

COMMITTEE OF THE WHOLE

October 17, 2024

AGENDA

1. PUBLIC COMMENT
2. RESOLUTION IN NEED OF OFFER AND SUPPORT – Approving the minutes of the previous special meeting of October 4, 2024.
3. RESOLUTION IN NEED OF OFFER AND SUPPORT – Approving the minutes of the previous special meeting of October 8, 2024.
4. RESOLUTION IN NEED OF OFFER AND SUPPORT – Approving the minutes of the previous regular meeting of October 8, 2024.
5. ORDINANCE ON THE TABLE – ORDINANCE NO. 24-1827 – “An Ordinance to Amend the Licenses and Business Regulations Chapter (Chapter 12) of the Code of Ordinances of the City of Dearborn by Amending Section 12-5, Entitled ‘License Year Renewal’.”
RESOLUTION IN NEED OF OFFER AND SUPPORT – To take from the table for its final reading.
6. ORDINANCE ON THE TABLE – ORDINANCE NO. 24-1828 – “An Ordinance to Amend the Parks and Recreation Chapter (Chapter 15) of the Code of Ordinances of the City of Dearborn by Amending Section 15-53, Entitled ‘Dog Park Use, Generally’.”
RESOLUTION IN NEED OF OFFER AND SUPPORT – To take from the table for its final reading.
7. CORPORATION COUNSEL – Recommending –
ORDINANCE NO. 24-1829 – IN NEED OF INTRODUCTION.
SYNOPSIS – “An Ordinance to Amend the Offenses Chapter (Chapter 14) of the Code of Ordinances of the City of Dearborn by Amending Article I of Section 14-10, Entitled ‘Alarm Systems’.”
RESOLUTION IN NEED OF OFFER AND SUPPORT – To table the Ordinance.

8. CORPORATION COUNSEL – Recommending –
ORDINANCE NO. 24-1830 – IN NEED OF INTRODUCTION.
SYNOPSIS – “An Ordinance to Amend the Nuisances Chapter (Chapter 13) of the Code of Ordinances of the City of Dearborn by Amending Sections 13.5 Entitled ‘Notice to Abate’ and 13-5.1, Entitled ‘Immediate Abatement.’”
RESOLUTION IN NEED OF OFFER AND SUPPORT – To table the Ordinance.
9. PUBLIC WORKS & FACILITIES – Requesting to approve a Transportation Asset Management Plan (TAMP) for roads and bridges as required by Public Act (PA) 325 of 2018 and requesting that the City engineer be authorized to sign required paperwork and requesting immediate effect.
10. PURCHASING – Requesting to award a contract to Common Wealth Group LLC, most responsive and responsible proposal, for the sale and redevelopment of the City-owned vacant lot located at 22190 Michigan Ave. , for the sum of \$400,000, with a completion deadline of twenty-four (24) months, subject to certain stipulations and requesting immediate effect.
11. PURCHASING – Requesting to award a contract to OHM Advisors, most responsive and responsible proposal, in an amount not to exceed \$1,991,313 for NEPA (National Environmental Protection Act) Review, Design, and Community Engagement on the Warren Avenue Transformation project and requesting immediate effect. (91-4)
12. PURCHASING – Requesting to award a contract to JLL Valuation & Advisory Services in the amount of \$34,000 for a Hotel Market Analysis; also requesting that the Finance Director be authorized to recognize and appropriate the Visit Detroit grant funding in the amount of \$10,000 in the General Capital Improvement Fund in Project B25000 – Hotel Market Analysis and requesting immediate effect. (56-4)
13. PURCHASING – Requesting to award a contract to Key Construction Co. in the amount of \$252,170 for Comfort Station Upgrades at City Parks and requesting immediate effect. [2-568A (6)e]
14. PURCHASING – Requesting to award a contract to Avis Systems in the amount of \$54,846.37 for the purchase of a Real Time Closed Captioning System for CDTV to comply with FCC (Federal Communications Commission) requirements and requesting immediate effect. (17-3)

15. PURCHASING – Requesting to authorize a cooperative contract purchase, via The Interlocal Purchasing System (TIPS) Contract No. 230301, from Partnr Haus in the amount of \$184,345, which includes a 5% contingency in the amount of \$8,778 for the Purchase and Installation of Office Furniture in the DPW Engineering Suite and requesting immediate effect. [2-569]
16. PURCHASING – Requesting to award a five-year sole source contract, with one (1) five-year renewal option, to EKOS, only vendor with software compatible with our new fuel pump system, in the amount of \$164,904, which includes the first year and a one-time set up fee in the amount of \$15,000, for Fuel Management Software, from November 1, 2024 through December 30, 2029 and requesting immediate effect. [2-568 (b) (6) b]
17. PURCHASING – Requesting to authorize additional expenditures to Parrott Landscaping (C.R. 4-164-23) in an amount not to exceed \$56,218 for Turf Maintenance at Large City Parks and requesting immediate effect.
18. FIRE – Requesting authorization to conduct the annual Dearborn Firefighters “Fill the Boot” fundraiser drive from November 6 through November 11, 2024 throughout the City for the Muscular Dystrophy Association (MDA) and requesting immediate effect.
19. FIRE – Requesting to accept the State of Michigan Department of Labor and Economic Opportunity (LEO) Turnout Gear Grant in the amount of \$497,000 and that the Finance Director be authorized to recognize and appropriate revenue in the amount of \$497,000 in the General Capital Improvement Fund, Fire Department Project X02525; also requesting to authorize a sole source contract purchase from Pheonix Safety Outfitters in the amount of \$546,980 for the purchase of Firefighter Turnout Gear and requesting immediate effect.
20. PARKS & RECREATION – Having no objection to the request of the Dearborn Police Officers Charities to conduct their Annual “Sgt. Chris Hampton Memorial 5k Run” on Sunday, October 27, 2024 beginning at 9:00 A.M. at Ford Field, with temporary road closures of the curb lane of Brady Street between 9:00 A.M. and 10:30 A.M. and assistance from the Police Department for traffic safety/crowd control for the entire duration of the event, subject to reimbursement for City services and certain stipulations; also requesting a noise waiver for the duration of the event and requesting immediate effect.

21. CORPORATION COUNSEL – Recommending to adopt the Tentative Agreement between the City of Dearborn and IATSE Local 38 (“Union”), effective July 1, 2024 through June 30, 2028 and requesting immediate effect.
22. CORPORATION COUNSEL – Recommending to approve the sale of the City-owned vacant lot located at 22190 Michigan Avenue, to Khalil Dabaja, for the sum of \$400,000, for construction of the CommonWealth Business District Development, subject to certain stipulations and requesting immediate effect. (70’X116’)
23. COMMUNITY RELATIONS – Requesting to proclaim the City of Dearborn as a Purple Heart City and encourage its citizens to show their appreciation for the sacrifices the Purple Heart Recipients have made in defending our freedoms, to acknowledge their courage, and show them the honor and support they have earned and requesting immediate effect.
24. COUNCIL – Recognizing October 2024 as Michigan Library Appreciation Month and encouraging all residents, community organizations, and public officials to join in celebrating the libraries in our state, their dedicated staff, and the countless ways in which libraries enrich our lives and contribute to the betterment of society and requesting immediate effect.
25. COUNCIL – Proclaiming October 20-26, 2024 as Friends of Libraries Week in Dearborn and urging everyone to support the Friends of the Library and thank them for all they do to make our Library and community so much better and requesting immediate effect.

PUBLIC COMMENT WILL FOLLOW ANY WALK-ON ITEMS



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

ORDINANCE NO. 24-1827

CITY CLERK, DEARBORN MI
2024 SEP 27 PM4:39

REQUEST: Amend Sec. 12-5 of the Code of Ordinances for dog license expiration

(Companion amendments are also being made to Secs. 4-23, 12-6 and 15-53)

DEPARTMENT: Law and Clerk

BRIEF DESCRIPTION: The proposed amendment is being made to update the expiration date for dog licenses to align with state law. Currently, dog licenses expire annually on March 31.

Under state law dog licenses can only expire on the following dates:

- March 1 every year or every third year
- June 1 every year or every third year
- Annually by the last day of the month of the dog’s current rabies vaccination
- Tri-annually by the last day of the month of the dog’s current rabies vaccination

(See MCL 287.266(3) of the Dog Law of 1919, Act 339 of 1919)

The proposed amendment changes the expiration date for dog licenses to March 1 annually, unless otherwise stated in the Code.

PRIOR COUNCIL ACTION: Sec. 12-5 was previously amended in late 2023/early 2024 to change the expiration date for dog licenses from February 28 to March 31.

BACKGROUND: Amendment is being made to ensure the expiration date for dog licenses complies with state law. Companion amendments are also being made to Secs. 4-23, 12-6 and 15-53 to reflect this change and modify the expiration date for dog licenses and dog park permits.

FISCAL IMPACT: N/A

COMMUNITY IMPACT: N/A

IMPLEMENTATION TIMELINE: This is an ordinance amendment and requires two readings to be adopted.

COMPLIANCE/PERFORMANCE METRICS: N/A



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Corporation Counsel and Clerk

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Amending Sec. 12-5 to change the expiration date for dog licenses to March 1 to align with state law

DATE: September 26, 2024

I. BACKGROUND

In late 2023/early 2024, Council amended Sec. 12-5 so dog licenses expire annually on March 31. This was done at the Clerk’s request, along with an amendment to Sec. 15-53, so the expiration dates for both dog licenses and dog park permits were the same.

Under MCL 287.266(3) of the Dog Law of 1919, Act 339 of 1919, dog licenses can only expire at the following times:

- March 1 every year or every third year
- June 1 every year or every third year
- Annually by the last day of the month of the dog’s current rabies vaccination
- Tri-annually by the last day of the month of the dog’s current rabies vaccination

Amendments to Ord. Secs. 4-23, 12-6 and 15-53 are also being brought forward with the same amendment to the license expiration date

II. PROPOSED AMENDMENTS

The proposed amendments to Sec. 12-5 change the expiration date for dog licenses to March 1 unless otherwise stated in the Code. The “unless otherwise stated” language is being added because Secs. 4-23 and 12-6 are being amended to allow for 1-year and 3-year licenses depending on the length of the rabies vaccination, and both ordinance sections are specifically referenced in the update. A copy of the revised Ordinance is attached for review.

Respectfully submitted,

DocuSigned by:

Bradley Mendelsohn

4FEFF228CD984BA

BRADLEY J. MENDELSON
DEPUTY CORPORATION COUNSEL

APPROVAL/CONCURRENCE:

DocuSigned by:

Jeremy Romer

E7A573BA25E3460

JEREMY J. ROMER
CORPORATION COUNSEL

Signed by:

George Darany

A805887BAC484DC

GEORGE DARANY
CITY CLERK

ORDINANCE NO. 24-1827

**AN ORDINANCE TO AMEND SECTION
12-5 OF CHAPTER 12 OF THE CODE OF
THE CITY OF DEARBORN, ENTITLED
“LICENSE YEAR; RENEWAL.”**

THE CITY OF DEARBORN ORDAINS TO:

Amend Chapter 12 of the Code of the City of Dearborn by amending Sec. 12-5 to read as follows:

Sec. 12-5. - License year; renewal.

(a) Except as otherwise provided in this chapter, every license issued by the clerk shall be for a period of one full year commencing with the date of issuance of the first license.

(b) Renewal notices will be mailed to all licensees by the city clerk prior to the expiration of the license. The licensee must enclose payment with his renewal notice and return it to the city clerk prior to the expiration date in order to have his license renewed for another year. License renewals may be effected by mail up to the expiration date of the license; after that date the licensee must renew in person. Licensees who renew more than seven days late will be assessed a ten percent penalty on the total cost of the license.

(c) The following licenses will expire on December 1 annually: distributor, distributor equipment, hauling vehicle, junk dealer vehicle, motor bus, exhibitors, moving van, fuel oil truck, and vendor vehicle. Dog licenses shall expire on March 31 annually **unless otherwise stated in this chapter or the Code (See Ord. Secs. 4-23 and 12-6 specifically)**. The following licenses shall expire on December 31 annually: building contractor, building contractor registration, building subcontractor registration, concrete contractor, electrical contractor registration, excavating contractor and equipment, tank installer, fire repair contractor, mechanical contractor registration (heating, cooling, ventilation, refrigeration), plumbing contractor registration, sign/awning erector contractor, tent erector contractor, and drainlayer contractor. Registration of reciprocal licenses will expire at the time the original license expires.

(Ord. No. 81-25, § 4, 6-2-81; Ord. No. 84-308, 7-3-84; Ord. No. 05-1040, 6-6-05; Ord. No. 23-1803, 10-10-23)



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

ORDINANCE NO. 24-1828

CITY CLERK, DEARBORN MI
2024 SEP 27 PM4:40

REQUEST: Amend Sec. 15-53 of the Code of Ordinances for dog license fee

(Companion amendments are also being made to Secs. 4-23, 12-5 and 12-6)

DEPARTMENT: Law and Clerk

BRIEF DESCRIPTION: The proposed amendment is being made to update the expiration date for dog park permits to March 1. This is being done to align with proposed changes to the expiration date for dog licenses, and to make it easier for residents so both the permit and license expire at the same time of year. (See proposed amendments to Ord. Secs. 4-23, 12-5 and 12-6).

PRIOR COUNCIL ACTION: Sec. 15-53 was previously amended in 2024 to change the expiration date to March 31 to align with the expiration of dog licenses.

BACKGROUND: Amendment is being made to align the expiration dates for dog park permits and dog licenses, and to avoid residents having to make multiple trips to the Clerks Office to renew both.

FISCAL IMPACT: N/A

COMMUNITY IMPACT: N/A

IMPLEMENTATION TIMELINE: This is an ordinance amendment and requires two readings to be adopted.

COMPLIANCE/PERFORMANCE METRICS: N/A



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: Corporation Counsel and Clerk
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Amending Sec. 15-53 to change the expiration date for dog park permits to March 1 annually
DATE: September 26, 2024

I. BACKGROUND

In early 2024, Council amended Sec. 15-53 so dog park permits would expire annually at the same time that dog licenses expired. This was done at the Clerk's request to make it easier for residents to renew both and avoid making multiple trips to the Clerks Office.

Amendments to Ord. Secs. 4-23, 12-5 and 12-6 are also being brought forward with the same amendment to the license expiration date

II. PROPOSED AMENDMENTS

The proposed amendment to Sec. 15-53 changes the expiration date for dog park permits to March 1. A copy of the revised Ordinance is attached for review.

Respectfully submitted,

DocuSigned by:
Bradley Mendelsohn
4FEFF229CD984BA...

BRADLEY J. MENDELSON
DEPUTY CORPORATION COUNSEL

APPROVAL/CONCURRENCE:

DocuSigned by:
Jeremy Romer
E7A573BA25E3460...

JEREMY J. ROMER
CORPORATION COUNSEL

Signed by:
GEORGE T. DARANY
A905BB7BAC464DC...

GEORGE DARANY
CITY CLERK

ORDINANCE NO. 24-1828

**AN ORDINANCE TO AMEND SECTION
15-53 OF CHAPTER 15 OF THE CODE OF
THE CITY OF DEARBORN, ENTITLED
“DOG PARK USE, GENERALLY.”**

THE CITY OF DEARBORN ORDAINS TO:

Amend Chapter 15 of the Code of the City of Dearborn by amending Sec. 15-53 to read as follows:

Sec. 15-53. - Dog park use, generally.

(a) A permit is required to use the dog park.

(1) Registration to obtain a permit can be completed by mail or in person at the city clerk's office. Once payment is received, a key fob and dog tag will be issued allowing access to the dog park. Permits shall be issued to Dearborn residents only and shall expire annually on March 31.

a. Permit fees will be waived for verified service dogs.

(2) A copy of the Dearborn Dog Park Rules and Regulations can be obtained at the Ford Community and Performing Arts Center or at the city clerk's office.

(b) Dogs under six months of age are not allowed in the dog park.

(c) Only dogs accompanied by an owner/handler at least 16 years of age are permitted to be in the dog park.

(d) It shall be unlawful for any person to bring a dog weighing 30 pounds or more into the designated "small dog area" of the dog park.

(e) It shall be unlawful for any person to bring a dog weighing less than 30 pounds into the designated "large dog area" of the dog park.

(f) An owner/handler may not accompany more than two dogs in the dog park at any one time.

(g) Dogs must wear collars (no pronged, pinched, or spiked collars) or harnesses bearing a current City of Dearborn dog license and a dog park tag at all times while in the dog park.

(h) Dog owners/handlers must be in possession of a leash or other means of physical restraint at all times. Dogs must be on leash to and from the dog park access points.

(i) Dog owners/handlers must limit their use of electronic devices so that the use does not interfere with their ability to actively monitor their dog's behavior.

(Ord. No. 16-1551, 10-4-16; Ord. No. 17-1579, 5-23-17; Ord. No. 24-1816, 4-23-24)

FIRE DEPARTMENT



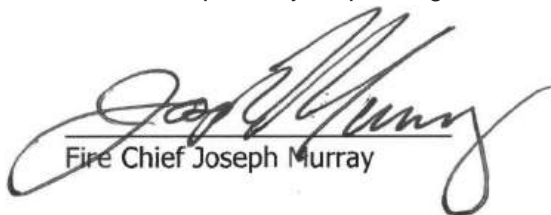
TO: CITY COUNCIL
FROM: FIRE CHIEF JOSEPH MURRAY
VIA: MAYOR ABDULLAH HAMMOUD
DATE: OCTOBER 4, 2024
SUBJECT: FIRE DEPARTMENT ANNUAL MDA "FILL THE BOOT" DRIVE

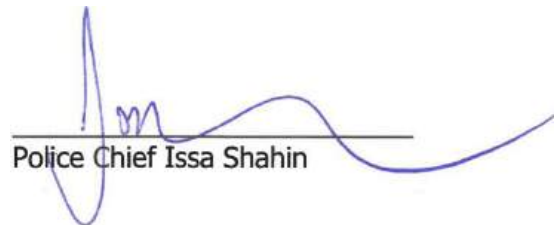
The Dearborn Fire Department in conjunction with the Dearborn Fire Firefighters Association respectfully request approval to perform their annual "Fill the Boot" fundraiser drive from November 6 through November 11, 2024.

