.

The Operations Manager will be responsible for volunteer management, administrative services, event and district logistics, account management/bookkeeping and database management that services both downtowns. Bringing on shared resources and focusing management services will bring about a more efficient and effective organization for both districts. Researching comparable work and positions around the state, the average cost for a position such as this is \$51,994 for skilled workforce (based upon communities in Michigan of varying sizes). Originally projected was \$45,000 for 40 hours of work weekly, anticipating a 50/50 split between both the East and West DDDAs. The WDDDA has budgeted \$22,500 for the position for FYE2017.

Attached is a resolution to continue the part-time employment with Karen Spica until further notice.

Snow Removal Contract Renewal

Attached is a resolution to renew the contract with The Greener Side for snow removal in the WDDDA this winter 2016/17 season. Budget is \$40,000.

MetroMode/Issue Media Group

In order to generate economic development and talent economy-based news stories that inspires others to invest and do business in Downtown Dearborn, as well as improve our image, I am recommending a multi-platform approach including using Issue Media Group which will provide an embedded reporter generating weekly news stories on economic development, entrepreneurship and our diverse assets over the next 6-9 months. When focusing on the people (the talent) that create the places in Downtown Dearborn, it will help to not only build notoriety in Metro Detroit and beyond, but also the persona of the community to heighten our image.

Issue Media Group is an Inc. 5000 Detroit-based digital media company reporting on what's next for cities, and creating new narratives that showcase the talent economy, transformation and growth of communities. IMG is in regions across the United States and Canada, including many throughout

Michigan. Their readership are entrepreneurs, millennials and major business investors in the region who crave cutting-edge, positive economic news. This goes beyond traditional media through social and digital networks, but yet their stories are also picked up by traditional media. Here is a link to their site: <http://www.secondwavemedia.com/metromode/default.aspx>

There are two options we are exploring with Issue Media Group:

- **Dearborn Underwriting Reporting** – community-based reporter, 2x per month feature stories, 6x per month regular news reporting, regular photography to coincide with features, featured city status in MetroMode, partner advertising and promotions, and syndication rights. This is for a duration of about 9 months.
- **Dearborn On the Ground** – an intensive story development, event and community engagement campaign that will push the Dearborn narrative while activating think-tank style conversations and activities for growing an entrepreneurship ecosystem. This includes an embedded journalist, photographer, on the ground community advisory meetings, weekly feature stories, 8 per month news hits, daily social media, a speaker series event about the emerging creativity, an IDEA lab for building entrepreneurs, reporting on existing events, On the Ground video series and syndication rights. This is for a shorter duration of about 4-5months.

We encourage your input on the best format for Dearborn. Either of these campaigns are a \$30,000 budget through the end of the fiscal year, and the EDDDA has already committed \$15,000. Therefore a recommendation for the WDDDA is to match this with \$15,000. (Annually their media proposal is \$60,000, so this is condensed and slighter lighter, less expensive version to accommodate our fiscal year). This is not meant to replace our PR firm, which will not be in place until January. It is to supplement and reach a very specific audience with specific content. It will also be a great starting point for future PR efforts so that we can best tailor the comprehensive communications plan, and modify services appropriately.

Attached is a resolution to approve this media contract.

Project D

ECD Director Barry Murray will present modifications to the Brownfield resolution previously approved based upon significant growth projections of Project D in the WDDDA. Mr. Murray will also show some street and design concepts.

Streetscape Schematics

As we explored installing on-street bike corrals in the WDDDA, we learned that the City engineering department plans to update some underground infrastructure and repave the cross streets of Mason, Howard and Monroe in Spring 2017. Due to this, we decided to assemble a full plan for multi-modal and walkability improvements needed for these streets so to not lose an opportunity to address the needs of the community and downtown. Through our contract with NRN, development and street design concepts have been explored for Michigan Avenue and the cross streets, which will be presented as part of a larger presentation in the near future (November), but to work quickly with engineering and potentially modify any roads while they are underway, streetscape schematics are necessary. NRN is able to expand upon the concepts and develop these into full schematics that can be added to engineered drawings. Time is of the essence since the City will be going out for bids on this in January. ECD is also pursuing the City to fund the street costs through a bond initiative, but recommend that the DDA incur the costs of the schematic designs immediately.

We will walk through a general overview of design concepts and potential improvements at the meeting, as well as we will have the resolution at the table.

Committee Reports Attached

Promotions/Organization Updates

- *Last Chance to Sign Up for Fall & Holiday Events! Sign Up [Online](#) or Fill Out Attached Form.*
 - Downtown Trick-or-Treat on Saturday, October 29th from 2-4pm in both downtowns.
 - Shop Small – November 26 – December 14. ** There is an additional opportunity for businesses to purchase ad mentions in our radio ads with 93.9 The River. 4 for \$100. This will be a donut or tag in the Downtown Dearborn ad.
 - Holiday Open House – December 14
- CTM brochures to be printed and distribute beginning Nov. 1 – delayed due to design development.
- Main Street overview sheet distributed at Quarterly Business Meeting on Sept. 28. Attendance at first meeting was @40 businesses and community leaders, with some new faces and those we haven't seen in a while in the community circles. Discussed potential holding future meetings at two different times.

Design/ Economic Vitality

- See attached notes.

Staff & Community Reports

Executive Director's Report

Main Street

- A resolution for continuing in the Associate level will be needed at the November meeting.
- Michigan Main Street staff visited Downtown Dearborn's Steering Committee to help discuss collaborative efforts between the downtowns and how best to build community engagement.
- Working on bringing in a consultant with expertise in diversity training and activism for downtowns from the National Main Street Center.

MDA

- Attended the statewide annual conference in Traverse City this past week, which was focused on community branding, promotions and marketing. Great ideas and contacts derived from this including someone who I would like to bring in for a discussion on what is community branding and the value it can have on our downtown and the economy. Stay tuned for details!
- Legislative Alert!
The Senate Bill (SB 1026), sponsored by Sen. Ken Horn, was voted out of the Senate Economic Development committee this week, and would consolidate all TIF statutes into one act. The bill also has additional reporting requirements, as well as "transparency" measures like a required website and 2 public meetings a year. Deadlines for reporting, as well as penalties for noncompliance, have been added.

MDA has indicated that it "supports SB 1026 in principle," but wants to ensure that the new requirements are not unduly burdensome to DDAs. Senator Horn has made some changes to

address MDA's concerns, and we are hopeful that additional amendments will be adopted when the bill is voted on by the full Senate.

A House package of bills (HB 5851, HB 5852, HB 5853, HB 5854, HB 5855 and HB 5856), led by Rep. Lee Chatfield, was passed by the House Local Government committee this week. The package of bills would amend each TIF statute by adding new reporting requirements, plus new "transparency" measures similar to SB 1026—a required website and 1 public meeting a year. The House bills also would prohibit TIFAs from capturing tax revenue from ad valorem property taxes or specific local taxes levied for a millage approved by voters after December 31, 2016. The bills now await a vote by the full House.

