



**To:** Douglas DDA Board

**From:** Lisa Nocerini, City Manager & Sean Homyen, Planning & Zoning Administrator/DDA

**Date:** November 20, 2024

**Subject:** DDA Shop & Dine Passport Budget Amendment

---

At the program's launch, the DDA approved an initial budget of \$525.00 for the design and printing of 250 Shop & Dine Passports. The first set was quickly distributed during the opening weekend of November, and due to high demand, we ordered an additional 250 passports at a cost of \$300.00. Just one week later, businesses reported that passports were again running low, so we ordered a final 500 passports, which cost \$520.00.

As these additional orders were time-sensitive, we could not wait for the DDA's formal approval before proceeding with the purchases. Therefore, we request a budget amendment of \$820.00 to the original October allocation, bringing the total Passport Program expenditure to \$1,345.00.

We respectfully request the DDA's approval to amend the Community Promotions budget by \$820.00 to accommodate the additional passports that were purchased for the shop and dine program.

Thank you for considering this request, and for your support in making this program a success.



## **INVOICE**

### **Douglas Downtown Development Authority**

**Downtown Douglas  
Shopping Passports**  
250 Post Cards 4"x6" Double-Sided  
Coated one side  
(Printing & Delivery)  
**\$300.00**

**Total = \$300.00**

**JoNa Graphics**  
34237 Forest • Wayne, MI 48184  
(734) 734-377-1717

October 16, 2024

*Thank you for your business!*



## **INVOICE**

### **Douglas Downtown Development Authority**

**Downtown Douglas  
Shopping Passports**  
500 Post Cards 4"x6" Double-Sided  
Coated one side  
(Printing & Delivery)  
**\$520.00**

**Total = \$520.00**

**JoNa Graphics**  
34237 Forest • Wayne, MI 48184  
(734) 734-377-1717

November 6, 2024

*Thank you for your business!*