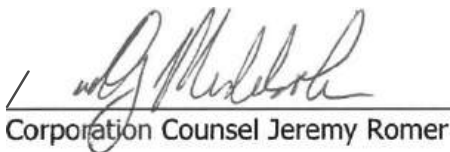
As in the past the firefighters are requesting to place themselves at various intersections throughout the City in order to collect donations from motorists for the Muscular Dystrophy Association (MDA). The firefighters shall follow all applicable laws and ordinances as required for donation collections on public roads and wear safety vests to ensure visibility.

This has been a longstanding charitable drive undertaken by the firefighters and has always been very successful in obtaining much needed financial assistance for the MDA.

We are respectfully requesting immediate effect.


Fire Chief Joseph Murray


Police Chief Issa Shahin


Corporation Counsel Jeremy Romer



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

CITY CLERK, DEARBORN MI
2024 OCT 15 PM 12:05

Immediate Effect Requested

REQUEST: Requesting approval of a one-time cooperative purchase in the amount of \$184,345 with Partnr Haus for furniture and installation in the DPW Engineering Suite. This includes a 5% contingency.

DEPARTMENT: Public Works and Facilities, Engineering Division, in conjunction with Purchasing

BRIEF DESCRIPTION: As part of the project to relocate the Engineering Division staff, the new Engineering suite area requires the purchase and installation of office furniture.

PRIOR COUNCIL ACTION: N/A

BACKGROUND:

The Engineering Division of DPW will be relocating to the main DPW administrative offices. This project includes the renovation into office space for use by Engineering Division staff. The Engineering Division Suites will consist of conference rooms, offices, workstations, and break rooms.

The proposal received by Partnr Haus will include:

2 Private Offices

7 Workstations

1 Conference Room Tables and Chairs

1 Training Room (48 staff)

Vestibule and Printer table

FISCAL IMPACT: The proposal received by Partnr Haus is \$175,567 and requesting a 5% contingency (\$8,778) for a total of \$184,345. Partnr Haus and Sunline Office provides cooperative pricing per The Interlocal Purchasing System (TIPS) Contract #230301.

COMMUNITY IMPACT: The relocation of the Engineering Division of DPW to the DPW Administrative offices will have a positive impact on the services provided to the residents. The City of Dearborn's engineering team has a profound and far-reaching impact on the community, influencing everything from daily conveniences to long-term sustainability and resilience. Their work helps shape the city's present and future, making it a better place to live, work, and thrive.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

IMPLEMENTATION TIMELINE: Furniture order will be placed upon contract execution, lead time for manufacture is 12 weeks. Delivery, off-loading and installation is included in the contract.

COMPLIANCE/PERFORMANCE METRICS:

Installation of furniture will be confirmed by DPW staff located at the administrative offices.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: COOP Purchase of Office Furniture for DPW Engineering Suite
DATE: October 15, 2024

Budget Information

Project:	J28124 DPW Facility Updates
Total Approved Project Budget:	\$ 1,950,442
Available Project Budget:	\$ 948,354
Requested Amount:	\$ 184,345 = \$175,567 + \$8,778 (5% contingency)
Funding Source:	Facilities Fund, Public Works, Capital Project Support, Construction Contractor

Summary of Request

The engineering Division of the Department of Public Works and Facilities Department is requesting approval of a one-time cooperative contract purchase in the amount of \$184,345 (includes a 5% contingency) with Partnr Haus for furniture and installation in the DPW Engineering Suite.

It is respectfully requested that Council authorize the purchase, with immediate effect, to facilitate the department's subsequent relocation.

Background and Justification

The Engineering Division of DPW will be relocating to the main DPW administrative offices. This project includes the renovation into office space for use by Engineering Division staff. The Engineering Division Suites will consist of conference rooms, offices, workstations, and break rooms.

The proposal received by Partnr Haus will include:

- 2 Private Offices
- 7 Workstations
- 1 Conference Room Tables and Chairs
- 1 Training Room (48 staff)
- Vestibule and Printer table



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Process

This procurement followed the cooperative purchasing process in accordance with Section 2-569 (Cooperative Purchasing) of the Code of the City of Dearborn. The City is eligible to participate in cooperative purchasing programs, The Interlocal Purchasing System (TIPS) Contract #230301. was selected following a review of the procurement process to verify it is consistent with City's process, as well as the pricing to confirm it provides good value to the City.

Prepared By:

DocuSigned by:
Mark Rozinsky
D17FF0C142E94C3
Mark Rozinsky, Purchasing Manager

Budget Approval:

DocuSigned by:
Michael Kennedy
E7781501421447F
Michael Kennedy, Finance Director/ Treasurer

Initial
MK

Department Approval:

DocuSigned by:
Tim Hawkins
35B8CB58ED3455...
Tim Hawkins, Director of Public Works

Corporation Counsel Approval:

DocuSigned by:
Jeremy Romer
E7A5738A28E3480...
Jeremy J. Romer, Corporation Counsel

OFFICE OF THE 34TH CITY COUNCIL



2024 Michigan Library Appreciation Month Resolution

WHEREAS: The Michigan Library Association (MLA) annually designates the month of October as a statewide observance to celebrate the contributions of Michigan's public, school, academic, tribal, cooperative and special libraries; and

WHEREAS: Michigan's libraries are essential institutions that serve as cornerstones of knowledge, learning, and community engagement; and

WHEREAS: Libraries play a vital role in fostering education, lifelong learning, and literacy for people of all ages, backgrounds, and abilities; and

WHEREAS: Libraries provide a welcoming and inclusive environment that encourages exploration, discovery, and personal growth; and

WHEREAS: Libraries offer access to a diverse array of resources including books, digital media, educational programs, and technology; and

WHEREAS: Libraries play a significant role in promoting the right to read and the right to access information, enabling individuals to make informed decisions and engage in open discourse; and

WHEREAS: Libraries provide essential services to underserved communities, bridging the digital divide and offering critical support for job seekers, students, and individuals seeking to improve their lives; and

WHEREAS: Hundreds of libraries and millions of library supporters across Michigan are celebrating Michigan Library Appreciation Month this October; therefore, be it

RESOLVED: That the members of the 34th Dearborn City Council hereby recognize October 2023 as Michigan Library Appreciation Month. During this time, we encourage all residents, community organizations, and public officials to join in celebrating the libraries in our state, their dedicated staff, and the countless ways in which libraries enrich our lives and contribute to the betterment of society; be it further

RESOLVED: That this resolution be given immediate effect.

A handwritten signature in black ink, appearing to read "Michael T. Sareini".

Michael T. Sareini- Council President

OFFICE OF THE 34TH CITY COUNCIL



2024 National Friends of Libraries Week Resolution – Public Libraries

WHEREAS: Friends of the Dearborn Public Library raise money that enables our library to move from good to great -- providing the resources for additional programming, much needed equipment, support for summer reading challenges, staff training and special events throughout the year;

WHEREAS: The work of the Friends highlights, on an on-going basis, the fact that our library is the cornerstone of the community, providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to present;

WHEREAS: The Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages;

WHEREAS: The Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community; therefore, be it

RESOLVED: That the members of the 34th Dearborn City Council proclaim October 20-26, 2024, as Friends of Libraries week in Dearborn, Michigan and urges everyone to support the Friends of the Library and thank them for all they do to make our library and community so much better; be it further

RESOLVED: That this resolution be given immediate effect.

A handwritten signature in black ink, appearing to read "Michael T. Sareini".

Michael T. Sareini
Council President



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST:

Purchase of a Real Time Closed Captioning System for CDTV.

DEPARTMENT:

Department of Communications-CDTV in conjunction with Purchasing.

BRIEF DESCRIPTION:

The Federal Communications Commission (FCC) now requires all PEG stations to closed caption all programs that are shown on television or via internet protocol (IP). The real time closed captioning system will allow all live and pre-recorded programs to be captioned.

PRIOR COUNCIL ACTION:

N/A

BACKGROUND:

The Federal Communications Commission (FCC) now requires all PEG stations to closed caption all programs that are shown on television or via internet protocol (IP). The real time closed captioning system will allow all live and pre-recorded programs to be captioned.

FISCAL IMPACT:

Total Cost: \$54,847.00

- PEG funds will be used for this purchase.
-

COMMUNITY IMPACT:

Closed captioning will make CDTV's programming accessible to people who are deaf or hard of hearing. Captions will be a benefit to everyone watching CDTV programming because the accompanying text is known to help viewers understand and remember video content.

IMPLEMENTATION TIMELINE:

Closed Captioning System will be set up by CDTV and in use by December 2024.

COMPLIANCE/PERFORMANCE METRICS:

Department of Communications-CDTV will manage this contract.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Communications / CDTV

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Purchase of Real Time Closed Captioning System for CDTV

DATE: October 8, 2024

Budget Information

Adopted Budget:	\$85,000.00
Amended Budget:	\$85,000.00
Requested Amount:	\$54,847.00
Funding Source:	General Fund, Telecommunications, Video Systems, Capital Equipment, Operating Equipment
Supplemental Budget:	N/A

Summary of Request

Purchasing, on behalf of Communications-CDTV Department, recommends the purchase of a Real Time Closed Captioning System for \$54,846.37, from Avis Systems.

It is respectfully requested that Council authorize the purchase. The resulting purchase order shall not be binding until fully executed.

Background and Justification

The Federal Communications Commission (FCC) now requires all PEG stations to closed caption all programs that are shown on television or via internet protocol (IP). The real time closed captioning system will allow all live and pre-recorded programs to be captioned.

Procurement Process

Purchasing solicited bids with process details as follows:

Process:	Request for Quote (RFQ)
Issue Date:	September 19, 2024
Deadline Date:	September 27, 2024
Solicitations Obtained:	17
Bids Received:	3



FINANCE

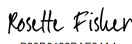
EXECUTIVE SUMMARY AND MEMORANDUM

The bids were evaluated with the assistance of key staff from the Department of Communications-CDTV Department, and are shown in the following bid summary:


BIDDER	TOTAL BID
AVIS Systems	\$54,846.37
Davincia LLC/ Link Electronics	\$58,175.50
Bareal Time, LTD	\$61,260.00

The procurement process was in accordance with the Procurement Ordinance and all internal policies and procedures. The Purchasing Division requests approval to proceed with the procurement.

Prepared By:

Signed by:

 Rosette Fisher, Buyer

Department Approval:

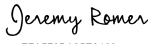
Signed by:

 Patricia Johnson-Maurier for Katie Doyal, Communications Director

Budget Approval:

DocuSigned by:

 Michael Kennedy, Finance Director /Treasurer

Corporation Counsel Approval:

DocuSigned by:

 Jeremy J. Romer, Corporation Counsel

EXECUTIVE SUMMARY



REQUEST: To proclaim Dearborn, MI a Purple Heart City.

Immediate effect is requested.

DEPARTMENT: Community Relations

BRIEF DESCRIPTION: It is requested that the City of Dearborn proclaim itself a Purple Heart City, and encourage the citizens of the City of Dearborn to show their appreciation for the sacrifices Purple Heart recipients.

PRIOR COUNCIL ACTION: N/A

BACKGROUND: The City of Dearborn in the state of Michigan has always supported its military veteran population.

The Purple Heart is the oldest military decoration in present use and was initially created as the badge of Military Merit by General George Washington in 1782. The Purple Heart was the first American service award or decoration made available to the common soldier and is specifically awarded to members of the United States Armed Forces who have been wounded or paid the ultimate sacrifice in combat with a declared enemy of the United States of America.

The City of Dearborn appreciates the sacrifices our Purple Heart recipients made in defending our freedoms and believes it is important that we acknowledge them for their courage and show them the honor and support they have earned.

It is requested that the City of Dearborn proclaim itself a Purple Heart City, and encourage the citizens of the City of Dearborn to show their appreciation for the sacrifices the Purple Heart recipients have made in defending our freedoms, to acknowledge their courage, and show them the honor and support they have earned.

FISCAL IMPACT:

- N/A
-
-

IMPACT TO COMMUNITY:

- Designating Dearborn as a Purple Heart City will honor our community's veterans and Purple Heart recipients, underscore the importance of this distinction to our residents, and ensure that Dearborn sets an example of honoring our service men & woman to other communities across the State.
-
-

IMPLEMENTATION TIMELINE:

Immediate effect is requested.

EXECUTIVE SUMMARY



COMPLIANCE/PERFORMANCE METRICS: None

COMMUNITY RELATIONS DEPARTMENT



TO: City Council
FROM: Community Relations Department
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Memorandum of understanding to proclaim Dearborn, MI a Purple Heart City.
DATE: October 8th, 2024

The City of Dearborn in the state of Michigan has always supported its military veteran population.

The Purple Heart is the oldest military decoration in present use and was initially created as the badge of Military Merit by General George Washington in 1782. The Purple Heart was the first American service award or decoration made available to the common soldier and is specifically awarded to members of the United States Armed Forces who have been wounded or paid the ultimate sacrifice in combat with a declared enemy of the United States of America.

The City of Dearborn appreciates the sacrifices our Purple Heart recipients made in defending our freedoms and believes it is important that we acknowledge them for their courage and show them the honor and support they have earned.

It is requested that the City of Dearborn proclaim itself a Purple Heart City, and encourage the citizens of the City of Dearborn to show their appreciation for the sacrifices the Purple Heart recipients have made in defending our freedoms, to acknowledge their courage, and show them the honor and support they have earned.

Immediate effect is requested.

Respectfully submitted,

Alia Phillips
Community Relations Director



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Approve a contract to Common Wealth Group LLC for the sale and redevelopment of 22190 Michigan Avenue.

DEPARTMENT: Economic Development, in conjunction with Purchasing

BRIEF DESCRIPTION: The City is respectfully requesting City Council's authorization to approve the sale of 22190 Michigan Avenue to Common Wealth Group LLC. The City seeks this authorization following a competitive request for proposal (RFP) process wherein the proposal from Common Wealth Group LLC ranked highest among two final proposals.

The purchase agreement requires payment of \$400K to the City of Dearborn for the property and requires the redevelopment of the property within 24 months of Council's approval of the sale, if granted, as outlined in the project scope in Common Wealth Group LLC's proposal.

PRIOR COUNCIL ACTION:

NA

BACKGROUND:

The Economic Development Department, based on feedback from the community, has been working to increase the variety of business and entertainment amenities in our business districts to complement an already strong presence of restaurants (alongside unique retail offerings). The City-owned lot at Michigan and Howard in the heart of our West Downtown District presented a unique opportunity to catalyze this type of investment, and the department sought to achieve this by attracting the creativity of our local business and developer community.

To that end, between May and July 2024, the City posted two competitive RFPs inviting bidders to propose redevelopment concepts for this City-owned lot. Through this competitive process, the City RFP team evaluated proposals based on a variety of factors to ensure that (1) the City received appropriate, market-based compensation for the sale of the lot; (2) proposed concepts were compatible with zoning requirements and the community vision for the area; and (3) there are adequate performance measures and timelines to ensure payment to the City and performance on the redevelopment.

The proposal from Common Wealth LLC will result in the City being paid \$400K for the property and, within 24 months of Council's approval of the sale, the following project will be constructed, or the property will revert to the City's ownership:

- Four (4) story mixed-use office building, consisting of:
 - A publicly-accessible juice/tea bar and reading lounge on the first floor
 - Commercial offices, fitness center, and meeting space on the upper floors



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

The project will be subject to all zoning and building requirements and must go through the appropriate review and approvals processes, and complete construction, within 24 months. The proposal demonstrated proof of funds to consummate the purchase and requested no tax incentives or developer assistance to complete the project. This means we will not only get a dynamic, well-designed new amenity for our downtown, but it will immediately generate new tax revenue to support programs and services in the area.

FISCAL IMPACT:

The City will receive \$400K for the purchase of the property plus annual taxes that will be known once the project pulls permits and an assessed value can be established.

COMMUNITY IMPACT:

Dearborn's vibrant West Downtown will gain a unique new destination for gathering and socializing that complements, without replicating, the many fantastic dining and retail choices we have, giving residents of all ages somewhere to enjoy their days and evenings, while also bringing additional office workers into the West Downtown to support our existing businesses. .

IMPLEMENTATION TIMELINE:

The redevelopment must be completed within 24 months of contract execution.

COMPLIANCE/PERFORMANCE METRICS: Contract will be monitored by Economic Development for adherence to, and completion of, agreed upon deliverables to the satisfaction of the City.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Approve a contract to Common Wealth Group LLC for the sale and redevelopment of 22190 Michigan Avenue
DATE: September 10, 2024

Summary of Request

The Evaluation Team, on behalf of the Economic Development Department, recommends the award for redevelopment of 22190 Michigan Avenue to the Common Wealth Group, LLC, for the purchase price of \$400,000.

It is respectfully requested that Council authorize the sale and redevelopment. The resulting contract/purchase agreement shall not be binding until fully executed.