In its committee testimony, MDA took a position of "oppose as currently written." Representative Chatfield met with MDA and made a number of changes to address our concerns, but the language prohibiting the capture of taxes on any new millage after December 31, 2016 remained, and without other changes that could have made such a significant policy change acceptable to MDA.

COMMUNICATE NOW WITH YOUR STATE LEGISLATORS:

Tell your State Senators that MDA "supports in principle," Sen. Horn's bill, SB 1026, and is "still seeking amendments." (This bill is MDA's preferred approach to TIF reforms.)

Tell your State Representatives that MDA "opposes HB 5851 as currently written, but is continuing conversations with the sponsor."

The work you do now to share with your elected officials about why we "support in principle" the Senate bill, and oppose the House bills, could very well mean the difference between having a solid revenue source for your DDA in two years, or not.

Look up your Senator here:

<http://www.senate.michigan.gov/fysbyaddress.html>

Look up your Representative here:

<http://www.house.mi.gov/mhrpublic/>

➤ TIF Law and DDA reporting requirements Call to Action – the MDA

The MDA has taken on additional efforts to protect downtowns and their futures with enhanced advocacy and education at the State and local levels. This effort will require not only a short infusion of support, but also long-term focus to make sure future legislation does not harm downtowns. The MDA is asking each community to raise a minimum of \$250 towards advocacy efforts. A crowdfunding page will be available soon to make donations. We know that downtowns are the heart and soul of our communities, and the MDA's enhanced attention to the legislative matters before will help us to remain the places we want them to be.

Maintenance/Management

- We need each Board member to “adopt a block” to assess the street and building inventory in the downtown. Please see Karen Spica or I after the meeting to adopt a block. Street and building inventory sheets attached.
- Fall décor installed, and pricing received by vendors for holiday décor has allowed us to purchase additional lighting for Muirhead Park within budget.
- A new parking management contract will soon be in place. Still waiting word on SAD hearing.
- Drafting a RFP for a comprehensive landscape and maintenance contract starting spring 2017.

Communications

- PR RFP timeframe for vetting is November and selection in December; start date January.
- Finalized Metromode media campaign as discussed above.
- Created all fall event and main street communications and marketing materials.

Business Recruitment/Retention

- Final Market Analysis report now available. <http://www.dearbornwestonline.com/wp-content/uploads/2016/10/WD-Report-Reduced.pdf>
- Developing recruitment priorities based upon available and future properties.
- Nar Bar is closed; property available.
- Frida’s is now open in their new location at 22053 Michigan Ave.
- Common Grace Coffee Company opening soon!
- Panera Cares is closing at the end of this month. The Panera Cares concept nationally is being removed. – working with owner to determine next steps.

CITY OF DEARBORN
WEST DOWNTOWN DEVELOPMENT AUTHORITY
REGULARLY SCHEDULED MEETING
SEPTEMBER 15, 2016
DEARBORN AREA CHAMBER OF COMMERCE
MINUTES

- MEMBERS PRESENT : Sam Abbas [arrived at 8:30 a.m.], Tom Clark, Mark Guido, John McWilliams, Karen Nigosian, Audrey Ralko
- MEMBERS ABSENT : Mark Anusbigian, Jim Jernigan, Jackie Lovejoy, Mayor Jack O'Reilly
- CITY OF DEARBORN : Barry Murray, Economic & Community Development; Maria Buffone, Finance; Licia Yangouyian, Legal; John Cascardo, Neighborhood Services
- OTHERS : Cristina Sheppard-Decius and Karen Spica, WDDDA; Mike Bewick and Kate Sample, EDDDA; Christine Sickle, City Plan Commission and Promotions Committee; Peter Watt, Cavalier Pictures

I. Call to Order

In Chairman Mark Anusbigian's absence, Vice Chairwoman Karen Nigosian called the meeting to order at 8:11 a.m.

II. Roll Call

Secretary-Treasurer Tom Clark called the roll of Board members. Since a quorum was not present but anticipated, Chairwoman Nigosian adjusted the agenda to proceed with reports not requiring a vote.

III. Approval of Minutes

The minutes of the August 18, 2016 meeting were presented for approval. A motion was made by Mark Guido to approve the minutes with corrections; supported by Tom Clark. Voice vote unanimously approved.

IV. Treasurer's Report

Maria Buffone from Finance reviewed the financial statement dated September 1, 2016, showing total expenditures of \$61,460, with a current cash position of \$569,163. If all allocated budget is spent, it is estimated the WDDDA's cash position at the end of the fiscal year would be \$487,097. The Chairwoman directed that the Treasurer's Report be received and filed.

V. **Action Items**

A. Operations Manager Contract – Cristina Sheppard-Decius presented a resolution concerning hiring Karen Spica as operations manager with the contract paid 50/50 by the EDDDA and WDDDA. It was moved by Tom Clark and support by Sam Abbas that the WDDDA Board to approve allocating \$15,000 for the contract and authorizing the executive director to sign and execute the contract with Karen Spica effective October 15 for one year. Voice vote unanimously approved. Since the effective date of the new contract is October 15 and the current part-time contract with Karen Spica was in effect through September 30, it was moved by Tom Clark and supported by Mark Guido to extend the part-time contract with Karen Spica through October 15. Voice vote was unanimously approved.

B. 2017 Board Meeting Schedule – Cristina Sheppard-Decius presented a proposed schedule for 2017 board meetings on the third Thursday of each month beginning at 8 a.m. at the Dearborn Area Chamber of Commerce. It was moved by Mark Guido and supported by Sam Abbas to adopt the proposed schedule as presented, confirming the following dates:

| | | |
|-------------|-----------|--------------|
| January 19 | May 18 | September 21 |
| February 16 | June 15 | October 19 |
| March 16 | July 20 | November 16 |
| April 20 | August 17 | December 21 |

C. Fall Landscape & Pot Décor – Cristina Sheppard-Decius presented a plan for landscaping the downtown for fall including cornstalks and scarecrows on light poles to complement the tree well decorating. It was moved by Sam Abbas and supported by Mark Guido to authorize the expenditure of \$4,000 for fall landscape materials through Commercial Grounds. Voice vote was unanimously approved.

D. Small Business Saturday & Holiday Open House – Cristina Sheppard-Decius presented a plan to support Small Business Saturday launching on November 26 and extending through the Holiday Open House on December 14. It was moved by Mark Guido and supported by Tom Clark to authorize expending up to \$3,000 for the Small Business Saturday retail promotion. Voice vote was unanimously approved.

E. Holiday Decorations & Additional Banners – Cristina Sheppard-Decius proposed purchasing holiday decorations and installing them as opposed to the previous program of leasing the materials and having them installed through a contract renewal with Holiday Lighting. While it will cost more up front for the purchase of materials, it will be more cost effective in the long run and provide for more extensive decorations, including some lighting. It was moved by Tom Clark and supported by Sam Abbas to approve the expenditure for holiday decorations and Shop Small banners in an amount not to exceed \$25,000. Voice vote was unanimously approved. Also presented for approval was the disbursement of \$9,500 in funds previously approved for FYE 2016 and carried forward to FYE 2017 for banner arms systems and spring/summer banners. It was moved by Mark Guido and seconded by Sam Abbas to approve the \$9,500 expenditure of funds for banner arm systems and spring/summer banners. Voice vote was unanimously approved.

VI. Committee Reports

A. Promotions & Organization – Christine Sickle reported that Friday Nites Music and Food Truck Rallies ended on a strong note with a well-attended event featuring Beatles tribute band, The Beat Club. The committee has a number of events coming up, including the September 28 Quarterly Business Meeting, October 6 Spookactular Movie in the Park, October 29 Trick or Treating and October 29/30 Canine Costume Contests.

B. Design & Economic Vitality – Mark Guido reported that the committee is conducting building inventories of downtown businesses. The ArtSpark subcommittee will meet on September 14 and will meet again on September 19 to brainstorm ideas for art in the downtowns. The next full committee meeting will be September 22 at the Chamber. [Sam Abbas arrived at 8:30 a.m., so a quorum was now present to attend to approval of the August 18 meeting minutes and the action items.]

VII. Staff & Community Reports

A. Executive Director (Cristina Sheppard-Decius) – The Michigan Downtowns Association’s annual statewide conference is Oct. 13-14 in Traverse City. It is now time for renewal of our Michigan Main Street Associate Membership, if we are not applying for Select Level; the Steering Committee is recommending we stay at the Associate Level for now. A meeting with Maintenance is being planned to check on the district’s lights to evaluate their safety and function. Communications matters include an effective ad on the Big Screen at The Henry Ford, which generated attendance at the Friday Nites Concerts, evaluating a move from Constant Contact to perhaps Mail Chimp for eBlasts, and letters recently sent to business and property owners about the upcoming SAD assessments. Market Analysis report is in final editing and should be distributed soon.

B. Economic & Community Development (Barry Murray) – The Ford Project is progressing well and will really be transformational for downtown. The Michigan Strategic Fund will be considering a proposal for support of this project proposal at its November meeting. Ford’s Garage is moving forward and will be managed by restaurateur BD from BD’s Mongolian BBQ. Barry Murray said that the Hampton Inn has been delayed for perhaps a month. UM-Dearborn’s new Science Building opened last Friday and renovations are underway for the Engineering Building. In response to Karen Nigosian’s inquiry about the status of the Howell Building, Cristina Sheppard-Decius reported that will be a three-story building with main floor commercial and two upper floors of residential space.

C. East Dearborn DDA (Mike Bewick) – The Chairwoman called the board’s attention to the EDDDA’s written report in the board packet.

D. Dearborn Area Chamber of Commerce (Jackie Lovejoy) – The Chairwoman called attention to the Chamber’s written report in the board packet.

VIII. Call to the Board of Directors

Karen Nigosian asked on behalf of Dr. Sarkisian that two “permit parking only” signs on the side of the Garrison Building be removed. She also suggested the WDDDA consider moving its office into the Bryant Library so it could be located in the heart of the district; this would require a review of the city’s contract with the Chamber.

IX. Call to the Audience

Christine Sickle asked about the plans for the space at the northeast corner of Michigan and Brady; residents want it to stay a green space. Barry Murray noted it was bought by the city on behalf of the Historical Museum, and while development plans are not yet set, not all of the space will be developed

Mark Guido moved and John McWilliams seconded that the meeting be adjourned. Voice vote was unanimously approved. The meeting was adjourned at 9:35 a.m. The next board meeting is scheduled for Thursday, October 20, 2016, at 8:00 a.m. at the Dearborn Area Chamber of Commerce conference room, 22100 Michigan Avenue at Mason Street.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Midwest Sculpture Initiative

Adopted:

Resolution by:

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) counts among its duties the beautification of its district; and

WHEREAS: The WDDDA has participated in the annual Midwest Sculpture Initiative since 2010, which provides innovative exhibitions that feature outdoor sculptures, currently on display around the Ford Community & Arts Performing Center and in both DDA districts; and

WHEREAS: To continue in 2017-2018, the Dearborn Community Fund, which spearheads the program, has requested that the WDDDA contribute \$5,900, which will allow new sculptures to replace the existing sculptures; be it

THEREFORE, LET IT BE RESOLVED: That the WDDDA approve an amount not to exceed \$5,900.00 from Community Promotions fund 296-6100-911-51-00 as a contribution to participate in the 2017-2018 Midwest Sculpture Initiative.

Yes:

No:

Abstain:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Part-time Staffing Agreement FYE2017 additional extension amendment

Moved by:

Seconded by:

WHEREAS: The WDDDA, EDDDA, City of Dearborn and key stakeholders have set a goal of building a cohesive Main Street Michigan Avenue to revitalize the downtown districts, connect community assets and grow economically;

WHEREAS: The WDDDA, EDDDA City of Dearborn and key stakeholders have been working on reorganizing the DDAs to achieve this goal and follow the Main Street Approach to revitalization;

WHEREAS: The WDDDA, as part of an initial phasing step of staffing changes for building cohesive and collaborative downtown districts, the WDDDA hired part-time EDDDA Associate, Karen Spica, part-time for 8 hours per week to assist the Executive Director with operations, volunteer management and social media as both DDAs prepare for following and implementing the Main Street approach to revitalization;

WHEREAS: The WDDDA budgeted \$22,500 for a shared Operations Manager in contractual services account 296-6100-911-34-90;

WHEREAS: The WDDDA would like to continue with the part-time employee agreement with Karen Spica until further changes are made to the overall staffing structure for the downtowns;

WHEREAS: The part-time employee will work 20 hours per week with the EDDDA and 8 hours per week with the WDDDA at a rate of \$12.48 per hour.

THEREFORE, LET IT BE RESOLVED:

1. The WDDDA approves amending the at-will employee agreement with Karen Spica for 8 hours per week of services from July 1, 2016 through December 31, 2016, at a rate of \$12.48/hour to assist with operations, volunteer management and social media as directed by the Executive Director.
2. The WDDDA authorizes allocating funds from account 296-6100-911-34-90 Contract Services/Operations Manager budget for the part-time hours for Karen Spica to part-time payroll accounts in an amount equal to hours and FICA necessary for the duration of July 1 through December 31, 2016.
3. The WDDDA authorizes the WDDDA Executive Director to execute and sign an employment agreement.

Yes:
No:
Abstained:
Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Snow Removal Contract

Adopted:

Resolution by:

WHEREAS: The WDDDA is satisfied with the services performed in 2015/16 for snow removal by The Greener Side;

WHEREAS: The snow removal contract allows for annual renewals;

WHEREAS: The WDDDA budgeted \$40,000 from Contract Services for snow removal services in 2016/17 snow season;

THEREFORE, LET IT BE RESOLVED: That the WDDDA Executive Director be authorized to enter into a contract with The Greener Side, Inc. for renewal of snow removal services for the 2016-17 snow removal season in an amount not to exceed \$40,000 from Contract Services account_296-6100-911-34-90; and be it further

RESOLVED: That the WDDDA Executive Director manage the contract and be authorized to make payments to the contractor.