Background and Justification

The Economic Development Department, based on feedback from the community, has been working to increase the variety of business and entertainment amenities in our business districts to complement an already strong presence of restaurants (alongside unique retail offerings). The City-owned lot at Michigan and Howard in the heart of our West Downtown District presented a unique opportunity to catalyze this type of investment, and the department sought to achieve this by attracting the creativity of our local business and developer community.

To that end, between May and July 2024, the City posted two competitive RFPs inviting bidders to propose redevelopment concepts for this City-owned lot. Through this competitive process, the City RFP team evaluated proposals based on a variety of factors to ensure that (1) the City received appropriate, market-based compensation for the sale of the lot; (2) proposed concepts were compatible with zoning requirements and the community vision for the area; and (3) there are adequate performance measures and timelines to ensure payment to the City and performance on the redevelopment.

Procurement Process

Purchasing solicited proposals with process details as follows:

Process:	Request for Proposal (RFP)
Issue Date:	July 24, 2024
Deadline Date:	August 21, 2024
Vendors Solicited:	812
Solicitations Obtained:	42
Proposals Received:	3



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Evaluation Results

The proposal was evaluated in depth by the evaluation team. The evaluation process comprised the development's proposed site improvements and compatibility; financial capacity and redevelopment experience of the project team; and purchase price. After the completion of all phases of the evaluation process, the evaluation team scored the proposers with the result as follows:

Respondent	Total Points
CommonWealth Group LLC.	92
Land Bridge Real Estate LLC	87

Common Wealth Group LLC was found to have submitted the most responsive and responsible proposal. Got Keyd Realty submitted a proposal that was disqualified. The procurement process was in accordance with the Procurement Ordinance and all internal policies and procedures. The Purchasing Division requests approval to proceed with the procurement.

Voting Members of the Evaluation Team:

DocuSigned by:

Amanda Bright McClanahan

Amanda Bright-McClanahan, Chief Operating Officer

DocuSigned by:

Angela Fortino

Angela Fortino, Deputy Director of Economic Development

DocuSigned by:

Kaileigh Bianchini

Kaileigh Bianchini, Senior Planner

DocuSigned by:

Jordan Twardy

Jordan Twardy, Director of Economic Development

Resources to the Evaluation Team:

DocuSigned by:

Mark Rozinsky

Mark Rozinsky, Purchasing Manager

DocuSigned by:

Michael Kennedy

Michael Kennedy, Finance Director

DocuSigned by:

Jeremy Romer

Jeremy J. Romer, Corporation Counsel

Signed by:

Amelia C Krupa

Amelia Krupa, Accountant

Signed by:

Deena Berri

Deena Berri, Business Liaison

Exterior Design





Rooftop Terrace



First Floor- Library/Lounge



Second Floor-Conference Rooms & Event Space

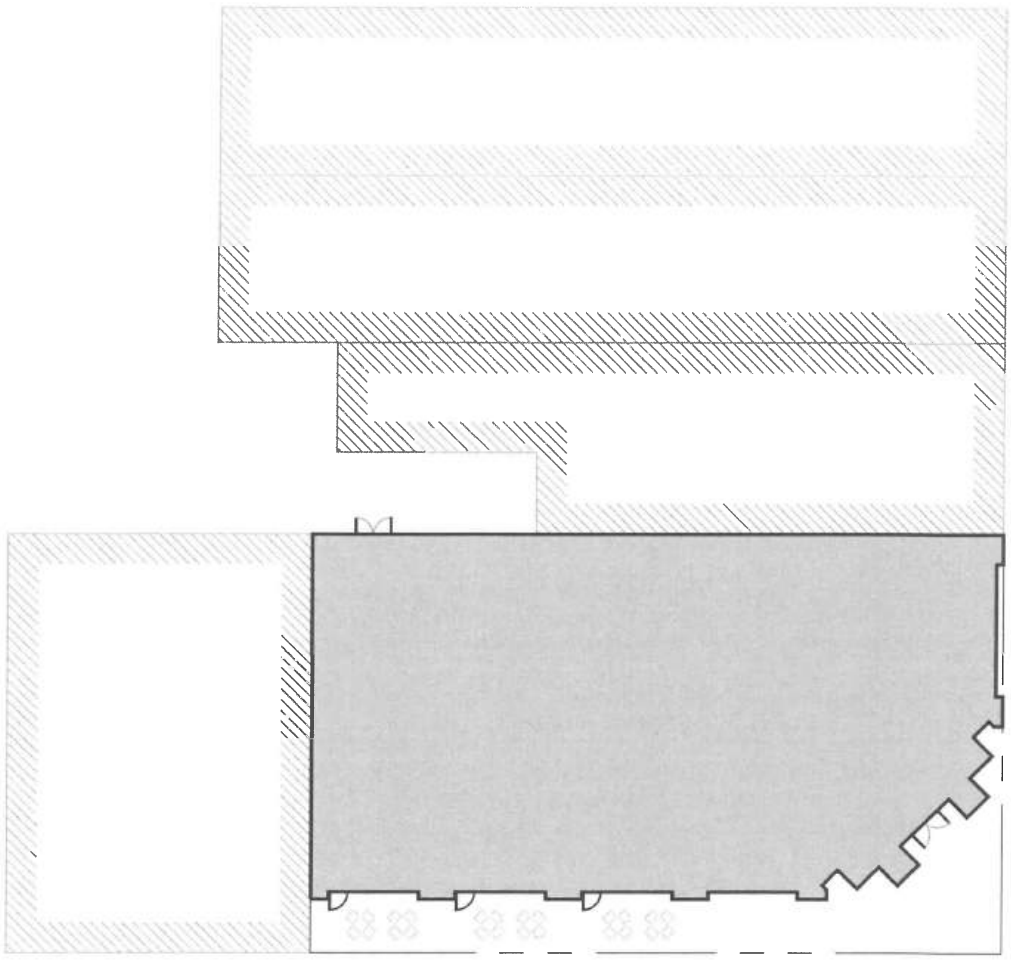


Third Floor-Professional Office Spaces [20]



Fourth Floor-CommonWealth Headquarters & Wellness Center





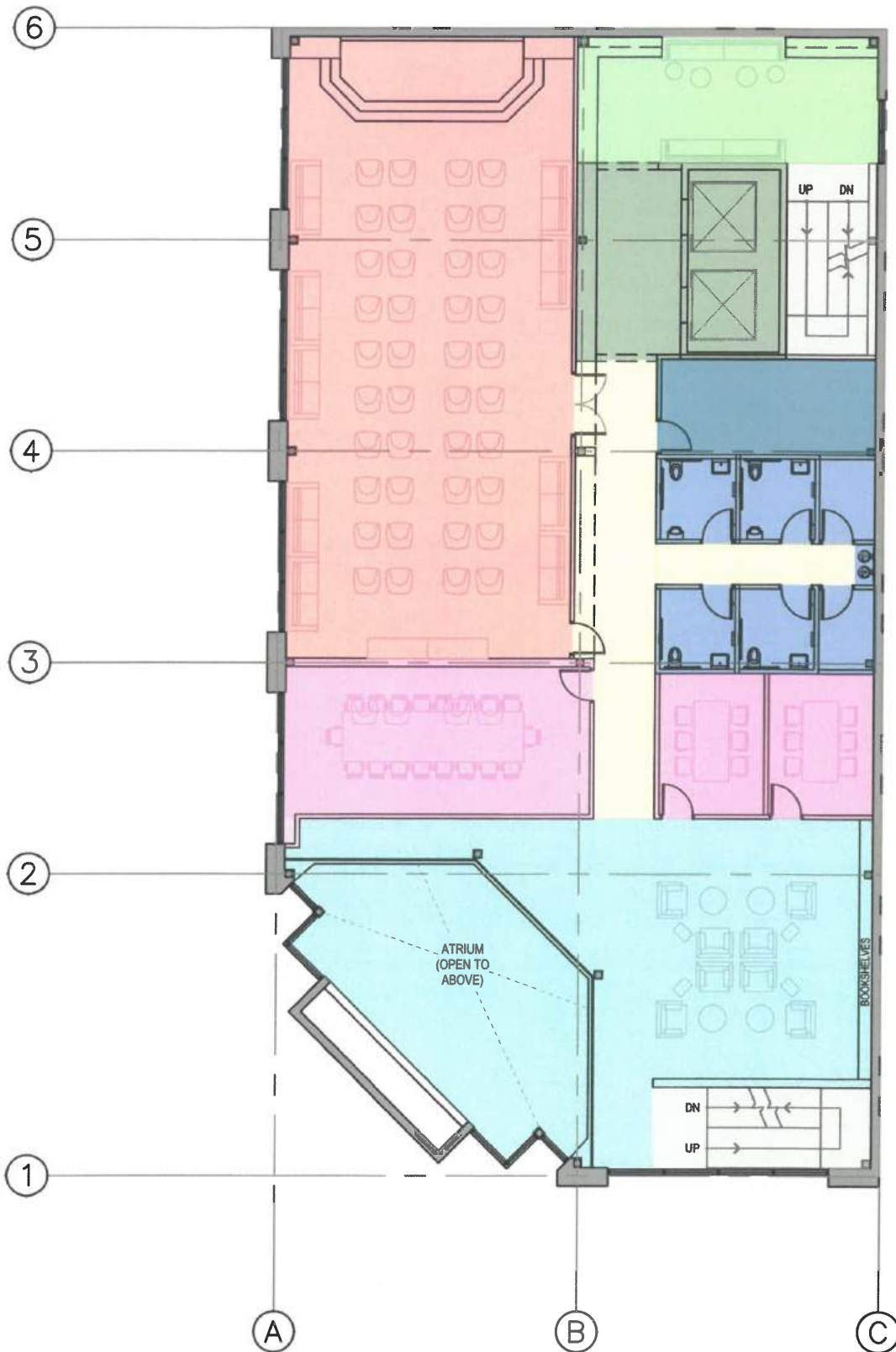
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MICHIGAN AVE





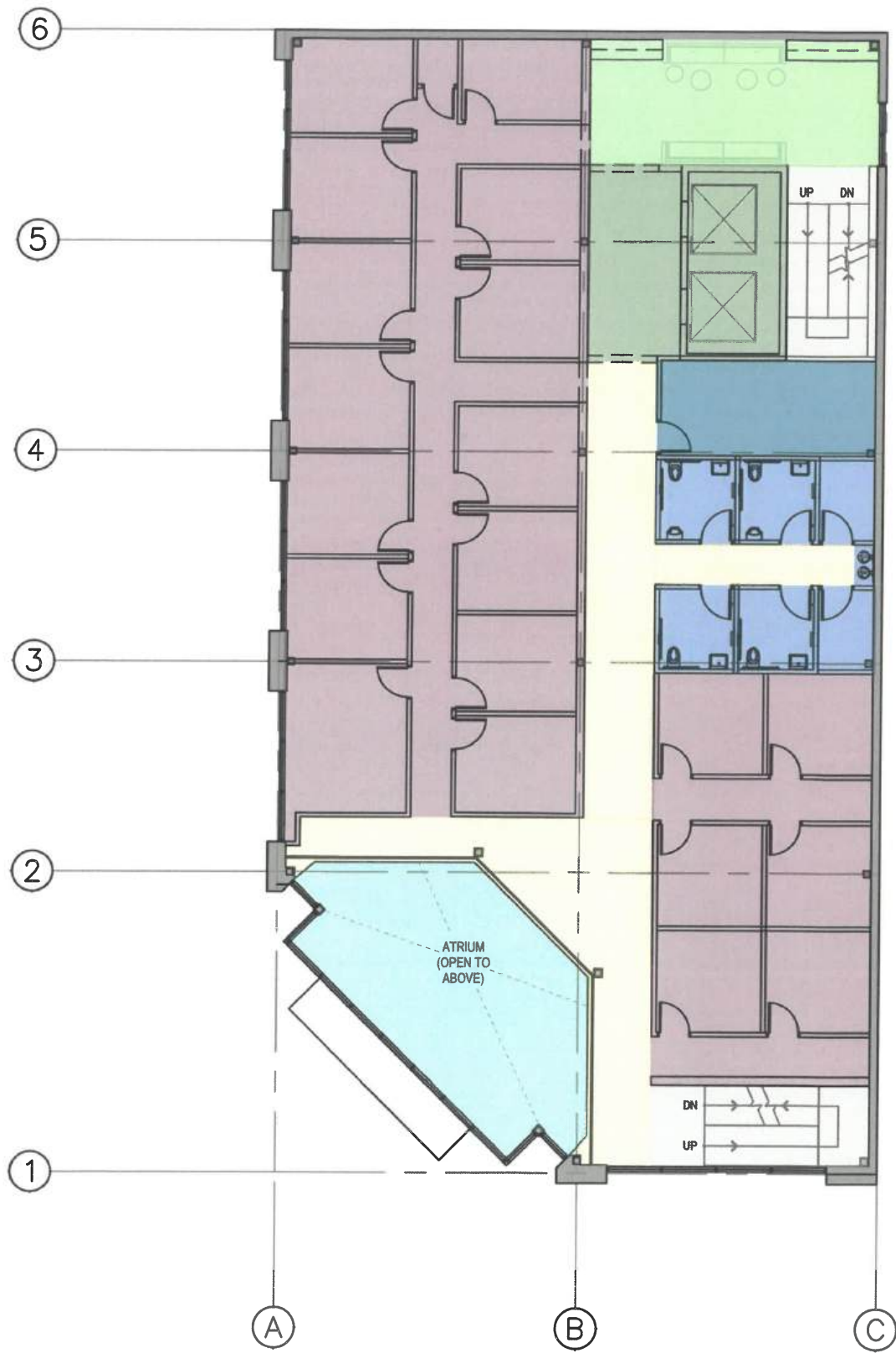
FLOOR PLAN - LEVEL 1



LEGEND

[Green Box]	ELEVATOR/ ELEVATOR LOBBY
[White Box]	STAIR
[Dark Blue Box]	EQUIPMENT ROOM/ ELECTRICAL ROOM
[Light Blue Box]	RESTROOMS/ JANITOR'S CLOSET/ BUILDING SUPPORT
[Yellow Box]	HALLWAY/ CIRCULATION
[Cyan Box]	LOBBY/ LOUNGE SEATING ATRIUM
[Orange Box]	COFFEE/ BAR
[Light Orange Box]	COFFEE/ BAR OUTDOOR SEATING
[Light Green Box]	BREAK AREA
[Dark Green Box]	KITCHEN
[Red Box]	TRAINING ROOM
[Pink Box]	CONFERENCE ROOM
[Grey Box]	OFFICE/ OPEN OFFICE
[Blue Box]	FITNESS CENTER
[Light Blue Box]	ROOF TERRACE

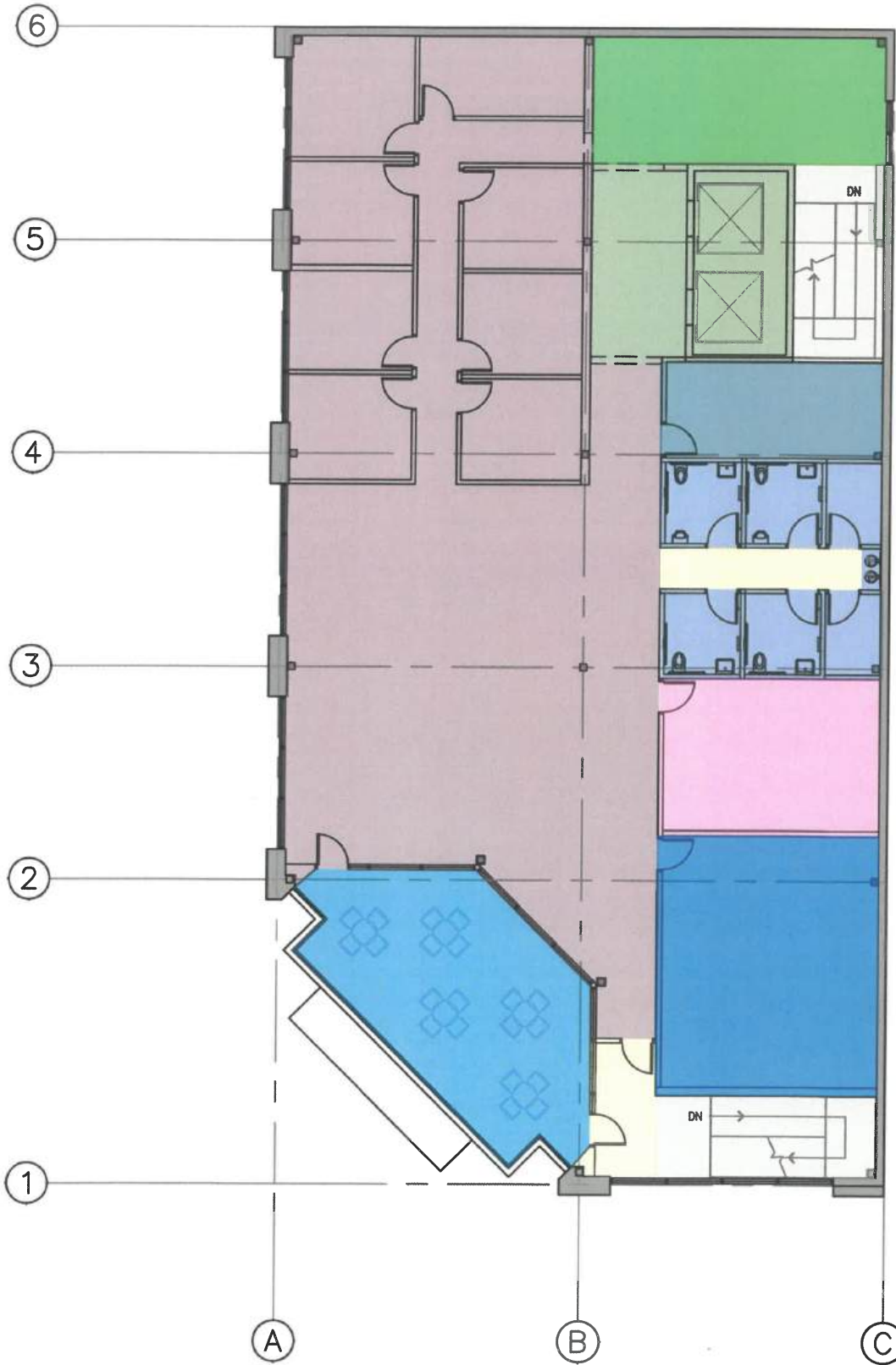
FLOOR PLAN - LEVEL 2



LEGEND

[Green Box]	ELEVATOR/ ELEVATOR LOBBY
[White Box]	STAIR
[Blue Box]	EQUIPMENT ROOM/ ELECTRICAL ROOM
[Light Blue Box]	RESTROOMS/ JANITOR'S CLOSET/ BUILDING SUPPORT
[Yellow Box]	HALLWAY/ CIRCULATION
[Cyan Box]	LOBBY/ LOUNGE SEATING ATRIUM
[Orange Box]	COFFEE/ BAR
[Light Orange Box]	COFFEE/ BAR OUTDOOR SEATING
[Light Green Box]	BREAK AREA
[Dark Green Box]	KITCHEN
[Pink Box]	TRAINING ROOM
[Light Pink Box]	CONFERENCE ROOM
[Purple Box]	OFFICE/ OPEN OFFICE
[Dark Blue Box]	FITNESS CENTER
[Light Blue Box]	ROOF TERRACE

FLOOR PLAN - LEVEL 3



LEGEND	
	ELEVATOR/ ELEVATOR LOBBY
	STAIR
	EQUIPMENT ROOM/ ELECTRICAL ROOM
	RESTROOMS/ JANITOR'S CLOSET/ BUILDING SUPPORT
	HALLWAY/ CIRCULATION
	LOBBY/ LOUNGE SEATING ATRIUM
	COFFEE/ BAR
	COFFEE/ BAR OUTDOOR SEATING
	BREAK AREA
	KITCHEN
	TRAINING ROOM
	CONFERENCE ROOM
	OFFICE/ OPEN OFFICE
	FITNESS CENTER
	ROOF TERRACE

FLOOR PLAN - LEVEL 4



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect is Requested

REQUEST: Award of contract for Hotel Market Analysis to JLL Valuation & Advisory Services.

DEPARTMENT: Economic Development, In Conjunction with Purchasing

BRIEF DESCRIPTION: The City of Dearborn intends to be a proactive partner in the cultivation of a vibrant Midtown Dearborn district through catalyzing and supporting investment into the revitalization of the Fairlane Mall area and its surrounding properties. To that end, the Economic Development Department respectfully requests authorization to award a contract for a Hotel Market Analysis that will help determine the viability of reactivating the former Hyatt Regency hotel at 700 Town Center Drive as a high-end hotel and convention center. The Economic Development Department further secured a commitment from Visit Detroit to fund \$10K toward the analysis and requests Council's authorization for the receipt and allocation of the grant toward the analysis.

PRIOR COUNCIL ACTION: N/A

BACKGROUND: The former Hyatt Regency at 700 Town Center has struggled since the Hyatt name came off the building. Recent attempts to redevelop the property into residential or other uses have stalled due to intense costs and the deteriorating conditions of the building. Separately, Dearborn and the Detroit region have experienced a surge of development and interest in drawing major national events and conferences, such as the 2024 NFL Draft and others, to our region. Entities such as the Detroit Regional Chamber, Michigan Economic Development Corporation, and others, have identified a significant need for more high-quality hotel rooms and convention space in our region, including in Dearborn. Hyatt has also expressed interest in a return to Dearborn if the capital investments necessary can be made to their former location.

The proposed hotel market analysis will provide credible data around the demand for hotel and convention space, as well as realistic costs for either renovation or demolition and new construction, and projections for long-term revenue and maintenance. Collectively, this information will enable sound decision-making and planning for what this property can become and how to get there, versus repeated trial and error by out-of-town developers.

FISCAL IMPACT: Project total \$34,000 \$24,000 (Analysis cost is \$34K, to be partly funded by a \$10K grant)

COMMUNITY IMPACT: By working with credible industry experts who are trusted by the high-quality hotel/resort and convention builders and operators we hope to attract, this study will provide certainty as to whether the former Dearborn Hyatt Regency can be revived as a major regional destination and how it can be done. The transformation of this property would be a significant boost to our community and the realization of a true Midtown Dearborn district.

IMPLEMENTATION TIMELINE: Once awarded the survey should be completed within 30 days.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

COMPLIANCE/PERFORMANCE METRICS: The Economic Development Department will monitor the completion of this contract

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Award of Contract for Hotel Market Analysis
DATE: October 8, 2024

Budget Information

Project:	B25000 – Hotel Market Analysis
Total Approved Budget:	\$24,000
Available Budget Amount:	\$24,000
Requested Amount:	\$24,000 + \$10,000 (Grant from Visit Detroit)
Funding Source:	General Capital Improvement Fund, Economic Development, Professional Services
Supplemental Budget:	\$10,000 Grant from <i>Visit Detroit</i>

Summary of Request

Purchasing, on behalf of the Economic Development Department, recommends the award of a contract for a Hotel Market Analysis to JLL Valuation & Advisory Services, at a one-time purchase cost of \$34,000. The resulting contract shall not be binding until fully executed.

Furthermore, *Visit Detroit* has pledged \$10,000 towards this expense via a local grant. Thus, it is respectfully requested that the Finance Director be authorized to recognize and appropriate the grant in the General Capital Improvement Fund in Project B25000 – Hotel Market Analysis to offset for the JLL Valuation & Advisory Services contract for the Hotel Market Analysis expense. Immediate effect is requested.

Background and Justification

The former Hyatt Regency at 700 Town Center has struggled since the Hyatt name came off the building. Recent attempts to redevelop the property into residential or other uses have stalled due to intense costs and the deteriorating conditions of the building. Separately, Dearborn and the Detroit region have experienced a surge of development and interest in drawing major national events and conferences, such as the 2024 NFL Draft and others, to our region. Entities such as the Detroit Regional Chamber, Michigan Economic Development Corporation, and others, have identified a significant need for more high-quality hotel rooms and convention space in our region, including in Dearborn. Hyatt has also expressed interest in a return to Dearborn if the capital investments necessary can be made to their former location.

The proposed hotel market analysis will provide credible data around the demand for hotel and convention space, as well as realistic costs for either renovation or demolition and new construction,



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

and projections for long-term revenue and maintenance. Collectively, this information will enable sound decision-making and planning for what this property can become and how to get there, versus repeated trial and error by out-of-town developers.

The City of Dearborn intends to conduct this study and utilize it as a rallying tool to organize private investment around the property, as well as the Midtown area as a whole, to accelerate the process from visioning to reality and spur the transformation of this area along. This study would complement well the greater Midtown visioning already under way through the Economic Development Department.

JLL clearly demonstrates not only competence, but relevant experience at the scale and level of sophistication required for the desired redevelopment goals for the hotel property. JLL has worked with Visit Detroit and on major hotel and convention space development projects in and surrounding Detroit, such as Huntington Place, as well as with the hotel brands that would be among the desired potential operators, and in projects throughout the country. Further, they commit to the 30 day delivery timeline, and their only exceptions appear nominal in nature and do not appear to affect the quality of the work product or our ability to use it exactly as we wish.

Procurement Process

Purchasing solicited bids with process details as follows:

Process: Invitation to Bid
 Issue Date: August 9, 2024
 Deadline Date: September 4, 2024
 Vendors Solicited: 1,067
 Solicitations Obtained: 56
 Bids Received: 4

The bids were evaluated with the assistance of key staff from the Fire Department and are shown in the following bid summary:

BIDDER	TOTAL BID
CBRE*	\$30,000
JLL Valuation*	\$34,000
Pellchet Production**	\$34,000
REVPAR Int.*	\$47,300

* Exceptions to the Solicitation.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

**References do not meet expectations of this Solicitation.

Due to the multiple exceptions requested by CBRE the requesting department decided to proceed with the next lowest and most responsive bid from JLL Valuation & Advisory Services.

The procurement process was in accordance with the Procurement Ordinance and all internal policies and procedures. The Purchasing Division requests approval to proceed with the procurement.

Prepared By:

DocuSigned by:
Mark Rozinsky
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Mark Rozinsky, Purchasing Manager

Department Approval:

Signed by:
Jordan Twardy
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Jordan Twardy, Economic Development Director

Budget Approval:

DocuSigned by:
Michael Kennedy
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Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

DocuSigned by:
Jeremy Romer
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Jeremy J. Romer, Corporation Counsel



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Award a contract for NEPA Review, Design, Engineering, & Community Engagement on the Warren Avenue Transformation project.

DEPARTMENT: Economic Development, in conjunction with Purchasing

BRIEF DESCRIPTION: Approve a contract to OHM Advisors. for the Design & Engineering on the Warren Avenue Transformation project, in an amount not to exceed \$1,991,313, which shall be charged to the General Capital Improvement Fund, Project A28024.

The contract includes, generally, all work related to the development of preliminary designs and bid documents for the project, National Environmental Protection Act (NEPA) Review and other federal compliance requirements, and community engagement for the project.

PRIOR COUNCIL ACTION: In September 2024, City Council authorized the acceptance of the \$24.8M federal grant for this project and further authorized the Finance Department to perform funding allocation as needed to the appropriate accounts.

BACKGROUND: The NEPA review, design, engineering, community engagement, and bidding document work are necessary tasks in order to realize the vision of a transformed Warren Avenue in keeping with the requirements and project scope for the \$24.8M federal grant received by the City of Dearborn for this purpose. A project page will be set up online to ensure the community has access to relevant information and opportunities to engage with the project.

FISCAL IMPACT:

Not-to-exceed- \$1,991,313.

COMMUNITY IMPACT:

This critical project phase will engage the Dearborn community, especially those connected to the Warren corridor, in the development of designs and construction bid documents that will constitute the overall transformative plan for the Warren Avenue streetscape. It will also ensure that the designs are compliant with all applicable requirements. This step will enable us to proceed with construction bidding and implementation, as well as business support during construction.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

IMPLEMENTATION TIMELINE:

The project will start after Council approval and contract execution. It will take a maximum of 510 days to complete (approx. April/May 2025). Our goal is to begin construction in 2026 if feasible.

COMPLIANCE/PERFORMANCE METRICS:

Contract will be monitored by Economic Development for adherence to, and completion of, agreed upon deliverables to the satisfaction of the City.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: City Administration

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Award a contract for NEPA Review, Design, Engineering, & Community Engagement on the Warren Avenue Transformation project.

DATE: October 1, 2024

Budget Information

Project:	A28024 Warren Avenue Transformation
Total Approved Project Budget:	\$31,831,045 (USDOT Grant + City Match)
Available Project Budget:	\$31,831,045
Requested Amount:	Not-to-exceed \$1,991,313.00
Funding Source:	General Capital Improvement, Capital Project Support
Supplemental Budget:	N/A

Summary of Request

The Evaluation Team, on behalf of the Economic Development Department, recommends the award of a contract to OHM Advisors. for Design & Engineering Services for the Warren Avenue Transformation project, which shall be charged to the General Capital Improvement Fund, project A28024. The contract shall be valid for a one-time purchase.

It is respectfully requested that Council authorize the award. The resulting contract shall not be binding until fully executed.

Background and Justification

The NEPA review, design, engineering, community engagement, and bidding document work are necessary tasks in order to realize the vision of a transformed Warren Avenue in keeping with the requirements and project scope for the \$24.8M federal grant received by the City of Dearborn for this purpose. A project page will be set up online to ensure the community has access to relevant information and opportunities to engage with the project.

This contract will provide the City with the resources and expertise needed to develop the highest standard of quality plans, ensure proactive and consistent communication with the community, and ensure the effectiveness, regulatory compliance, and sustainability of the proposed plans to ensure a long-term benefit to the Warren Avenue corridor and Dearborn as a whole.

Procurement Process

Purchasing solicited proposals with process details as follows:
 Process: Request for Proposal (RFP)



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Issue Date: April 16, 2024
 Deadline Date: May 22, 2024
 Vendors Solicited: 136
 Solicitations Obtained: 91
 Proposals Received: 4

Evaluation Results

The proposal was evaluated in depth by the evaluation team. The evaluation criteria included: Experience & Qualifications, Capacity to Provide Full Scope, and Cost. The results are as follows:

Respondent	Total Points
OHM Advisors	83
Spalding DeDecker	77
Smith Group	70
Baker & Associates	63

OHM Advisors was found to have submitted the most responsive and responsible proposal. The procurement process was in accordance with the Procurement Ordinance and all internal policies and procedures. The Purchasing Division requests approval to proceed with the procurement.

Voting Members of the Evaluation Team:

DocuSigned by:

Soud El-Jamaly

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Soud El-Jamaly, City Engineer

DocuSigned by:

Angela Fortino

D3A08B0218DB4E9...

Angela Fortino, Deputy Director of Economic Development

Signed by:

Brendan Donahue

E631E31686114D0...

Brendan Donahue, Senior Building Inspector

Signed by:

Jordan Twardy

1C7ADC7466A843C...

Jordan Twardy, Director of Economic Development

Resources to the Evaluation Team:

DocuSigned by:

Mark Rozinsky

D17FF0C142E34C3...

Mark Rozinsky, Purchasing Manager

Signed by:

Megan Davis

60F29CF6B6BD4ED...

Megan Davis, Accountant, Finance Department

DocuSigned by:

Corey Jarocki

3923DB0ED71E40A...

Corey Jarocki, Deputy Finance Director

Signed by:

Mohamed Qasim

B402B0F395A24BD...

Mohamed Qasim, Business District Liaison

Budget Approval:

DocuSigned by:

Michael Kennedy

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Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

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Jeremy Romer, Corporation Counsel



EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST:

The Dearborn Fire Department is requesting acceptance of a recently awarded State of Michigan Department of Labor and Economic Opportunity (LEO) Grant for the purchase of new firefighter turnout gear. We are requesting the Finance Director to be authorized to recognize and appropriate revenue of \$497,000 in General Capital Improvement, Fire Department Project X02525. There is no local match with this grant. The Dearborn Fire Department is also requesting a purchase from Phoenix Safety Outfitters of \$546,980 for replacement of additional turnout gear sets, helmets and boots to keep the entire department on the current replacement schedule.

The Fire Department is requesting immediate effect on this request to ensure compliance with grant timelines.

DEPARTMENT:

Fire Department, in conjunction with Purchasing

BRIEF DESCRIPTION:

The Dearborn Fire Department was recently awarded a State of Michigan Department of Labor and Economic Opportunity (LEO) in the total amount of \$497,000. There is no local match associated with this grant, however the Fire Department is requesting Council to authorize an additional \$50,000 from the general fund, fire department accounts to purchase additional turnout gear, helmets and boots as needed to keep all members on the same PPE replacement cycle. This funding will be utilized to purchase turnout gear that is worn by firefighters during fire suppression and rescue operations. The total cost of the purchase is \$546,980.

PRIOR COUNCIL ACTION:

2-89-23 approved 151 sets of firefighting turnout coats and pants.
5-231-17 – replacement of 15 sets of turnout gear and 70 in 2018

BACKGROUND

The Dearborn Fire Department recently applied for a State of Michigan Department of Labor and Economic Opportunity (LEO) grant for firefighter turnout gear. The Dearborn Fire Department was ultimately awarded \$497,000 for this project. There is no local match with this grant, however the Fire Department requesting the Council to an additional \$50,000 from the general fund, fire department accounts to purchase additional turnout gear, helmets and boots as needed to keep all members on the same PPE replacement cycle. This funding will be utilized to purchase turnout gear that is worn by firefighters during fire suppression and rescue operations.

FISCAL IMPACT:



EXECUTIVE SUMMARY AND MEMORANDUM

Positive impact as the City is saving almost \$500,000 in costs for replacement turnout gear utilized to protect firefighters.

151 Fire Coats & Pants and 48 Fire Boots – Total Cost \$546,980.

COMMUNITY IMPACT:

Turnout gear will be worn by firefighters when they are fighting fires or responding to other hazardous emergencies. Turnout gear protects firefighters which allows them to provide the most effective services to our citizens.

IMPLEMENTATION TIMELINE:

The period of performance of this grant is three years.

COMPLIANCE/PERFORMANCE METRICS:

The Fire Department will monitor the event and ensure compliance the terms and conditions of this grant and receipt of material.



EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Fire Chief Joseph Murray

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Acceptance of State of Michigan Dept of Labor and Economic Opportunity Turnout Gear Grant.

DATE September 23, 2024

Budget Information

Projects: X02525
Total Approved Project Budget: \$0
Available Project Budget: \$0
Requested Amount: \$497,000.00
Funding Source: General Capital Improvement, Fire, Operating Supplies, Equipment-Non Capital
Supplemental Budget: N/A

Budget Information

Adopted Budget: \$70,000
Amended Budget: \$120,000
Requested Budget: \$50,000
Funding Source: General Fund, Fire, Operating Supplies, Uniforms & Clothing
Supplemental Budget: N/A

Summary of Request

The Dearborn Fire Department is requesting acceptance of a recently awarded State of Michigan Department of Labor and Economic Opportunity (LEO) Grant for the purchase of new firefighter turnout gear. We are requesting the Finance Director to be authorized to recognize and appropriate revenue of \$497,000 in General Capital Improvement, Fire Department Project X02525. There is no local match with this grant. The Dearborn Fire Department is also requesting a purchase from Phoenix Safety Outfitters of \$50,000 for replacement of additional turnout gear sets, helmets and boots to keep the entire department on the current replacement schedule.