Yes:
No:
Abstain:
Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Issue Media Group/MetroMode

Adopted:

Resolution by:

WHEREAS: The WDDDA values and desires to increase communications, public relations, marketing and media exposure for Downtown West Dearborn; and

WHEREAS: Issue Media Group has offered their unique services for Dearborn's two downtowns to embed a full-time reporter in the community to generate positive stories about the area and provide a community engagement workshop series for building an entrepreneurial ecosystem through its MetroMode and SecondWave media platforms; and

WHEREAS: The proposed agreement will cost \$30,000 in total and last through the remainder of FYE2017; it is; and

WHEREAS: The EDDDA has allocated \$15,000 towards the match for the media contract with Issue Media Group; therefore

THEREFORE, LET IT BE RESOLVED: That the WDDDA allocates \$15,000 from Contractual Services account 296-6100-911-34-90 for a media contract with Issue Media Group for FYE 2017 and that the WDDDA Executive Director be authorized to execute and sign the contract agreement.

Yes:

No:

Abstained:

Resolution:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Project D

Adopted:

Resolution by:

PLACE HOLDER

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Streetscape Schematics

Adopted:

Resolution by:

WHEREAS: The WDDDA desires to improve the walkability and multi-modal access of the downtown;

WHEREAS: The City of Dearborn is improving sewer and water infrastructure, and resurfacing the streets of Monroe, Mason and Howard in Spring 2017;

WHEREAS: The National Resource Network identified street design concepts as part of its services for the downtown and is able to extend its contract to provide street schematics that can be integrated into the City's engineered drawings;

THEREFORE, LET IT BE RESOLVED: The WDDDA authorizes the Executive Director to extend the contract with the National Resource Network for \$_____ from 296-6100-911-34-90 to provide complete streets, multi-modal streetscape schematics for the WDDDA for FYE2017.

Yes:

No:

Abstain:

Absent:

DOWNTOWN DEARBORN

Design & Economic Vitality Committee

MEETING MINUTES

Meeting Date: September 22, 2016
Location: Dearborn Chamber Office

Attendees: Mike Kirk (Chair), Jake Albers, Hassan Bazzi, Mark Guido, Steve Horstman, Jackie Lovejoy, Mary O'Bryan, Kate Sample, Derric Scott, Cristina Sheppard- Decius, Karen Spica, Doug Van Noord

Meeting Opening:

- Meeting called to order by Mike Kirk.
- Group, members of DDAs and volunteers to conduct outreach for Quarterly Business Meeting on September 28th 2-3pm to be held at Henry Ford Centennial Library.
- Identified next meeting date, Wednesday, October 19, 3:00 – 4:00 pm at the Dearborn Chamber

Group Discussion of Agenda Items:

| Agenda Item: | Summary of Discussion |
|---|--|
| 1. Physical Assessment Forms / Maps / Design Education | <ul style="list-style-type: none"> - Discussion of Building Downtown Street Inventory Form, Building Conditions Inventory, Anatomy of a Storefront. - Volunteers should work on one block at a time. - City of Dearborn paperwork was passed out to members to get city ID badges at the police dept. - Goal is to complete by end of September. - Sign Ordinance needs to be very general - Need overlay for downtown |
| 2. Points to be highlighted at Quarterly Business Meeting | <ul style="list-style-type: none"> - Revitalize both of the downtowns - Make the two districts one - Highlight transformation - Main Street approach - Image, walkability, - Promotions, committee sign-up sheets for volunteers - Career services - Ask what the businesses' thoughts are |
| 3. Good things happening in Dearborn | <ul style="list-style-type: none"> - Artspace Grand Opening - Project D Ford Motor - New Business and West Village and west commons - Parking lot project in East Dearborn - Oct 6 FOMOCO Fairlane Town Ctr - New UMD Science Bldg - Gateway Extension - Canoe Rental - Dearborn Atrium - Incubators on Michigan Ave - Ford's Garage - Artspark |

EDDDA update

Bids were solicited to re-surface the parking lot behind the Arab American National Museum and in front of Dearborn Fresh. Seven bids were received with the lowest bid coming from Al's Asphalt in the amount of \$259,950. Contract is being signed so the lot can be re-surfaced before mid-November.

About 300 people attended the Grand Opening of City Hall Artspace Lofts. There will be brief remarks followed by a reception, entertainment with many of the apartments open for the public to see. Construction of the commercial space is expected to start before the end of the year.

The Spooktacular Movie in City Hall Park was attended by about 75 people. It was a chilly evening but all who attended had a good time.

The Arab American National Museum will be hosting a fundraiser on November 12. It is called Red Velvet Soiree. The EDDDA has supported this event for the past six years and will be doing so again this year.

The EDDDA has responded to a request from Wayne County inquiring about the return of TIF funds that the County feels like they should get back from the EDDDA. And also the collection and distribution of BRA money that the EDDDA collects and then pays off the bonds of the parking structure located on Schaefer just south of Michigan Ave.

The EDDDA will hold their annual Open House on Wednesday, December 14 from 4:00 – 7:00 pm. This year the event will be held at Artspace.

CITY OF DEARBORN
WEST DOWNTOWN DEVELOPMENT AUTHORITY
REGULARLY SCHEDULED MEETING
AUGUST 18, 2016
DEARBORN AREA CHAMBER OF COMMERCE
MINUTES

- MEMBERS PRESENT : Sam Abbas, Mark Anusbigian, Tom Clark, Mark Guido, Jackie Lovejoy [arrived at 9:19 a.m.], Karen Nigosian, Audrey Ralko
- MEMBERS ABSENT : Jim Jernigan, John McWilliams, Mayor Jack O'Reilly
- CITY OF DEARBORN : Barry Murray, Economic & Community Development; Maria Buffone, Finance; Laurie Sabon-Ellebrake, Legal; Jordan Roberts, Neighborhood Services
- OTHERS : Cristina Sheppard-Decius and Karen Spica, WDDDA; Mike Bewick and Kate Sample, EDDDA; Christine Sickle, City Plan Commission and Promotions Committee; Peter Watt, Cavalier Pictures

I. Call to Order

Chairman Mark Anusbigian called the meeting to order at 8:12 a.m.

II. Roll Call

Secretary-Treasurer Tom Clark called the roll of Board members. It was declared that a quorum was present.

III. Approval of Minutes

The minutes of the July 14, 2016 meeting were presented for approval. A motion was made by Karen Nigosian to approve the minutes; supported by Mark Guido. Voice vote unanimously approved.

IV. Treasurer's Report

Maria Buffone from Finance reviewed the financial statement dated August 1, 2016, showing total expenditures of \$28,708, with a current cash position of \$620,236. If all allocated budget is spent, it is estimated the WDDDA's cash position at the end of the fiscal year would be \$523,773. It was moved by Karen Nigosian and supported by Mark Guido that the Treasurer's Report be received and filed. Voice vote unanimously approved. [Jackie Lovejoy arrived at 9:19 a.m.]