EXECUTIVE SUMMARY AND MEMORANDUM

Purchasing, on behalf of the Fire Department, recommends the Sole Source purchase of Firefighting Gear by LION from Phoenix Outfitters. Phoenix Outfitters is the sole distributor in Michigan for LION Vforce structural firefighting gear. The cost of firefighting gear totals \$546,980 for 151 firefighters. It is respectfully requested that Council authorize the purchase of the firefighting gear to Phoenix Outfitters. Immediate effect is requested, as the lead time for this purchase is approximately five months.

The Fire Department is requesting immediate effect on this request to ensure compliance with grant timelines.

Background and Justification

The Dearborn Fire Department recently applied for a State of Michigan Department of Labor and Economic Opportunity (LEO) grant for firefighter turnout gear. The Dearborn Fire Department was ultimately awarded \$497,000 for this project. There is no local match with this grant, however the Fire Department requesting the Council to an additional \$50,000 from the general fund, fire department accounts to purchase additional turnout gear, helmets and boots as needed to keep all members on the same PPE replacement cycle. This funding will be utilized to purchase turnout gear that is worn by firefighters during fire suppression and rescue operations.

Procurement Process

The procurement process was in accordance with the Procurement Ordinance Section 2-568 (6b.) Sole Source Procurement, and all internal policies and procedures. The Purchasing Division requests approval to proceed with the procurement.

Signature Page

DocuSigned by:

Joseph Murray

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Joseph Murray
Fire Chief

DocuSigned by:

Jeremy Romer

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Jeremy Romer
Corporation Counsel

DocuSigned by:

Michael Kennedy

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Michael Kennedy
Finance Director

DEPARTMENT OF LAW



TO: CITY COUNCIL
FROM: JEREMY J. ROMER, CHIEF LABOR NEGOTIATOR
VIA: ABDULLAH H. HAMMOUD, MAYOR
SUBJECT: TENTATIVE AGREEMENT BETWEEN IATSE LOCAL 38 AND CITY OF DEARBORN
DATE: OCTOBER 10, 2024

Attached for your consideration is the Tentative Agreement (“TA”) between the City of Dearborn, hereinafter City, and IATSE Local 38, hereinafter Union. The TA will be voted on by the Union and is anticipated to be ratified before October 22, 2024. The below summary does not reflect the initial positions of the parties or all of the proposals made, modified, or withdrawn during the negotiation process.

- 1) **Duration:** July 1, 2024 through June 30, 2028.
- 2) **Holidays (Article XVII):** Juneteenth has been added as a recognized contractual holiday¹.
- 3) **Minimum Reporting Time (Article XIX):** The minimum credit of work hours has been increased from two to four should an employee be called back to work after working a scheduled work day or called to work on a nonscheduled workday.
- 4) **Wages for Extra Employees (Article XXIV):** The hourly rates associated with the separate agreement for “extra employees” supplied by IATSE Local 38 on an as-needed basis will increase by the following: July 1, 2024: 6.0%; July 1, 2025: 5.0%; July 1, 2026: 4.0%; and July 1, 2027: 4%.
- 5) **Classifications and Rates of Compensation (Article XVI):** Implementation of a new wage scale effective the first-full pay period after July 1, 2024. *See* Attachment A of the TA.

Immediate effect is requested.

Respectfully submitted,

Jeremy J. Romer

JEREMY J. ROMER
Chief Labor Negotiator

¹ Employees in this bargaining unit only receive holiday pay if they are required to work on the contractual holiday.

Attachments: IATSE Local 38 TA-2024
IATSE Resolution

TENTATIVE AGREEMENT
between
THE CITY OF DEARBORN
to the
IATSE LOCAL 38

The City of Dearborn (“City”) and IATSE Local 38 (“Union”) tentatively agree, subject to ratification by both parties, to a new contract for the term beginning July 1, 2024 through June 30, 2028, consisting of all terms and provisions of the prior contract, except for the modifications set forth below:

1. Article XVI (Classification and Rates of Compensation): Attachment A.

16.1: ~~Effective upon ratification:~~

<u>Position Title</u>	<u>Hourly Rate</u>
TECHNICIAN	\$20.00
STAGE MANAGER	\$16.00
STAGE HAND	\$15.00

~~Effective the first full pay period following July 1, 2023:~~

<u>Position Title</u>	<u>Hourly Rate</u>
TECHNICIAN	\$21.00
STAGE MANAGER	\$17.00
STAGE HAND	\$16.00

- a. Wages retroactive to July 1, 2024.
- b. Revise all current employee review dates to July 1, 2024.
- c. 6%, 5%, 4%, and 4% rate increase under the “extras” Agreement.

2. Article XVII (Holidays):

17.1: Employees who are required to work on the following contractual holidays shall be paid at the rate of One Hundred Fifty Percent (150%) of the base straight time hourly rate for all hours worked on the holiday:

- New Year’s Day (January 1)
- Martin Luther King’s Birthday (Observed)
- President’s Day/Washington’s Birthday (Observed)
- Good Friday (Observed)
- Memorial Day (Observed)
- Fourth of July (July 4)
- Labor Day (Observed)
- Veterans’ Day (Observed)
- Thanksgiving Day (Observed)

TENTATIVE AGREEMENT
between
THE CITY OF DEARBORN
to the
IATSE LOCAL 38

Day after Thanksgiving (Observed)
Day before Christmas (December 24)
Christmas Day (December 25)
Day before New Year's (December 31)
Eid al-Fitr (refer to City of Dearborn Calendar)
Eid al-Adha (refer to City of Dearborn Calendar)
Juneteenth, June 19.

3. Article XIX (Minimum Reporting Time):

- 19.1: If an employee reports for work on a scheduled work day or is called to work on a nonscheduled work day, or is called back to work after working a scheduled work day, then the minimum credit of work hours shall be ~~two (2)~~ **four (4)** hours.

4. Article XXIII (Miscellaneous):

23.1-23.12: Status Quo.

23.13: The City will make best efforts to provide menstrual products at no cost to the employee as well as an appropriate container for the disposal of menstrual products.

23.14: The City will make best efforts to notify the Union's Chief Steward of job openings within the bargaining unit at least five (5) business days before the job opening is posted. Failure to provide said notice shall not void the new hire or require the Employer to restart the hiring process.

Applications for Technician positions shall be restricted to stagehands and stage managers from an IATSE bargaining unit with at least six months work experience prior to the last date for filling applications. In the event that there are insufficient qualified applicants with this criterion, then the city may waive this requirement.

5. Add a Step-Up Pay Provision:

Should an employee work an entire scheduled work shift at a higher job classification, then they shall be paid at the higher rate for the shift. This does not apply to training either with a manager present or shadowing.

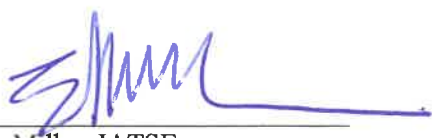
6. Attachment A-Job Classification:

Workshop technician job responsibilities shall be added to the Technician job specification.

7. Housekeeping Items: Update pension administrator in IATSE contract.

TENTATIVE AGREEMENT
between
THE CITY OF DEARBORN
to the
IATSE LOCAL 38

FOR THE UNION:
IATSE Local 38
MICHIGAN



Joe Miller, IATSE
Date:

10-10-2024

Date:

Date:

Date:

FOR THE CITY:
CITY OF DEARBORN, A
MUNICIPAL CORPORATION



Sean Fletcher, Director of Recreation
Date: 10/10/2024



Jeremy J. Romer, Chief Labor Neg.
Date: 10/10/2024

Prop Grade	Position Prop Class Title	1	2	3	4	5	6	7	8	9	10	11
105	STAGEHAND	\$17.12	\$17.71	\$18.32	\$18.96	\$19.61	\$20.28	\$20.98	\$21.70	\$22.45	\$23.23	\$24.03
106	STAGE MANAGER	\$17.98	\$18.60	\$19.24	\$19.90	\$20.59	\$21.30	\$22.03	\$22.79	\$23.57	\$24.39	\$25.23
107	TECHNICIAN	\$21.62	\$22.36	\$23.13	\$23.93	\$24.75	\$25.61	\$26.49	\$27.39	\$28.32	\$29.28	\$30.28

RESOLUTION

WHEREAS: It is recommended that this City Council adopt the Collective Tentative Agreement between the City of Dearborn and the IATSE Local 38 effective July 1, 2024 through June 30, 2028; be it further

RESOLVED: That this Council does hereby adopt the Tentative Agreement between the City of Dearborn and the IATSE Local 38 effective July 1, 2024 through June 30, 2028; be it further

RESOLVED: That this resolution be given immediate effect.



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Amendments to the City's abatement ordinances in Chapter 13 of the Code of Ordinances, Secs. 13-5 and 13-5.1

DEPARTMENT: Law and Economic Development

BRIEF DESCRIPTION: Abatement of nuisances in the City are regulated by Ord. Secs. 13-5 (regular abatements) and 13-5.1 (immediate abatements).

Currently, inspectors must re-inspect the nuisance property to verify whether the owner/occupant has abated the violation before the city abates. This re-inspection is often delayed due to the limited number of inspectors and high number of nuisances that must be abated, and often results in abatement contractors going to properties that have subsequently corrected the violation.

The proposed amendments do the following:

- 1) Reduce the max time an owner/occupant has to abate a violation from 10-days to 5-days.
- 2) Require the owner/occupant to contact the City within the time-period and notify whether the violation has been abated.
- 3) If the city acts to abate the violation, a service fee of 50% of the cost of abatement will be charged if the violation was abated by the owner/occupant, but the owner/occupant fails to notify the city of such abatement within the allowed time period.

PRIOR COUNCIL ACTION: Sec. 13-5 was previously amended by Council in 2018 (See Ord. No. 18-1619), and Sec. 13-5.1 was previously amended in 2022 (See Ord. No. 22-1768).

BACKGROUND: The amendments are being proposed to address the difficulty in re-inspection nuisance violations due to the limited number of inspectors and number of nuisance violations.

The service fee is being proposed to fill the fee collection gap caused by abatement contractors going to properties that were issued NOV's but have corrected the violation outside the time allowed by ordinance and before the contractor arrives. This has contributed to a low number of bids on the abatement contract since the contractor must absorb the costs associated with traveling to nuisance properties, such as employees, equipment, and fuel.

FISCAL IMPACT: Increase in recovery of costs associated with traveling to nuisance properties that have subsequently abated the property outside the time period allowed by ordinance.

COMMUNITY IMPACT: Increased compliance with nuisance abatement.

IMPLEMENTATION TIMELINE: This is an ordinance amendment that requires two readings.

COMPLIANCE/PERFORMANCE METRICS:

**LAW****EXECUTIVE SUMMARY AND MEMORANDUM**

TO: City Council

FROM: Corporation Counsel and Economic Development

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Amendments to the City's abatement ordinances in Chapter 13 of the Code of Ordinances, Secs. 13-5 and 13-5.1

DATE: October 7, 2024

I. BACKGROUND

Under the existing ordinances, owners/occupants that receive a notice of violation (NOV) have a limited period of time to abate the violation: 3-10 days for regular abatements under Sec. 13-5, and 24 hours to 10 days for immediate abatements under Sec. 13-5.1. After posting an NOV, inspectors must reinspect the property after the last day of notice to verify whether the nuisance has been abated by the owner/occupant, and if the City needs to abate the property (with either city staff or an outside contractor).

This reinspection is often delayed due to the limited number of inspectors and high number of nuisances that must be abated, and often results in abatement contractors going to properties where a violation has been corrected. This has resulted in increased costs for abatement contractors, since cost recovery under the ordinance is currently limited to situations where the City has abated the violation

II. PROPOSED AMENDMENTS

The proposed amendments do the following:

- 1) Reduce the max time an owner/occupant has to abate a violation from 10-days to 5-days.
- 2) Require the owner/occupant to contact the City within the time-period and notify whether the violation has been abated, which removes the need to reinspect the property and eases the strain on city resources.
- 3) If the city acts to abate the violation, a service fee of 50% of the cost of abatement will be charged if the violation was abated by the owner/occupant but they fail to notify the city of such abatement within the allowed time period.

A copy of the proposed amended ordinance is attached for review.



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

Respectfully submitted,

DocuSigned by:

Bradley Mendelsohn

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BRADLEY J. MENDELSON
Deputy Corporation Counsel

APPROVAL/CONCURRENCE:

DocuSigned by:

Jeremy Romer

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JEREMY J. ROMER
Corporation Counsel

Signed by:

Jordan Twardy

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JORDAN TWARDY
Director, Economic Development

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND CHAPTER 13, ARTICLE I,
SECTIONS 13-5 AND 13-5.1 OF THE CODE OF ORDINANCES
OF THE CITY OF DEARBORN, ENTITLED "NOTICE TO ABATE"
(SEC. 13-5) AND "IMMEDIATE ABATEMENT" (SEC. 13-5.1)**

THE CITY OF DEARBORN ORDAINS TO:

Amend Chapter 13, Article I, Sections 13-5 and 13-5.1 to read as follows:

Sec. 13-5. - Notice to abate.

Upon observing a violation of the provisions of this chapter, a notice to abate shall be issued to the property owner as shown on the records maintained by the department of assessment. The notice to abate shall be served by first class mail to the address shown on the assessor's records. Additionally, the notice to abate shall be posted in a conspicuous location upon the property at issue. Failure to receive such notice to abate shall not be a defense to any action by the city to abate the nuisance, collect abatement costs, collect administrative costs, or impose penalties authorized by this Code. The notice to abate shall inform the owner of the following:

- (1) The nature of the violation;
- (2) The time within which the violation must be abated, being not less than three days and no more than ~~ten~~ five days from the date of the notice to abate;
- (3) That the owner or occupant of the property on which the violation has occurred is responsible for contacting the city at the phone number listed on the notice if the violation has been abated within the time period allowed under this subsection. The property owner must contact the city no later than 5 p.m. on the date listed as the deadline the owner/occupant has to abate the violation.
 - a. Voice messages left after 5 p.m. on that date will not be considered timely.
 - b. If the date falls on a weekend or holiday when non-emergency city services are closed, the next normal business day shall be considered the deadline for purposes of owner/occupant abatement under this subsection.
 - c. Failure to contact the city as specified in this subsection will be considered a failure to timely abate the violation.
- (~~3~~ 4) That the city shall act to abate the violation if it is not abated by the owner;
- (~~4~~ 5) That the cost of abatement by the city, together with an amount of \$75.00 per invoice to cover administrative costs and contingent expenses, shall be charged against the owner or occupant and against the property itself; and

- a. If the city acts to abate the violation, a service fee of 50% of the cost of abatement shall be charged to the owner or occupant and against the property if the violation is abated but the owner or occupant fails to notify the city of such abatement pursuant to subsection (3), the purpose of which is to help defray costs associated with traveling to the property and abatement preparation.
 - b. a. That, due to the increased administrative costs associated with repeat offenders (e.g., increased monitoring of property), an additional fee of \$100.00 will be charged against the owner or occupant and against the property itself for the second and subsequent incidents in a calendar year.
 - (i) At the request of the owner or occupant, and upon good cause shown, the director of public works, or his designee, may waive the additional \$100.00 fee once in a calendar year.
- (5 6) That refusal to allow the city to abate an uncorrected violation shall be a civil infraction punishable by a civil fine of \$500, plus costs imposed by the court.
- a. The city may seek reimbursement from any person, partnership, corporation or association for mobilization costs of any contractor hired by the city to abate the nuisance when the contractor was unable to complete the abatement due to the actions of that person, partnership, corporation or association.

(Ord. No. 02-899, 5-21-02; Ord. No. 11-1338, 11-21-11; Ord. No. 18-1619, 7-17-18)

Sec. 13-5.1. - Immediate abatement.

- (a) Upon observing a violation of sections 13-2(2), 13-2(5), 13-2(21), 13-2(33) , 13-5.3, 16-5, and/or 16-6, a notice to abate shall be issued and posted in a conspicuous location upon the property at issue. Failure to receive such notice to abate shall not be a defense to any action by the city to abate the nuisance, collect abatement costs, collect administrative costs, or impose penalties authorized by this code. The notice to abate shall include the following:
 - (1) The nature of the violation;
 - (2) The time within which the violation must be abated ~~shall be no , being not~~ less than ~~one day 24 hours and no more than ten days~~ from the date of the notice to abate;
 - (3) ~~That the owner or occupant of the property on which the violation has occurred is responsible for contacting the city at the phone number listed on the notice if the violation has been abated within the time period allowed under this subsection. The property owner must contact the city no later than 5 p.m. on the date listed as the deadline the owner/occupant has to abate the violation.~~

- a. Voice messages left after 5 p.m. on that date will not be considered timely.
- b. If the date falls on a weekend or holiday when non-emergency city services are closed, the next normal business day shall be considered the deadline for purposes of owner/occupant abatement under this subsection.
- c. Failure to contact the city as specified in this subsection will be considered a failure to timely abate the violation.

~~(3 4)~~ That the city shall act to abate the violation if it is not abated by the owner;

~~(4 5)~~ That the cost of abatement by the city, together with an amount of \$150.00 per invoice to cover administrative costs and contingent expenses, shall be charged against the owner or occupant and against the property itself;

- a. If the city acts to abate the violation, a service fee of 50% of the cost of abatement shall be charged to the owner or occupant and against the property if the violation is abated by the owner or occupant, but the owner or occupant fails to notify the city of such abatement pursuant to subsection (a)(3), the purpose of which is to help defray costs associated with traveling to the property and abatement preparation.