V. **Action Items**

A. Part-time Staffing Amendment – Cristina Sheppard-Decius presented a resolution concerning the part-time staffing agreement with Karen Spica. It was moved by Karen Nigosian and support by Jackie Lovejoy that the WDDDA Board amend the at-will employee agreement with Karen Spica for eight hours per week through September 30, 2016, allocate funds and authorize the WDDDA Executive Director to execute and sign an employment agreement. Voice vote unanimously approved.

B. Friday Nites Budget Amendment – Cristina Sheppard-Decius presented a budget amendment that reflected more accurate costs for the event and also authorize a donation for the two charities that provide volunteers to staff the Beer Tent. It was moved by Jackie Lovejoy and supported by Karen Nigosian to amend the budget for Friday Nites Music & Food Truck Rallies to obligate \$50,000 for entertainment and marketing costs and authorize donations of \$500 for the Fordson Varsity Alumni Club and \$200 for the Dearborn Animal Shelter. Voice vote unanimously approved.

Neighborhood Services Report – Jordan Roberts reported in the April-June quarter 200 bags of litter were collected, a couple of tickets were issued for illegal dumping in the District and three abatements were issued as well as two additional abatements recently. The dumpster enclosure with grease trap has been completed behind the Biergarten and bids have been received on future fence construction approved by the City Council.

VI. **Committee Reports**

A. Promotions & Organization Updates – Sam Abbas reported that the committee has a number of events coming up, including the September 28 Quarterly Business Meeting. English Garden will be approached about helping with holiday decorations; plan would be to purchase supplies and replenish as needed and hiring the installation instead of renting supplies annually for installation.

B. Design/Economic Vitality – Mark Guido reported that the committee is planning a meeting for brokers and developers. Work is underway on quantifying Dearborn’s cash economy as well as inventorying the businesses in the two districts. Ten volunteers have express interest in serving on the ArtSpark subcommittee for future planning of art in the downtowns. The next meeting will be August 28 at 2 p.m. at the EDDDA office.

VII. **Staff & Community Reports**

A. Executive Director (Cristina Sheppard-Decius) – Work in progressing on the selection of the PR firm and branding firms. Recent business recruitment and retention related to West Village Commons include Bar Louie is now open, Frida is relocating there and Common Grace Coffee is opening soon leaving three vacancies. The Special Assessment for operating the parking decks and lots has now been estimated at \$110 per space annually; a web page also is being created with information on the SAD parking assessment.

B. Economic & Community Development (Barry Murray) – City Council approved the brownfield for the Ford Project last week. The Hampton Inn is planning a mid-September opening pending resolution of the final parking solution for spaces in Lot A. The grand opening for City Hall Artspace Lofts will be on September 21 from 4-7 p.m. and the dedication for the new Veterans Park will be on September 24.

C. East Dearborn DDA (Mike Bewick) – The EDDDA Executive Director reported that an average of 3,000 attended 2016 Jazz on the Ave concert series. He also encouraged everyone to attend the City Hall Artspace Lofts Grand Opening on September 21.

D. Dearborn Area Chamber of Commerce (Jackie Lovejoy) – Jackie Lovejoy invited everyone to attend the free September 22 After Hours Concert at 4:30 p.m. in the courtyard between The Henry and Ford Land. This year the Community Challenge Scavenger Hunt will be held September 24 in east downtown Dearborn. Other upcoming events include the October 3 Executive Nine and Dine at the Dearborn Country Club, the October 4 Western Wayne Business Leadership Conference at the Ford Events and Conference Center featuring Shinola President Jacques Panis, and the December 15 Holiday Gala & Auction presented by the Fairlane Town Center and hosted by Edward Hotel & Convention Center (former Hyatt Regency)

VIII. Call to the Board of Directors

Mark Anusbikian asked about the plan to remove the on-street parking meters. Barry Murray said there are still 30 remaining and are being removed along with signs. Cristina Sheppard-Decius asked directors to think about what else we can do to improve the district. She noted that new bike corrals are being installed and new locations are being determined due to the plan for road reconstruction on Monroe, Madison and Howard next spring. Mike Bewick added that the EDDDA will be rebidding its snow removal contract but that will not impact the WDDDA's contract.

IX. Call to the Audience

No one responded.

Jackie Lovejoy moved that the meeting be adjourned; seconded by Mark Guido. Voice vote unanimously approved. The meeting was adjourned at 9:45 a.m. The next board meeting is scheduled for Thursday, September 15, 2016, at 8:00 a.m. at the Dearborn Area Chamber of Commerce conference room, 22100 Michigan Avenue at Mason Street.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2017 WDDDA Board Schedule

Moved by: Director Guido

Seconded by: Director Abbas

WHEREAS: The WDDDA Board of Directors meets monthly on the third Thursday of the month at 8 a.m. at the Dearborn Area Chamber of Commerce conference room, and as needed through special meetings;

THEREFORE, LET IT BE RESOLVED: The WDDDA adopts the following 2017 Board of Directors meeting schedule:

| | |
|------------|-----|
| 1/19/2017 | 8am |
| 2/16/2017 | 8am |
| 3/16/2017 | 8am |
| 4/20/2017 | 8am |
| 5/18/2017 | 8am |
| 6/15/2017 | 8am |
| 7/20/2017 | 8am |
| 8/17/2017 | 8am |
| 9/21/2017 | 8am |
| 10/19/2017 | 8am |
| 11/16/2017 | 8am |
| 12/21/2017 | 8am |

Yes: Director Abbas, Director Clark, Director Guido, Director McWilliams, Director Nigosian, Director Ralko

No:

Abstained:

Absent: Director Anusbigian, Director Jernigan, Director Lovejoy, Mayor Jack O'Reilly

Date: September 15, 2016

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Banner System (Carried Forward)

Moved by: Director Guido

Seconded by: Director Abbas

WHEREAS: The WDDDA Board of Directors recognizes the need to invest in additional marketing promotions related to district identity;

WHEREAS: The WDDDA Board of Directors budgeted \$9,500 for banners and arm systems in April 2016 for FYE2016;

WHEREAS: The WDDDA Board of Directors carried forward the \$9,500 for banners into FYE2017 budget;

THEREFORE, LET IT BE RESOLVED: The WDDDA approves expending up to \$9,500 for banner arm systems and spring/summer banners from Account # 296-6100-911-51-00 for FYE 2017.

Yes: Director Abbas, Director Clark, Director Guido, Director McWilliams, Director Nigosian, Director Ralko

No:

Abstained:

Absent: Director Anusbigian, Director Jernigan, Director Lovejoy, Mayor Jack O'Reilly

Date: September 15, 2016

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Fall Landscape & Pot Decor

Moved by: Director Abbas

Seconded by: Director Guido

WHEREAS: The WDDDA recognizes the benefit of beautifying and creating landscape interest in the WDDDA area during all seasons; and

WHEREAS: The WDDDA budgeted \$9500 for landscape materials in FYE2017; and

WHEREAS: The WDDDA landscape contractor Commercial Grounds plan to install fall landscape materials for planter pots, tree wells, planter beds and cornstalks for light poles throughout the district;

WHEREAS: The WDDDA landscape contractor Commercial Grounds plans to install five trees to replace dead and dying trees directly behind the Bryant Library; therefore, let it be

RESOLVED: The approval and expenditure for fall landscape materials through Commercial Grounds for an amount not to exceed \$4000 from 296-6100-911-34-90.

Yes: Director Abbas, Director Clark, Director Guido, Director McWilliams, Director Nigosian, Director Ralko

No:

Abstained:

Absent: Director Anusbigian, Director Jernigan, Director Lovejoy, Mayor Jack O'Reilly

Date: September 15, 2016

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Holiday Decorations & Additional Shop Small Banners

Moved by: Director Clark

Seconded by: Director Abbas

WHEREAS: The WDDDA recognizes the benefit of image and identity of Downtown Dearborn;

WHEREAS: The WDDDA budgeted \$25,000 for holiday decorations and promotions for FYE2017; and

WHEREAS: The WDDDA intends to purchase holiday decorations and the installation of the decorations, and Shop Small banners to promote during the holidays and winter season;

RESOLVED: The approval and expenditure for holiday decorations and Shop Small banners in an amount not to exceed \$25,000; \$15,000 from 296-6100-911-34-90 and \$10,000 from 296-6100-911-51-00.

Yes: Director Abbas, Director Clark, Director Guido, Director McWilliams, Director Nigosian, Director Ralko

No:

Abstained:

Absent: Director Anusbigian, Director Jernigan, Director Lovejoy, Mayor Jack O'Reilly

Date: September 15, 2016

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Operations Manager Contract FYE2017

Moved by: Director Clark

Seconded by: Director Abbas

WHEREAS: The City of Dearborn is working with both of its Downtown Districts to advance one of the new 2030 City Master Plan cornerstone visions of connecting image, brand, business development and activity along the Main Street Michigan Avenue corridor; and

WHEREAS: The DDAs desire to continue working on the Main Street Michigan Avenue strategies and building cohesive management between the two organizations;

WHEREAS: the WDDDA desires to retain Karen Spica as an independent contractor for Operations Management focused on volunteer management, logistics and administrative services in coordination with the EDDDA as defined in the scope of services; and

WHEREAS: The not-to-exceed contract of \$30,000 for one year beginning October 15, 2016, will be funded 50/50 by the East and West Dearborn DDAs;

WHEREAS: The WDDDA budgeted \$22,500 for operations manager services;

THEREFORE, LET IT BE RESOLVED: That the West Dearborn Downtown Development Authority authorizes allocating the \$13,000 from account 296-6100-911-34-90 in FYE 2017 and \$2,000 in FYE2018 for the contract with Karen Spica; be it further

RESOLVED: The WDDDA Board of Directors authorizes the Executive Director to sign and execute the contract between Karen Spica and the WDDDA.

Yes: Director Abbas, Director Clark, Director Guido, Director McWilliams, Director Nigosian, Director Ralko

No:

Abstained:

Absent: Director Anusbigian, Director Jernigan, Director Lovejoy, Mayor Jack O'Reilly

Date: September 15, 2016

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Shop Small & Holiday Open House Promotions

Moved by: Director Guido

Seconded by: Director Clark

WHEREAS: Small Business Saturday, a movement to encourage people to shop at small, local businesses on the Saturday after Thanksgiving, was initiated by American Express in 2010 and recognized by the U.S. Senate as an official day in 2011.

WHEREAS: In 2012, American Express launched a national media campaign to promote the day and work with local businesses, and in 2013 over 1,450 neighborhood champions signed on to promote the day which grew exponentially in 2014 with over \$14.3 billion spent at small independent businesses on Small Business Saturday.

WHEREAS: To build a comprehensive marketing plan in Dearborn, the Dearborn Area Chamber of Commerce and both East and West Downtowns plan to partner together to promote Small Business Saturday and Holiday Open House Promotions.

THEREFORE, LET IT BE RESOLVED: The WDDDA hereby authorizes expending up to \$3,000 for the Small Business Saturday retail promotion including printing, design, photography and social media campaign materials and advertising.

Yes: Director Abbas, Director Clark, Director Guido, Director McWilliams, Director Nigosian, Director Ralko

No:

Abstained:

Absent: Director Anusbigian, Director Jernigan, Director Lovejoy, Mayor Jack O'Reilly

Date: September 15, 2016

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Part-time Staffing Agreement FYE2017 additional extension amendment

Moved by: Director Clark

Seconded by: Director Guido

WHEREAS: The WDDDA, EDDDA, City of Dearborn and key stakeholders have set a goal of building a cohesive Main Street Michigan Avenue to revitalize the downtown districts, connect community assets and grow economically;

WHEREAS: The WDDDA, EDDDA City of Dearborn and key stakeholders have been working on reorganizing the DDAs to achieve this goal and follow the Main Street Approach to revitalization;

WHEREAS: The WDDDA, as part of an initial phasing step of staffing changes for building cohesive and collaborative downtown districts, the WDDDA hired part-time EDDDA Associate, Karen Spica, part-time for 8 hours per week to assist the Executive Director with operations, volunteer management and social media as both DDAs prepare for following and implementing the Main Street approach to revitalization;

WHEREAS: The WDDDA budgeted \$22,500 for a shared Operations Manager in contractual services account 296-6100-911-34-90;

WHEREAS: The WDDDA would like to continue with the part-time employee agreement with Karen Spica until further changes are made to the overall staffing structure for the downtowns;

WHEREAS: The part-time employee will work 20 hours per week with the EDDDA and 8 hours per week with the WDDDA at a rate of \$12.48 per hour.

THEREFORE, LET IT BE RESOLVED:

1. The WDDDA approves amending the at-will employee agreement with Karen Spica for 8 hours per week of services from July 1, 2016 through October 15, 2016, at a rate of \$12.48/hour to assist with operations, volunteer management and social media as directed by the Executive Director.
2. The WDDDA authorizes allocating funds from account 296-6100-911-34-90 Contract Services/Operations Manager budget for the part-time hours for Karen Spica to part-time payroll accounts in an amount equal to hours and FICA necessary for the duration of July 1 – October 15, 2016.
3. The WDDDA authorizes the WDDDA Executive Director to execute and sign an employment agreement.