~~(5 6)~~ That refusal to allow the city to abate an uncorrected violation shall be a civil infraction punishable by a civil fine of \$500, plus costs imposed by the court.

- a. The city may seek reimbursement from any person, partnership, corporation or association for mobilization costs of any contractor hired by the city to abate the nuisance when the contractor was unable to complete the abatement due to the actions of that person, partnership, corporation or association.
- (b) Upon observing the same violation a second time in a calendar year, a notice of violation shall be issued and the city shall act to abate the violation without further notice.
 - (c) Upon observing the same violation a third time in a calendar year, a notice of violation shall be issued and the city shall act to abate the violation without further notice. Additionally, the violation shall constitute a civil infraction punishable by a civil fine of \$250, plus costs imposed by the court.
 - (d) Upon observing the same violation a fourth and subsequent time in a calendar year, a notice of violation shall be issued and the city shall act to abate the violation without further notice. Additionally, the violation shall constitute a civil infraction punishable by a civil fine of \$500, plus costs imposed by the court.

(e) Due to the increased administrative costs associated with repeat offenders (e.g., increased monitoring of property), an additional fee of \$100.00 will be charged against the owner or occupant and against the property itself for the second and subsequent incidents in a calendar year.

(1) At the request of the owner or occupant, and upon good cause shown, the director of public works, director of residential services, or their designee, may waive the additional \$100.00 fee once in a calendar year.

(f) It shall be the duty of the director of residential services, the director of economic and community development or the director of public works to give general notice to the public of the requirements of this article by publishing a notice in the official newspaper during the month of March each year and continuously on the city's website. The notice shall indicate that a violation of section 13-2(2), 13-2(5), 13-2(21), 13-2(33), and/or 13-5.3 (each section stated in its entirety) will result in immediate abatement by the city with associated cost and fees being assessed against the property owner.

(Ord. No. 06-1074, 5-15-06; Ord. No. 12-1348, 2-7-12; Ord. No. 14-1428, 6-17-14; Ord. No. 15-1466, 6-23-15; Ord. No. 15-1497, 11-10-15; Ord. No. 18-1620, 7-17-18; Ord. 20-1679, 8-25-2020; Ord. No. 22-1768, 8-23-22)



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Approval to sell the vacant lot at 22190 Michigan Avenue (70' x 116') to Khalil Dabaja for Four Hundred Thousand Dollars (\$400,000.00). (Please see attached proposed Purchase Agreement.)

Immediate effect requested.

DEPARTMENT: Law, on behalf of Economic Development.

BRIEF DESCRIPTION: Approval is requested for the City to sell the vacant lot at 22190 Michigan Avenue to Khalil Dabaja for Four Hundred Thousand Dollars (\$400,000.00), for construction of the CommonWealth Business District development. (Please see attached redevelopment Proposal.)

PRIOR COUNCIL ACTION: N/A

BACKGROUND: Khalil Dabaja submitted the highest scoring proposal in response to the City's Request for Proposals for the redevelopment of 22190 Michigan Avenue. His attached Proposal details his intended construction of a four-story CommonWealth Business District development on the vacant lot. The development will include a library/lounge, auditorium, office space, wellness center, and rooftop terrace.

FISCAL IMPACT:

- City will receive revenue from the sale of the property.
- Property will be placed back on the tax roll.
- City will no longer be required to maintain the lot.

COMMUNITY IMPACT: Delivery of the proposed CommonWealth Business District development will add to the revitalization of the area.

IMPLEMENTATION TIMELINE:

- Closing within 90 days of Council approval of sale.
- Submission of site plan within 9 months of closing.
- Commencement of construction within one year of closing.
- Completion of construction within two years of closing.

COMPLIANCE/PERFORMANCE METRICS: Economic Development Department and Law Department will monitor compliance with conditions pertaining to the sale, including all deadlines.



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Corporation Counsel, on Behalf of Economic Development Department

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Sale of 22190 Michigan Avenue to Khalil Dabaja

DATE: October 2, 2024

Summary of Request

Khalil Dabaja submitted the highest scoring proposal in response to the City's Request for Proposals for the redevelopment of 22190 Michigan Avenue. His proposal details his intended construction of a four-story CommonWealth Business District development on the vacant lot. The development will include a library/lounge, auditorium, office space, wellness center, and rooftop terrace. (Please see attached Proposal.)

As such, the Law Department, on behalf of the Economic Development Department, recommends that the City sell to Khalil Dabaja for the sum of Four Hundred Thousand Dollars (\$400,000.00) the vacant lot located at 22190 Michigan Avenue, and more particularly described as follows, for construction of the CommonWealth Business District development:

W 70 FT OF S 116 FT OF LOT 9, DETROIT ARSENAL GROUNDS, CITY OF DEARBORN, WAYNE COUNTY, MICHIGAN, AS RECORDED IN LIBER 43, PAGE 93 OF PLATS, WAYNE COUNTY RECORDS.

Tax ID No: 82-09-221-08-004
 Commonly Known As: 22190 Michigan Avenue
 Lot Size: 70' x 116'

(Please see attached proposed Purchase Agreement.)

The sale shall be subject to the following conditions:

1. The Property is being sold to Purchaser for the express purpose of construction of the CommonWealth Business District development outlined in Purchaser's Response to the City's Request for Proposals for Redevelopment of 22190 Michigan Avenue, Control No. 152251A. Sale of the Property is contingent upon commencement of construction of the CommonWealth Business District development within one (1) year of closing, and completion of construction and acquisition of a Certificate of Occupancy for the development within two (2) years of closing. Failure to comply with either of these conditions within the designated time frames will result in the Property automatically reverting to the City of Dearborn.
2. Construction shall be deemed "commenced" when:
 - a. The plans have been approved by the Economic Development Department; and
 - b. Building permits have been issued; and
 - c. Excavation of the basement/foundation has begun.
3. Upon a showing of good cause, Dearborn City Council may grant one (1) extension of the construction commencement deadline of up to six (6) months. An extension request must be submitted in writing to the City of Dearborn Law Department no later than forty-five (45) days before the construction commencement deadline. A processing fee of Five Hundred Dollars (\$500.00) must accompany the request, along with documentation to support the request. If Dearborn City Council grants the extension request, the timeline for completion of construction shall also be extended accordingly, such that completion of construction shall occur within two years and six months of closing.
4. Purchaser must submit initial plans for the construction of the development to the City



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

- of Dearborn Economic Development Department within nine (9) months from the date of closing. One extension of time in which to submit initial plans for no greater than ninety (90) days may be approved. The extension request must be submitted in writing to the City of Dearborn Law Department at least thirty (30) days prior to the plan submittal deadline, explaining the reason for the extension request. A processing fee of Two Hundred Fifty Dollars (\$250.00) must accompany the request, along with documentation to support the request. If the Law Department denies the extension request, Purchaser may submit the extension request to City Council for reconsideration.
5. Purchaser shall complete construction before building permits expire.
 6. The building shall not be occupied until a Certificate of Occupancy has been approved.
 7. The constructed project must match the concept outlined in the CommonWealth Business District Proposal that was submitted by Purchaser in response to the City's Request for Proposals for Redevelopment of 22190 Michigan Avenue, Control No. 152251A. Any deviations must be approved by the City's Director of Economic Development in writing.
 8. Purchaser acknowledges that the Property is located in a Special Assessment District. Upon closing on the Property, Purchaser shall be responsible for any and all taxes and/or other assessments associated therewith.
 9. Property is being sold "AS IS" and "WHERE IS." Moreover, Purchaser acknowledges that some of the foundations and basement floors remain in place underground following the demolition of the former buildings on the site. Purchaser further acknowledges that downtown redevelopment may require leaving parts of the foundations along the road edges and adjacent to adjoining buildings intact to assure existing infrastructure is not undermined, and that new foundations will need to take these conditions into account.
 10. The Property sale shall occur via covenant deed. The deed will contain a restriction that requires commencement of construction of the CommonWealth Business District development within one (1) year of closing, and completion of construction and acquisition of a Certificate of Occupancy for the development within two (2) years of closing. Purchaser's failure to comply with this restriction will result in the Property automatically reverting back to the City. In such case, the City shall have the right to repurchase the Property for the original sale price, less 10%, less any costs required to complete the development project, and less all costs associated with the transfer back to the City.
 11. Purchaser shall comply with all requirements of the Dearborn Zoning Ordinance and waives the right to seek any variances.
 12. Purchaser must submit Performance and Payment Bonds prior to the closing date.
 13. Purchaser shall perform all necessary title and survey work, site preparation, and any other tasks required by law to facilitate the development of the project, and to obtain an approved site plan from the Economic Development Department and commence construction within one year of closing.
 14. Purchaser shall, at its sole expense, for the entire duration of construction, maintain and secure its construction site in accordance with local ordinance, construction site standards, and any additional provisions deemed necessary by the Director of Economic Development.
 15. Purchaser must construct the project in accordance with all applicable local, state, and federal regulations and building codes.
 16. Sale is subject to Dearborn City Council approval.

Khalil Dabaja shall close upon the sale within ninety (90) days following Council approval of the sale at the Dearborn Administrative Center. One extension of time in which to close for no greater than thirty (30) days may be approved. Purchaser must submit a request in writing to the City of Dearborn Law Department at least thirty (30) days prior to the closing deadline, explaining the reason for the extension request. A processing fee of Two Hundred Fifty Dollars (\$250.00) must accompany the request, along with documentation to support the request. If the Law Department denies the request for an extension, Purchaser may present the request to City Council for reconsideration.

The sale of the property for the construction of the new development will serve a public purpose by



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

adding to the revitalization of the area and by adding the property to the tax roll to generate revenue for the City.

Therefore, it is recommended that the City be authorized to sell to Khalil Dabaja for the sum of Four Hundred Thousand Dollars (\$400,000.00) the vacant lot located at 22190 Michigan Avenue, which Mr. Dabaja will use to construct the CommonWealth Business District development in accordance with the conditions set forth above. It is further recommended that Corporation Counsel, or his designee, be authorized to execute the attached Purchase Agreement in furtherance of this sale and that, upon receipt of the executed Purchase Agreement, the Mayor be authorized to execute a deed conveying the lot to Mr. Dabaja upon approval of form by Corporation Counsel or his designee.

A resolution requesting immediate effect is attached.

Respectfully submitted,

DocuSigned by:

Rebecca Schultz

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REBECCA A. SCHULTZ
Assistant Corporation Counsel

Signed by:

Jordan Twardy

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JORDAN TWARDY
Director of Economic Development

APPROVED:

DocuSigned by:

Jeremy Romer

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JEREMY J. ROMER
Corporation Counsel



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

RESOLUTION

WHEREAS: Khalil Dabaja submitted the highest scoring proposal in response to the City's Request for Proposals for the redevelopment of 22190 Michigan Avenue. His Proposal details his intended construction of a four-story CommonWealth Business District development on the vacant lot. The development will include a library/lounge, auditorium, office space, wellness center, and rooftop terrace; and

WHEREAS: As such, the Law Department, on behalf of the Economic Development Department, recommends that the City be authorized to sell to Khalil Dabaja for the sum of Four Hundred Thousand Dollars (\$400,000.00) the vacant lot located at 22190 Michigan Avenue, and more particularly described as follows, for construction of the CommonWealth Business District development:

W 70 FT OF S 116 FT OF LOT 9, DETROIT ARSENAL GROUNDS, CITY OF DEARBORN, WAYNE COUNTY, MICHIGAN, AS RECORDED IN LIBER 43, PAGE 93 OF PLATS, WAYNE COUNTY RECORDS.

Tax ID No: 82-09-221-08-004
 Commonly Known As: 22190 Michigan Avenue
 Lot Size: 70' x 116'; and

WHEREAS: The sale shall be subject to the following conditions:

1. The Property is being sold to Purchaser for the express purpose of construction of the CommonWealth Business District development outlined in Purchaser's Response to the City's Request for Proposals for Redevelopment of 22190 Michigan Avenue, Control No. 152251A. Sale of the Property is contingent upon commencement of construction of the CommonWealth Business District development within one (1) year of closing, and completion of construction and acquisition of a Certificate of Occupancy for the development within two (2) years of closing. Failure to comply with either of these conditions within the designated time frames will result in the Property automatically reverting to the City of Dearborn.
2. Construction shall be deemed "commenced" when:
 - a. The plans have been approved by the Economic Development Department; and
 - b. Building permits have been issued; and
 - c. Excavation of the basement/foundation has begun.
3. Upon a showing of good cause, Dearborn City Council may grant one (1) extension of the construction commencement deadline of up to six (6) months. An extension request must be submitted in writing to the City of Dearborn Law Department no later than forty-five (45) days before the construction commencement deadline. A processing fee of Five Hundred Dollars (\$500.00) must accompany the request, along with documentation to support the request. If Dearborn City Council grants the extension request, the timeline for completion of construction shall also be extended accordingly, such that completion of construction shall occur within two years and six months of closing.
4. Purchaser must submit initial plans for the construction of the development to the City of Dearborn Economic Development Department within nine (9) months from the date of closing. One extension of time in which to submit initial plans for no greater than ninety (90) days may be approved. The extension request must be submitted in writing to the City of Dearborn Law Department at least thirty (30) days prior to the plan submittal deadline, explaining the reason for the extension request. A processing fee of Two Hundred Fifty Dollars (\$250.00) must accompany the request, along with documentation to support the request. If the Law Department denies the extension request, Purchaser may submit the extension request to City Council for reconsideration.
5. Purchaser shall complete construction before building permits expire.
6. The building shall not be occupied until a Certificate of Occupancy has been approved.
7. The constructed project must match the concept outlined in the CommonWealth Business District Proposal that was submitted by Purchaser in response to the City's



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

Request for Proposals for Redevelopment of 22190 Michigan Avenue, Control No. 152251A. Any deviations must be approved by the City's Director of Economic Development in writing.

8. Purchaser acknowledges that the Property is located in a Special Assessment District. Upon closing on the Property, Purchaser shall be responsible for any and all taxes and/or other assessments associated therewith.
9. Property is being sold "AS IS" and "WHERE IS." Moreover, Purchaser acknowledges that some of the foundations and basement floors remain in place underground following the demolition of the former buildings on the site. Purchaser further acknowledges that downtown redevelopment may require leaving parts of the foundations along the road edges and adjacent to adjoining buildings intact to assure existing infrastructure is not undermined, and that new foundations will need to take these conditions into account.
10. The Property sale shall occur via covenant deed. The deed will contain a restriction that requires commencement of construction of the Commonwealth Business District development within one (1) year of closing, and completion of construction and acquisition of a Certificate of Occupancy for the development within two (2) years of closing. Purchaser's failure to comply with this restriction will result in the Property automatically reverting back to the City. In such case, the City shall have the right to repurchase the Property for the original sale price, less 10%, less any costs required to complete the development project, and less all costs associated with the transfer back to the City.
11. Purchaser shall comply with all requirements of the Dearborn Zoning Ordinance and waives the right to seek any variances.
12. Purchaser must submit Performance and Payment Bonds prior to the closing date.
13. Purchaser shall perform all necessary title and survey work, site preparation, and any other tasks required by law to facilitate the development of the project, and to obtain an approved site plan from the Economic Development Department and commence construction within one year of closing.
14. Purchaser shall, at its sole expense, for the entire duration of construction, maintain and secure its construction site in accordance with local ordinance, construction site standards, and any additional provisions deemed necessary by the Director of Economic Development.
15. Purchaser must construct the project in accordance with all applicable local, state, and federal regulations and building codes.
16. Sale is subject to Dearborn City Council approval; and

WHEREAS: Khalil Dabaja shall close upon the sale within ninety (90) days following Council approval of the sale at the Dearborn Administrative Center. One extension of time in which to close for no greater than thirty (30) days may be approved. Purchaser must submit a request in writing to the City of Dearborn Law Department at least thirty (30) days prior to the closing deadline, explaining the reason for the extension request. A processing fee of Two Hundred Fifty Dollars (\$250.00) must accompany the request, along with documentation to support the request. If the Law Department denies the request for an extension, Purchaser may present the request to City Council for reconsideration; and

WHEREAS: The sale of the property for the construction of the new development will serve a public purpose by adding to the revitalization of the area and by adding the property to the tax roll to generate revenue for the City; and

WHEREAS: Therefore, it is recommended that the City be authorized to sell to Khalil Dabaja for the sum of Four Hundred Thousand Dollars (\$400,000.00) the vacant lot located at 22190 Michigan Avenue, which Mr. Dabaja will use to construct the Commonwealth Business District development in accordance with the conditions set forth above; and

WHEREAS: It is further recommended that Corporation Counsel, or his designee, be authorized to execute the Purchase Agreement in furtherance of this sale and that, upon receipt of the executed Purchase Agreement, the Mayor be authorized to execute a deed conveying the lot to Mr. Dabaja upon approval of form by Corporation Counsel or his designee; therefore, be it



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EXECUTIVE SUMMARY AND MEMORANDUM

RESOLVED: That the City is authorized to sell to Khalil Dabaja for the sum of Four Hundred Thousand Dollars (\$400,000.00) the vacant lot located at 22190 Michigan Avenue and more particularly described as follows, for the construction of the CommonWealth Business District development:

W 70 FT OF S 116 FT OF LOT 9, DETROIT ARSENAL GROUNDS, CITY OF DEARBORN, WAYNE COUNTY, MICHIGAN, AS RECORDED IN LIBER 43, PAGE 93 OF PLATS, WAYNE COUNTY RECORDS.