Yes: Director Abbas, Director Clark, Director Guido, Director Nigosian, Director Ralko

No: None

Abstained: None

Absent: Director Anusbigan, Director Jernigan, Director Lovejoy, Mayor O'Reilly

Date: September 15, 2016

Building Conditions Inventory

BUILDING BLOCK

| | |
|--|---|
| Building name | |
| Building address | |
| Parcel ID | |
| Owner's name | |
| Owner's address | City, Zip |
| Owner's Phone: | Owner's email: |
| Owner's Mobile: | |
| Number of Floors | Total Square Footage |
| Square Feet Per Floor | # of Units/Tenant Spaces |
| Zoning | |
| Property Availability For sale For rent n/a | Price: \$ Price PSF/Gross: Terms/other information: |
| Realtor | Telephone # |
| Property manager (if applicable) | Telephone # |
| Assessed Value | Taxable Value |
| Base Year Value | SAD |

TENANCY

| | |
|---|---|
| # of Tenants on Main Floor | Total #: |
| Address Occupied Vacant Business Name if Occupied: | Address Occupied Vacant Business Name if Occupied: |
| Square Feet: Rent PSF/Gross: | Square Feet: Rent PSF/Gross: |
| Address Occupied Vacant Business Name if Occupied: | Address Occupied Vacant Business Name if Occupied: |
| Square Feet: Rent PSF/Gross: | Square Feet: Rent PSF/Gross: |
| | |
| | |

| | |
|---|---|
| # of Tenants on Upper Floors (if applicable) | Total #: |
| Address Occupied Vacant Business Name if Occupied: | Address Occupied Vacant Business Name if Occupied: |
| Square Feet: Rent PSF/Gross: | Square Feet: Rent PSF/Gross: |
| Address Occupied Vacant Business Name if Occupied: | Address Occupied Vacant Business Name if Occupied: |
| Square Feet: Rent PSF/Gross: | Square Feet: Rent PSF/Gross: |
| Address Occupied Vacant Business Name if Occupied: | Address Occupied Vacant Business Name if Occupied: |
| Square Feet: Rent PSF/Gross: | Square Feet: Rent PSF/Gross: |

BUILDING AMENITIES

| | |
|--|--|
| <input type="checkbox"/> Elevator <input type="checkbox"/> Loading dock <input type="checkbox"/> Front Entrance <input type="checkbox"/> Rear entrance <input type="checkbox"/> Alley access | <input type="checkbox"/> Storage <input type="checkbox"/> Central heating <input type="checkbox"/> Central cooling <input type="checkbox"/> Private Parking <input type="checkbox"/> Common Area |
| # of Private Parking Spaces: | Other Notable Amenities: |

HISTORY OF BUILDING

| | |
|---|---|
| Year Built: | New Addition(s) Date & Total SF: |
| Recent Improvements? Yes No | Financial Investment: \$ |
| Historic Photos Yes No | On National Register Yes No |
| In National Register historic district? Yes No | In local/state historic district? Yes No |
| Listed Date | Listed Date |

PHYSICAL CONDITION

| Elements inspected | Overall condition | | | | | Comments |
|---|-------------------|--------|------|-----------|-----|----------|
| <input type="checkbox"/> Plumbing | Poor | Fair | Good | Excellent | n/a | |
| <input type="checkbox"/> Roof | Poor | Fair | Good | Excellent | n/a | |
| <input type="checkbox"/> Foundation | Poor | Fair | Good | Excellent | n/a | |
| <input type="checkbox"/> Structure | Poor | Fair | Good | Excellent | n/a | |
| <input type="checkbox"/> Electrical | Poor | Fair | Good | Excellent | n/a | |
| <input type="checkbox"/> HVAC | Poor | Fair | Good | Excellent | n/a | |
| <input type="checkbox"/> Overall Building | Poor | Fair | Good | Excellent | n/a | |
| <input type="checkbox"/> Front Facade | Poor | Fair | Good | Excellent | n/a | |
| <input type="checkbox"/> Rear Facade | Poor | Fair | Good | Excellent | n/a | |
| <input type="checkbox"/> Signage (Front) | Poor | Fair | Good | Excellent | n/a | |
| <input type="checkbox"/> Signage (Rear) | Poor | Fair | Good | Excellent | n/a | |
| <input type="checkbox"/> Front Entrance | Poor | Fair | Good | Excellent | n/a | |
| | Open | Locked | | | | |
| <input type="checkbox"/> Rear Entrance | Poor | Fair | Good | Excellent | n/a | |
| | Open | Locked | | | | |
| <input type="checkbox"/> Front Lighting | Poor | Fair | Good | Excellent | n/a | |
| <input type="checkbox"/> Rear Lighting | Poor | Fair | Good | Excellent | n/a | |
| <input type="checkbox"/> Private Parking | Poor | Fair | Good | Excellent | n/a | |
| <input type="checkbox"/> Windows | Poor | Fair | Good | Excellent | n/a | |
| <input type="checkbox"/> Window Displays | Poor | Fair | Good | Excellent | n/a | |
| <input type="checkbox"/> Awnings | Poor | Fair | Good | Excellent | n/a | |
| <input type="checkbox"/> Sidewalk/Public Space Presence | Poor | Fair | Good | Excellent | n/a | |
| <input type="checkbox"/> Cafes/Outdoor Seating | Poor | Fair | Good | Excellent | n/a | |
| <input type="checkbox"/> Garbage/Refuse Areas | Poor | Fair | Good | Excellent | n/a | |
| <input type="checkbox"/> Cleanliness | Poor | Fair | Good | Excellent | n/a | |
| <input type="checkbox"/> Landscape | Poor | Fair | Good | Excellent | n/a | |
| <input type="checkbox"/> Transom | Poor | Fair | Good | Excellent | n/a | |
| <input type="checkbox"/> Kickplate/Bulkhead | Poor | Fair | Good | Excellent | n/a | |

SPECIFIC DETAILS

| | | |
|--|--------------|--------------------|
| Windows & Displays | | |
| Appropriately Scaled on Main Floor | Yes | No |
| Visible/Clear Glass | Yes | No |
| Easy Line of Sight into Business Up Close | Yes | No |
| Easy Line of Sight into Business Across Street | Yes | No |
| Appropriate Window Signage | Yes | No |
| Window Signage Placement | Bottom | upper whole window |
| Approximate % of Glass Area Used by Signage | % | |
| Timeliness of Window Displays/Signage | Dated | Current |
| Quality of Window Displays | Professional | Hand-made |
| Appropriate Window Displays | Dated | Current |
| Attractive/Appealing/Eye-catching | Yes | No n/a |
| Clean/Bug free | | |
| | | |
| | | |

| | |
|---|---|
| Façade | |
| Façade Materials: | |
| Renovation Needed/Desired | Yes No |
| Signage | |
| Front Signage (Mark all that apply) | Wall Box Pole Projecting Marquee Blade Sandwich Board Menu Halal Arabic English |
| Rear Signage (Mark all that apply) | Wall Box Pole Projecting Marquee Blade Sandwich Board Menu Halal Arabic English |
| Renovation Needed/Desired | Yes No |
| Lighting | |
| Appropriate street level /building lighting | Poor Fair Good Excellent n/a |
| Door lighting | Poor Fair Good Excellent n/a |
| Window Display lighting | Poor Fair Good Excellent n/a |
| Renovation Needed/Desired | Yes No |
| Awning | |
| Style | Straight Round/Bubble Backlit Directionally Lit |
| Materials | Canvas Vinyl Metal Wood |
| Renovation Needed/Desired | Yes No |
| Sidewalk Cafe | |
| Style/Specifics | Private Public Fronting Michigan Fronting Sidestreet |
| Rail | Metal Plastic Wood n/a |
| Easily Accessible | Yes No |
| Needed/Desired: | Yes No |
| Landscaping | |
| Planters | Poor Fair Good Excellent n/a |
| Beds | Poor Fair Good Excellent n/a |
| Window Boxes | Poor Fair Good Excellent n/a |
| Café Rail Boxes | Poor Fair Good Excellent n/a |
| Needed/Desired: | Yes No |

| |
|-------------------------|
| Additional Notes: |
| Date of initial survey: |
| Surveyor: |
| Update By |
| Update By |