Tax ID No: 82-09-221-08-004
Commonly Known As: 22190 Michigan Avenue
Lot Size: 70' x 116'; be it further

RESOLVED: That the sale shall be subject to the following conditions:

1. The Property is being sold to Purchaser for the express purpose of construction of the CommonWealth Business District development outlined in Purchaser's Response to the City's Request for Proposals for Redevelopment of 22190 Michigan Avenue, Control No. 152251A. Sale of the Property is contingent upon commencement of construction of the CommonWealth Business District development within one (1) year of closing, and completion of construction and acquisition of a Certificate of Occupancy for the development within two (2) years of closing. Failure to comply with either of these conditions within the designated time frames will result in the Property automatically reverting to the City of Dearborn.
2. Construction shall be deemed "commenced" when:
 - a. The plans have been approved by the Economic Development Department; and
 - b. Building permits have been issued; and
 - c. Excavation of the basement/foundation has begun.
3. Upon a showing of good cause, Dearborn City Council may grant one (1) extension of the construction commencement deadline of up to six (6) months. An extension request must be submitted in writing to the City of Dearborn Law Department no later than forty-five (45) days before the construction commencement deadline. A processing fee of Five Hundred Dollars (\$500.00) must accompany the request, along with documentation to support the request. If Dearborn City Council grants the extension request, the timeline for completion of construction shall also be extended accordingly, such that completion of construction shall occur within two years and six months of closing.
4. Purchaser must submit initial plans for the construction of the development to the City of Dearborn Economic Development Department within nine (9) months from the date of closing. One extension of time in which to submit initial plans for no greater than ninety (90) days may be approved. The extension request must be submitted in writing to the City of Dearborn Law Department at least thirty (30) days prior to the plan submittal deadline, explaining the reason for the extension request. A processing fee of Two Hundred Fifty Dollars (\$250.00) must accompany the request, along with documentation to support the request. If the Law Department denies the extension request, Purchaser may submit the extension request to City Council for reconsideration.
5. Purchaser shall complete construction before building permits expire.
6. The building shall not be occupied until a Certificate of Occupancy has been approved.
7. The constructed project must match the concept outlined in the CommonWealth Business District Proposal that was submitted by Purchaser in response to the City's Request for Proposals for Redevelopment of 22190 Michigan Avenue, Control No. 152251A. Any deviations must be approved by the City's Director of Economic Development in writing.
8. Purchaser acknowledges that the Property is located in a Special Assessment District. Upon closing on the Property, Purchaser shall be responsible for any and all taxes and/or other assessments associated therewith.
9. Property is being sold "AS IS" and "WHERE IS." Moreover, Purchaser acknowledges that some of the foundations and basement floors remain in place underground



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

- following the demolition of the former buildings on the site. Purchaser further acknowledges that downtown redevelopment may require leaving parts of the foundations along the road edges and adjacent to adjoining buildings intact to assure existing infrastructure is not undermined, and that new foundations will need to take these conditions into account.
10. The Property sale shall occur via covenant deed. The deed will contain a restriction that requires commencement of construction of the Commonwealth Business District development within one (1) year of closing, and completion of construction and acquisition of a Certificate of Occupancy for the development within two (2) years of closing. Purchaser's failure to comply with this restriction will result in the Property automatically reverting back to the City. In such case, the City shall have the right to repurchase the Property for the original sale price, less 10%, less any costs required to complete the development project, and less all costs associated with the transfer back to the City.
 11. Purchaser shall comply with all requirements of the Dearborn Zoning Ordinance and waives the right to seek any variances.
 12. Purchaser must submit Performance and Payment Bonds prior to the closing date.
 13. Purchaser shall perform all necessary title and survey work, site preparation, and any other tasks required by law to facilitate the development of the project, and to obtain an approved site plan from the Economic Development Department and commence construction within one year of closing.
 14. Purchaser shall, at its sole expense, for the entire duration of construction, maintain and secure its construction site in accordance with local ordinance, construction site standards, and any additional provisions deemed necessary by the Director of Economic Development.
 15. Purchaser must construct the project in accordance with all applicable local, state, and federal regulations and building codes.
 16. Sale is subject to Dearborn City Council approval; be it further

RESOLVED: That Khalil Dabaja shall close upon the sale within ninety (90) days following Council approval of the sale at the Dearborn Administrative Center. One extension of time in which to close for no greater than thirty (30) days may be approved. Purchaser must submit a request in writing to the City of Dearborn Law Department at least thirty (30) days prior to the closing deadline, explaining the reason for the extension request. A processing fee of Two Hundred Fifty Dollars (\$250.00) must accompany the request, along with documentation to support the request. If the Law Department denies the request for an extension, Purchaser may present the request to City Council for reconsideration; be it further

RESOLVED: That the sale of the property for the construction of the new development will serve a public purpose by adding to the revitalization of the area and by adding the property to the tax roll to generate revenue for the City; be it further

RESOLVED: That the Mayor and Corporation Counsel, or his designee, are authorized to execute documents necessary to effectuate the sale; be it further

RESOLVED: That this Resolution is given immediate effect.

OFFER TO PURCHASE REAL ESTATE

Date: _____, 2024

THE UNDERSIGNED PURCHASER, KHALIL DABAJA, 15020 Michigan Avenue, Dearborn, Michigan 48126, hereby offers and agrees to purchase from SELLER, CITY OF DEARBORN, 16901 Michigan Avenue, Dearborn, Michigan 48126, the following land situated in the City of Dearborn, County of Wayne, State of Michigan, described as:

W 70 FT OF S 116 FT OF LOT 9, DETROIT ARSENAL GROUNDS, CITY OF DEARBORN, WAYNE COUNTY, MICHIGAN, AS RECORDED IN LIBER 43, PAGE 93 OF PLATS, WAYNE COUNTY RECORDS.

Tax ID No: 82-09-221-08-004

Commonly Known As: 22190 Michigan Avenue

Lot Size: 70' by 116'

(hereinafter the "Property"), being known as a VACANT lot, subject to the existing building and use restrictions, subject to a deed restriction which requires commencement of construction of the Commonwealth Business District development, as outlined in Purchaser's Response to Seller's Request for Proposals for Redevelopment of 22190 Michigan Avenue, Control No. 152251A, within one (1) year of closing, and completion of construction and acquisition of a Certificate of Occupancy for the development within two (2) years of closing, and subject to easements and zoning ordinances, if any, and to pay therefore, the sum of FOUR HUNDRED THOUSAND DOLLARS (\$400,000.00). An Earnest Money Deposit (hereinafter "EMD") of Forty Thousand Dollars (\$40,000.00) must be submitted along with the signed Purchase Agreement.

THE SALE IS SUBJECT TO THE FOLLOWING CONDITIONS:

1. The Property is being sold to Purchaser for the express purpose of construction of the Commonwealth Business District development outlined in Purchaser's Response to the City's Request for Proposals for Redevelopment of 22190 Michigan Avenue, Control No. 152251A. Sale of the Property is contingent upon commencement of construction of the Commonwealth Business District development within one (1) year of closing, and completion of construction and acquisition of a Certificate of Occupancy for the development within two (2) years of closing. Failure to comply with either of these conditions within the designated time frames will result in the Property automatically reverting to the City of Dearborn.
2. Construction shall be deemed "commenced" when:
 - a. The plans have been approved by the Economic Development Department; and
 - b. Building permits have been issued; and
 - c. Excavation of the basement/foundation has begun.
3. Upon a showing of good cause, Dearborn City Council may grant one (1) extension of the construction commencement deadline of up to six

- (6) months. An extension request must be submitted in writing to the City of Dearborn Law Department no later than forty-five (45) days before the construction commencement deadline. A processing fee of Five Hundred Dollars (\$500.00) must accompany the request, along with documentation to support the request. If Dearborn City Council grants the extension request, the timeline for completion of construction shall also be extended accordingly, such that completion of construction shall occur within two years and six months of closing.
4. Purchaser must submit initial plans for the construction of the development to the City of Dearborn Economic Development Department within nine (9) months from the date of closing. One extension of time in which to submit initial plans for no greater than ninety (90) days may be approved. The extension request must be submitted in writing to the City of Dearborn Law Department at least thirty (30) days prior to the plan submittal deadline, explaining the reason for the extension request. A processing fee of Two Hundred Fifty Dollars (\$250.00) must accompany the request, along with documentation to support the request. If the Law Department denies the extension request, Purchaser may submit the extension request to City Council for reconsideration.
 5. Purchaser shall complete construction before building permits expire.
 6. The building shall not be occupied until a Certificate of Occupancy has been approved.
 7. The constructed project must match the concept outlined in the CommonWealth Business District Proposal that was submitted by Purchaser in response to the City's Request for Proposals for Redevelopment of 22190 Michigan Avenue, Control No. 152251A. Any deviations must be approved by the City's Director of Economic Development in writing.
 8. Purchaser acknowledges that the Property is located in a Special Assessment District. Upon closing on the Property, Purchaser shall be responsible for any and all taxes and/or other assessments associated therewith.
 9. Property is being sold "AS IS" and "WHERE IS." Moreover, Purchaser acknowledges that some of the foundations and basement floors remain in place underground following the demolition of the former buildings on the site. Purchaser further acknowledges that downtown redevelopment may require leaving parts of the foundations along the road edges and adjacent to adjoining buildings intact to assure existing infrastructure is not undermined, and that new foundations will need to take these conditions into account.
 10. The Property sale shall occur via covenant deed. The deed will contain a restriction that requires commencement of construction of the CommonWealth Business District development within one (1) year of closing, and completion of construction and acquisition of a Certificate of Occupancy for the development within two (2) years of closing. Purchaser's failure to comply with this restriction will result in the Property automatically reverting back to the City. In such case, the City

- shall have the right to repurchase the Property for the original sale price, less 10%, less any costs required to complete the development project, and less all costs associated with the transfer back to the City.
11. Purchaser shall comply with all requirements of the Dearborn Zoning Ordinance and waives the right to seek any variances.
 12. Purchaser must submit Performance and Payment Bonds prior to the closing date.
 13. Purchaser shall perform all necessary title and survey work, site preparation, and any other tasks required by law to facilitate the development of the project, and to obtain an approved site plan from the Economic Development Department and commence construction within one year of closing.
 14. Purchaser shall, at its sole expense, for the entire duration of construction, maintain and secure its construction site in accordance with local ordinance, construction site standards, and any additional provisions deemed necessary by the Director of Economic Development.
 15. Purchaser must construct the project in accordance with all applicable local, state, and federal regulations and building codes.
 16. Sale is subject to Dearborn City Council approval.

GENERAL CONDITIONS:

a. **Delivery of Deed and Manner of Payment.** The full purchase price, including adjustments as shown on the Closing Statement, shall be paid by Purchaser upon delivery of a covenant deed conveying marketable title.

b. **Title.** As evidence of title, Seller agrees to provide Purchaser, within thirty (30) days after the date of acceptance of this Offer, a Title Insurance Commitment, issued in an amount not less than the purchase price, bearing date later than the acceptance of this Offer, and guaranteeing the title in the condition required for performance of this Offer.

If objection to the title is made, based upon a written opinion of the Purchaser's attorney that the title is not in the condition required for performance hereunder, the Seller shall have thirty (30) days from the date Seller is notified in writing of the particular defects claimed to either (a) remedy the title defects; or (b) obtain title insurance specifically insuring against the defects in question; or (c) refund the EMD in full termination of this Agreement if Seller is unable to remedy the defects.

If the Seller remedies the claimed defects or obtains the appropriate commitment for title insurance within the time specified, Purchaser shall proceed with closing and complete the sale. If there are no title defects, or such defects are remedied, and Purchaser fails to close within ninety (90) days following Council approval of this Property sale, the EMD shall be forfeited to Seller and retained as liquidated damages.

In the event Seller is unable to remedy the defect of title, Purchaser may accept

the title "as is" or may cancel the Agreement in which case the EMD shall be refunded. If the Seller is unable to remedy the title or obtain title insurance within the time specified, the EMD shall be refunded forthwith in full termination of this Agreement.

c. **Assignment.** Purchaser shall not sell or assign his interest in the Property until the lot is completely developed and all permits are finalized.

d. **Default.** This sale is subject to a recorded right to repurchase in favor of the City of Dearborn. If Purchaser fails to comply with the terms and conditions contained in this Agreement, the City may, in its sole discretion, repurchase the property for the original sale price, less 10%, less any costs required to complete the development project, and less costs associated with the transfer back to the City of Dearborn. All fixtures and improvements to the Property shall become the property of the City.

At closing, Purchaser agrees to sign a Covenant Deed which will be held in escrow by the title company for a two-year period from the date of closing. If the Purchaser completes construction in accordance with the terms contained herein, the title company shall be directed to destroy the Covenant Deed at the end of the two-year period. If the Purchaser has not complied with the terms contained herein, and has not obtained an extension, the title company shall record the Covenant Deed at the Wayne County Register of Deeds at the end of the two-year period and the Purchaser will be refunded the purchase price, less 10%, less costs to complete the development project, and less any costs associated with the transfer of the property back to the City of Dearborn.

e. **Closing.** Purchaser shall close within ninety (90) days following Council approval of this sale at the Dearborn Administrative Center, 16901 Michigan Avenue, Dearborn, MI 48126. Upon consummation of the sale, the EMD shall be applied to the purchase price. In the event Purchaser fails to close within ninety (90) days, the sale shall be declared null and void and all deposits and the EMD shall be forfeited.

One extension of time in which to close for no greater than thirty (30) days may be approved. Purchaser must submit a request in writing to the City of Dearborn Law Department at least thirty (30) days prior to the closing deadline, explaining the reason for the extension request. A processing fee of Two Hundred Fifty Dollars (\$250.00) must accompany the request, along with documentation to support the request. If the Law Department denies the request for an extension, Purchaser may present the request to City Council for reconsideration.

f. **Condition of Premises.** By signing this Agreement, Purchaser acknowledges that Purchaser has examined the Property, is satisfied with the physical condition, and is purchasing the Property in an "AS IS" condition. Purchaser acknowledges that Seller makes no warranties as to the Property being purchased or the condition thereof. Purchaser shall assume all responsibility for soil testing and soil conditions.

g. **Taxes and Costs.** All taxes and assessments which have become due,

whether or not they have become a lien upon the Property at the date of closing, shall be paid by Seller, prior to or at the date and time of closing. Taxes shall be considered as paid in advance. Taxes shall be prorated on a due date basis, based upon a 365-day tax year. Purchaser shall be responsible for all taxes becoming due after the date of closing. Current taxes, interest, rents, insurance premiums, association fees, and water and sewage bills, shall be adjusted and prorated as of the date of closing. Purchaser shall reimburse Seller for such portion of the taxes that have been prepaid. All Special Assessments that have been assessed and are a lien on the Property at the date of closing shall be paid by Seller. The cost of duly authorized improvements that are subject to future assessments against the Property assessed after the date of closing shall be paid by Purchaser.

Seller and Purchaser shall pay all customary closing fees accordingly, including, but not limited to the following:

i). Seller shall pay for the costs associated with title insurance policy, State and County transfer taxes, and Seller's closing fees owed to the Title Company.

ii). Purchaser shall pay for the costs associated with the survey, document recording fees, inspection and compliance fees, and Purchaser's closing fees owed to the Title Company.

h. **Building and Use Restrictions, Easements and Municipal Ordinances and Regulations.** Purchaser understands that there may be building and use restrictions and/or ordinances and regulations enacted by governmental entities which may affect Purchaser's intended use of the premises. By executing this Agreement, Purchaser acknowledges that Purchaser is satisfied with the applicability of any such building and use restrictions, ordinances and/or regulations pertaining to intended use of the premises.

i. **Construction.** Whenever the singular number is used, the same shall include the plural and the neuter. If any language is stricken or deleted from this Agreement, such language shall be deemed never to have appeared herein and no other implications shall be drawn therefrom.

j. **Binding Effect.** The agreements herein shall bind and inure to the benefit of the executors, administrators, successors, and assigns of the respective parties.

k. **Entire Agreement.** Seller and Purchaser acknowledge that they have read the entire contents hereof and are familiar with the provisions contained herein. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof. All prior agreements between the parties with respect to the subject matter hereof, whether written or oral, are merged herein and shall be of no force and effect. This Agreement may only be changed, modified, or discharged by an agreement in writing signed by the party against whom enforcement thereof is sought.

l. **Notice.** Any notices required hereby shall be delivered to the following addresses:

If to Purchaser: KHALIL DABAJA
15020 Michigan Avenue
Dearborn, MI 48126
Telephone: _____
E-mail: _____

If to Seller: CITY OF DEARBORN
Economic and Community Development
Attention: Director
16901 Michigan Avenue, Ste. 15
Dearborn, MI 48126
Telephone: (313) 943-2180
Facsimile: (313) 943-2776
E-mail: jtwardy@dearborn.gov

With a copy to: CITY OF DEARBORN
Corporation Counsel
16901 Michigan Avenue, Ste. 14
Dearborn, MI 48126
Telephone: (313) 943-2035
Facsimile: (313) 943-2469
Email: rschultz@dearborn.gov

m. **Effective Date.** This Agreement shall become effective on the date the last of the Seller and Purchaser has signed this Agreement, which date will be deemed the "Effective Date."

n. **Time is of the Essence.** Time is of the essence in each and every provision of this Agreement.

o. The covenants herein shall bind and inure to the benefit of the executors, administrators, successors and assigns of the respective parties. By the execution of this instrument, the Purchaser acknowledges that Purchaser has examined the above-described Property, is satisfied with the physical condition of it, and acknowledges the receipt of a copy of this Offer.