DOWNTOWN STREET INVENTORY FORM

| |
|-----------------------|
| Downtown: |
| Street Name or Alley: |
| Between What Streets: |

Landscaping

| | |
|-----------------|---|
| Tree Wells | # Per Block: # Trees Alive/Present: Condition: Poor Fair Good Excellent n/a Perennials Present: Condition: Poor Fair Good Excellent n/a Annuals Present: Condition: Poor Fair Good Excellent n/a |
| Planters | # Per Block: Placement: #@___ Corner #@___ Mid-Block Condition: Poor Fair Good Excellent n/a Need More: |
| Hanging Baskets | # Per Block: # per Lightpole: |
| Landscape beds | # Per Block: Trees Present: Yes No #_____ per bed Condition: Poor Fair Good Excellent n/a Shrubs Present: Yes No Condition: Poor Fair Good Excellent n/a Perennials Present: Yes No Condition: Poor Fair Good Excellent n/a Annuals Present: Yes No Condition: Poor Fair Good Excellent n/a |
| Pocket Parks | # Trees Alive/Present: Yes No Condition: Poor Fair Good Excellent n/a Shrubs Present: Yes No Condition: Poor Fair Good Excellent n/a Perennials Present: Yes No Condition: Poor Fair Good Excellent n/a Annuals Present: Yes No Condition: Poor Fair Good Excellent n/a Benches/Seating: Yes No #_____ Condition: Poor Fair Good Excellent n/a Enough? Lighting: Yes No Condition: Poor Fair Good Excellent n/a Artwork: Yes No Condition: Poor Fair Good Excellent n/a |

Amenities

| | |
|--------------------|--|
| Street lighting | <p><i>Style 1: Ornamental/Fluted/Traditional</i> # Per Block: Works: Yes No Condition: Poor Fair Good Excellent n/a Equipped With: GFI Banner Arms Hanging Basket Arm Sound Drip Irrigation Other _____</p> <p><i>Style 2: High Cobra Head/modern/no-detail</i> # Per Block: Works: Yes No Condition: Poor Fair Good Excellent n/a Equipped With: GFI/Outlet Banner Arms Hanging Basket Arm Sound Drip Irrigation Other _____</p> |
| Benches/Seating | # Per Block: Condition: Poor Fair Good Excellent n/a Style: Metal Stone Wood Locations: Corner(s) Mid-block |
| Newspaper Racks | # Per Block: Style: Individual Units Consolidated Unit Condition: Poor Fair Good Excellent n/a |
| Banners | <p><i>Style 1: Small/Ornamental Pole</i> # Per Block: Vacant Arms: # Missing Arms: Whole # _____ Partial # _____ Condition: Poor Fair Good Excellent n/a</p> <p><i>Style 2: Large/Cobra/Other</i> # Per Block: Vacant Arms: # Missing Arms: Whole # _____ Partial # _____ Condition: Poor Fair Good Excellent n/a</p> |
| Dog Friendly | Water Bowls: Private # Per Block _____ Public Per Block _____ Doggie Bag Stations: Yes No # Per Block _____ |
| Hydration Stations | # Per Block: Condition: Poor Fair Good Excellent n/a |
| Public Bathrooms | # Per Block: Condition: Poor Fair Good Excellent n/a |
| Trash Cans | # Per Block: Condition: Poor Fair Good Excellent n/a Style: Black Metal Plastic Mixed |
| Recycling Cans | # Per Block: Condition: Poor Fair Good Excellent n/a Style: Black Metal Plastic Mixed |
| Art Work | Style: Wall/Mural Sculpture Interactive Other # Per Block: Condition: Poor Fair Good Excellent n/a |
| | |

| | |
|---------------------|--|
| Play Equipment | Style/Features: # Per Block: Condition: Poor Fair Good Excellent n/a |
| Sidewalks | Condition: Poor Fair Good Excellent n/a Trip Hazards: Yes No Shy Zone: Yes No Furniture Zone: Yes No Ample Width: Yes No (5-7 ft.) Buffer Area: Yes No (on-street parking, grass) |
| Crosswalks | Yes No Clearly Defined: Yes No Style: Cross Hatch Two-lines Raised Brick/Other Pedestrian Signals: One Direction Both Directions None Standard Count Down Blind/ADA Working Not Working ADA Ramp: Yes No Bump Outs: Yes No Location: _____ Condition: Poor Fair Good Excellent n/a |
| Curbs | Condition: Poor Fair Good Excellent n/a Style: Full Height Rolled Virtually Non-existent |
| Streets | # of Lanes: Condition: Poor Fair Good Excellent n/a |
| Wayfinding | Pedestrian Yes No Biking Yes No Motorist Directional Yes No Gateway Yes No Historical Yes No Business Directory Yes No Maps Yes No Street Signs Yes No Parking Yes No Condition: Poor Fair Good Excellent n/a |
| Bike Racks | <i>Style 1: Sidewalk Single U</i> # Per Block: Condition: Poor Fair Good Excellent n/a <i>Style 2: Sidewalk Multi-U</i> # Per Block: Condition: Poor Fair Good Excellent n/a <i>Style 3: On-street Corral</i> # Per Block: Condition: Poor Fair Good Excellent n/a <i>Style 4: Art Racks</i> # Per Block: Condition: Poor Fair Good Excellent n/a |
| Bike Infrastructure | Bike Lanes Yes No Bike Sharrows Yes No Bike Repair Stations Yes No Bike Shelters Yes No Condition: Poor Fair Good Excellent n/a |
| Fencing | Style: Brick Metal Condition: Poor Fair Good Excellent n/a Location Need: |

| | | | | | | |
|---------------|--------------------|------|------|------|-----------|-----|
| Parking | On-street Parking: | Yes | No | | | |
| | Condition: | Poor | Fair | Good | Excellent | n/a |
| | Public Parking | Yes | No | | | |
| | Condition: | Poor | Fair | Good | Excellent | n/a |
| | Private Parking | Yes | No | | | |
| | Condition: | Poor | Fair | Good | Excellent | n/a |
| | Striping: | Yes | No | | | |
| | Condition: | Poor | Fair | Good | Excellent | n/a |
| Visible: | Yes | No | | | | |
| Accessible: | Yes | No | | | | |
| Transit Stops | # Per Block: | | | | | |
| | Signage: | Yes | No | | | |
| | Bench/Seating: | Yes | No | | | |
| | Bike Rack: | Yes | No | | | |
| | Shelter: | Yes | No | | | |
| | Condition: | Poor | Fair | Good | Excellent | n/a |

| |
|-------------------------|
| Additional Notes: |
| Date of initial survey: |
| Surveyor: |
| Update By |
| Update By |