I HAVE READ THIS DOCUMENT IN ITS ENTIRETY AND UNDERSTAND THAT IT IS A LEGALLY BINDING AND ENFORCEABLE AGREEMENT.

PURCHASER:

KHALIL DABAJA

Date

Initials

SELLER:

City of Dearborn

By: Rebecca A. Schultz,
Assistant Corporation Counsel
Per Council Resolution _____

Date

Initials



CommonWealth

CommonWealth Business District
22190 Michigan Ave.

Summary, Architectural Renderings, Floor Plans, RFP Questionnaire & Signed RFP

By: Khalil Dabaja

CommonWealth Business District: Entrepreneurship, Education, Community

Executive Summary

The CommonWealth Business District isn't just a building—it's the future of West Downtown Dearborn. This state-of-the-art development will attract professionals, entrepreneurs, and their customers while driving local economic growth. We're creating a space where business, culture, and community intersect, right in the heart of the city.

Mission Statement

Our mission is to establish the CommonWealth Business District as the centerpiece of Dearborn's growth. We're offering more than just office spaces—we're creating a hub that draws in business, fosters innovation, and strengthens the community.

Project Overview

- **Location:** 22190 Michigan Ave. Dearborn, MI 48124
- **Building Structure:** A four-story, state-of-the-art facility designed with a blend of modern innovation and classic elegance.
- **Library/Lounge (First Floor-Public):** An inviting public space where the community can gather to enjoy coffee, tea, and a curated selection of books. This area serves as a social hub, fostering connections between professionals and residents alike.
- **Auditorium (Second Floor-Available for Rent):** A versatile event space with seating for 50-75 people, perfect for educational seminars, business conferences, and community gatherings. This auditorium will be a central venue for both local and professional events.
- **Office Spaces (Third Floor-Private):** 20 premium offices available for lease to professionals, entrepreneurs, and small businesses.
- **Wellness Center (Fourth Floor-Private):** A fully equipped fitness center available to all tenants, promoting health and wellness within the business district. The gym is designed to be a convenient amenity that supports the well-being of the building's occupants.
- **Rooftop Terrace-(Available for Rent):** A beautifully landscaped rooftop space offering panoramic views of downtown Dearborn. Designed for relaxation, networking, and events, the terrace is a key feature that enhances the building's appeal and creates a unique experience for tenants and visitors.

Exterior Design- SEE APPENDIX RENDERINGS PAGES 5-10

The CommonWealth Business District stands as a prominent landmark with its classic architectural style and modern touches, making it an integral part of the downtown Dearborn landscape.

- **Architecture:** The building features a timeless design with light-colored stonework, large arched windows, and elegant details that echo the sophistication of early 20th-century architecture. The combination of classic materials and modern glass elements ensures that the building blends seamlessly into the historical character of Dearborn while also signaling a forward-thinking approach.
- **Rooftop Terrace:** One of the most significant features of the building is the rooftop terrace. This terrace offers a unique space for tenants and visitors to relax, network, or host events while enjoying panoramic views of downtown Dearborn. The rooftop is designed with lush greenery, planters, and seating areas, creating an urban oasis that enhances the overall appeal of the district.

- **Landscape/Greenery:** The exterior is enhanced with abundant greenery, including window planters filled with flowers and plants, and trees strategically placed around the building. These elements not only soften the building's strong lines but also contribute to the urban environment by adding a touch of nature to the heart of the city.

Interior Facility Breakdown- SEE APPENDIX RENDERINGS PAGES 5-10 & FLOOR PLANS

1. First Floor: Library/Lounge (Public)

- **Concept:** An upscale, welcoming space open to the public, fostering a family-friendly and professional environment.
- **Amenities:**
 - Library walls with a curated selection of books.
 - Lounge area serving premium coffee, teas, and light cakes.
 - Comfortable seating arrangements for reading, informal meetings, and social interactions.
- **Visual Descriptions:** The first-floor lobby is a grand atrium that impresses with high ceilings, elegant chandeliers, and a blend of modern and timeless decor. This space is designed to draw people in, encouraging local spending and community engagement.

2. Second Floor: Conference & Event Space

- **Conference Rooms:** Multiple rooms equipped with the latest audiovisual technology, available for tenant and public rental.
- **Auditorium:** A versatile space designed to host educational seminars, business conferences, and speaking events for 50-75 attendees.
- **Visual Description:** The second floor continues the theme of luxury and functionality, offering professional spaces for business events that attract professionals and their clients directly to Dearborn.

3. Third Floor: Professional Office Spaces

- **Leasable Offices:** 20 private office spaces designed for maximum efficiency and comfort. Tenants will have access to all building amenities, including the gym, conference rooms, and lounge areas.
- **Visual Description:** The third floor features an open-concept office layout with high-end finishes, ample natural light, and a design that balances privacy with collaboration. This floor will attract top-tier professionals who will contribute to the local economy.

4. Fourth Floor: Commonwealth Headquarters & Wellness Center

- **Headquarters:** This floor will serve as the headquarters for Commonwealth, overseeing the operations of the building while providing top-tier accounting and business advisory services.
- **National Reach:** We're bringing in national clients who will fly into Dearborn, stay at the Dearborn Inn, and explore local attractions like Greenfield Village. Commonwealth will act as ambassadors for the city, showcasing the best Dearborn has to offer and driving economic activity.
- **Wellness Center:** A fully equipped fitness center available to all tenants, promoting health and wellness within the business district. The gym is designed to be a convenient amenity that supports the well-being of the building's occupants.

Why Choose Us?

Selecting the Commonwealth Business District means choosing a development that drives real economic growth. We're bringing business owners, professionals, and their customers directly into downtown Dearborn, where they'll spend money at local businesses and contribute to the city's prosperity.

Community Impact

We're more than just a building. We're creating a space that encourages spending in the district, draws in visitors, and fosters a vibrant community. From public events to everyday interactions, this development will be a key driver of local economic activity.

Financial Projections

- **Revenue Streams:**
 - Office space leases.
 - Conference room and auditorium rentals.
 - Coffee and book sales in the first-floor lounge.
- **Expected Occupancy:** 100% within the first year of operation, with stable long-term tenancy due to the building's strategic location and premium amenities.
- **Projected Revenue Growth:** 30% annually, driven by increased occupancy and event hosting.

Conclusion

The Commonwealth Business District is your opportunity to boost Dearborn's economy. We're bringing in businesses, attracting their clients, and creating a space where the community can thrive. By selecting this project, the City of Dearborn will invest in a development that combines business excellence with community engagement, setting a new standard for urban development in the region.

Let's build a future that benefits everyone—together.

Appendix: Renderings, Floor Plans, and RFP Questionnaire Responses

Exterior Design





Rooftop Terrace



First Floor- Library/Lounge



Second Floor-Conference Rooms & Event Space

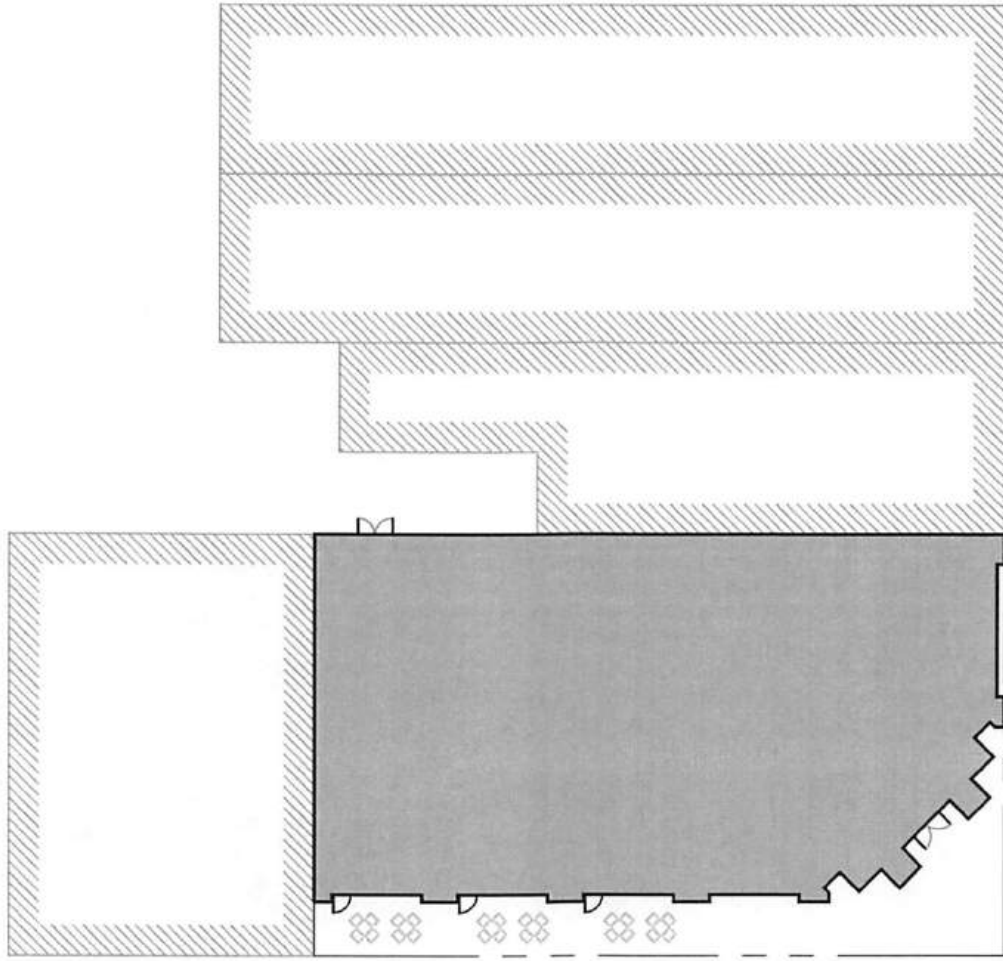


Third Floor-Professional Office Spaces [20]



Fourth Floor-CommonWealth Headquarters & Wellness Center

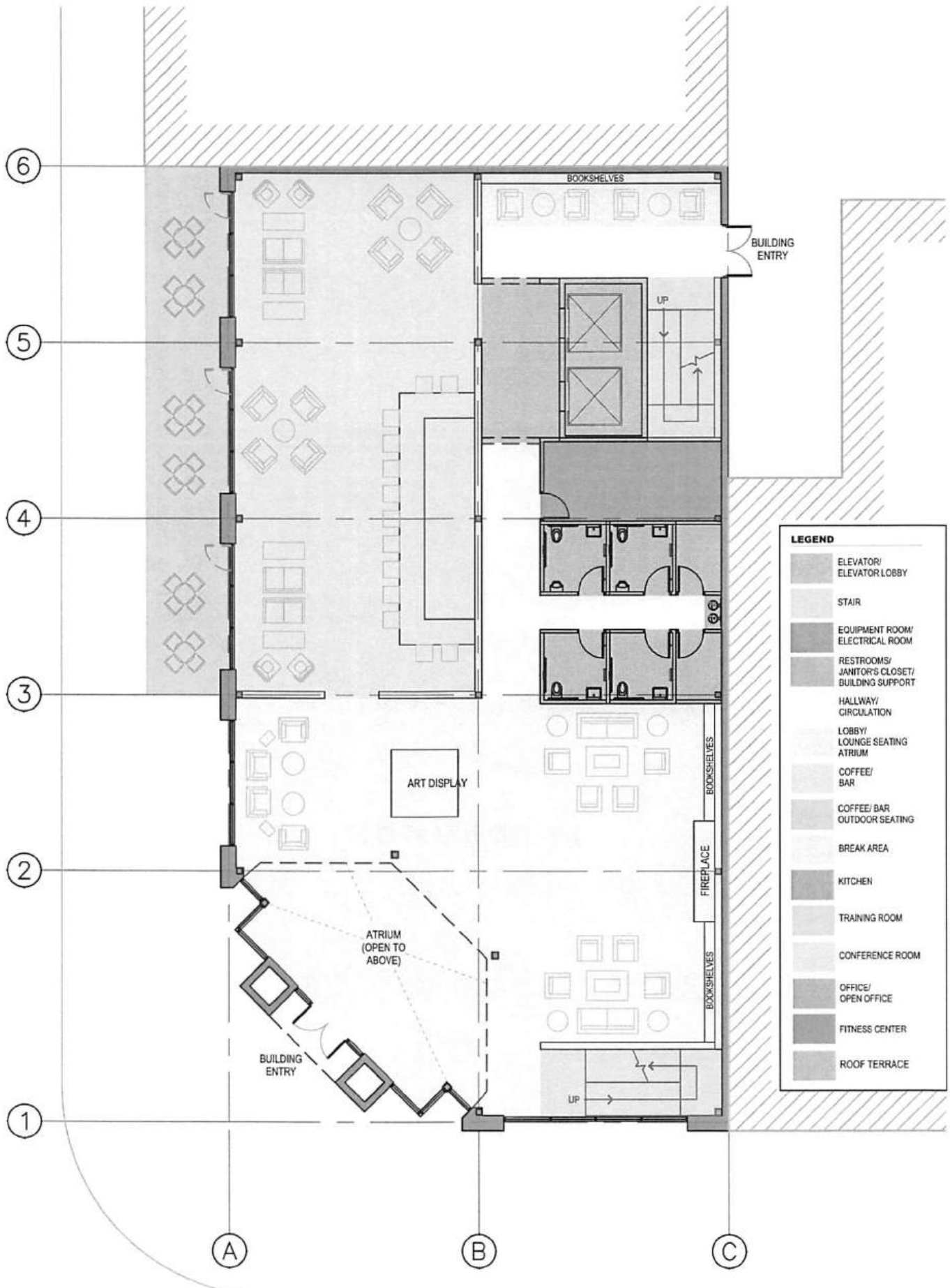




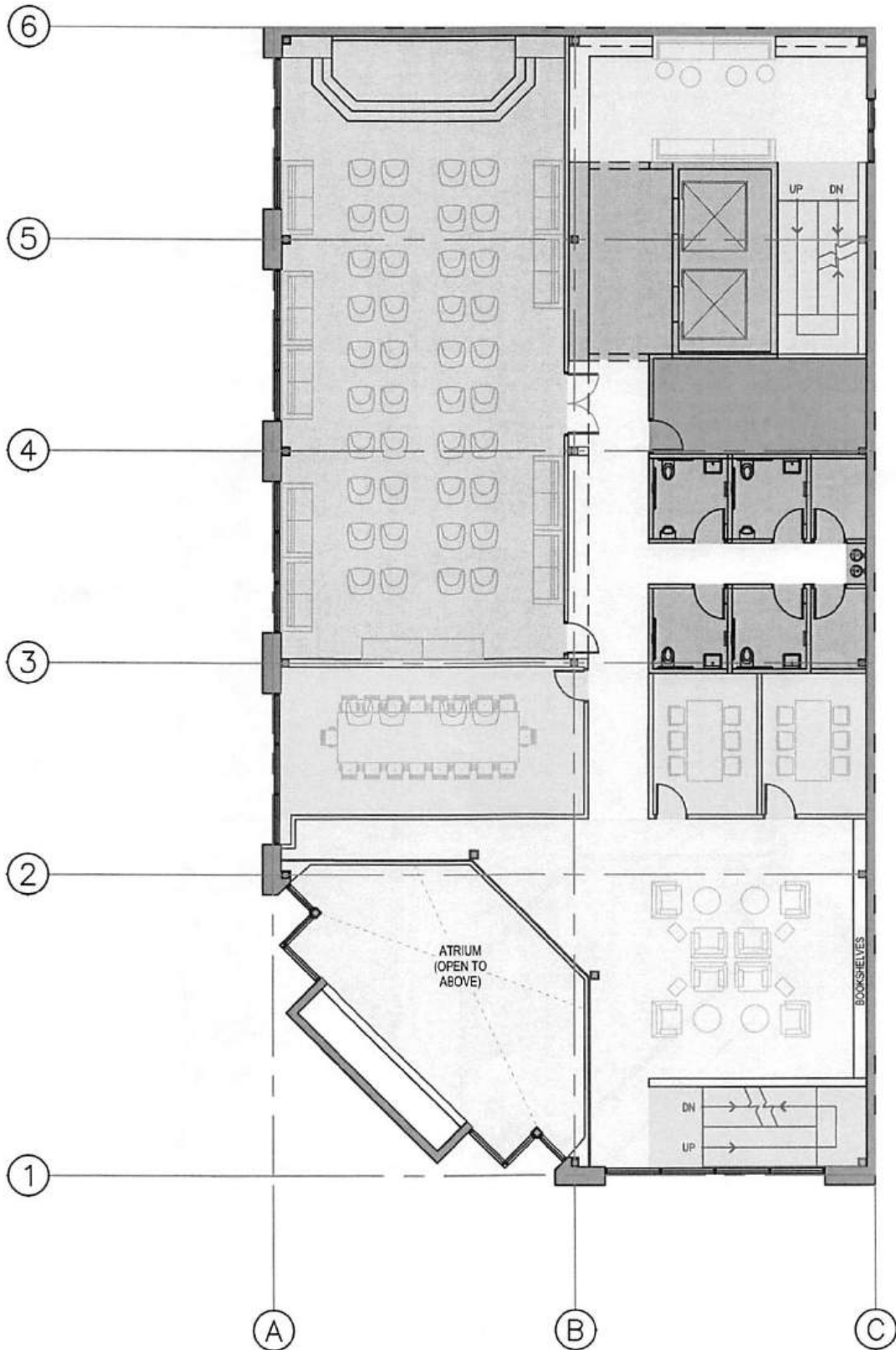
MICHIGAN AVE

HOWARD ST



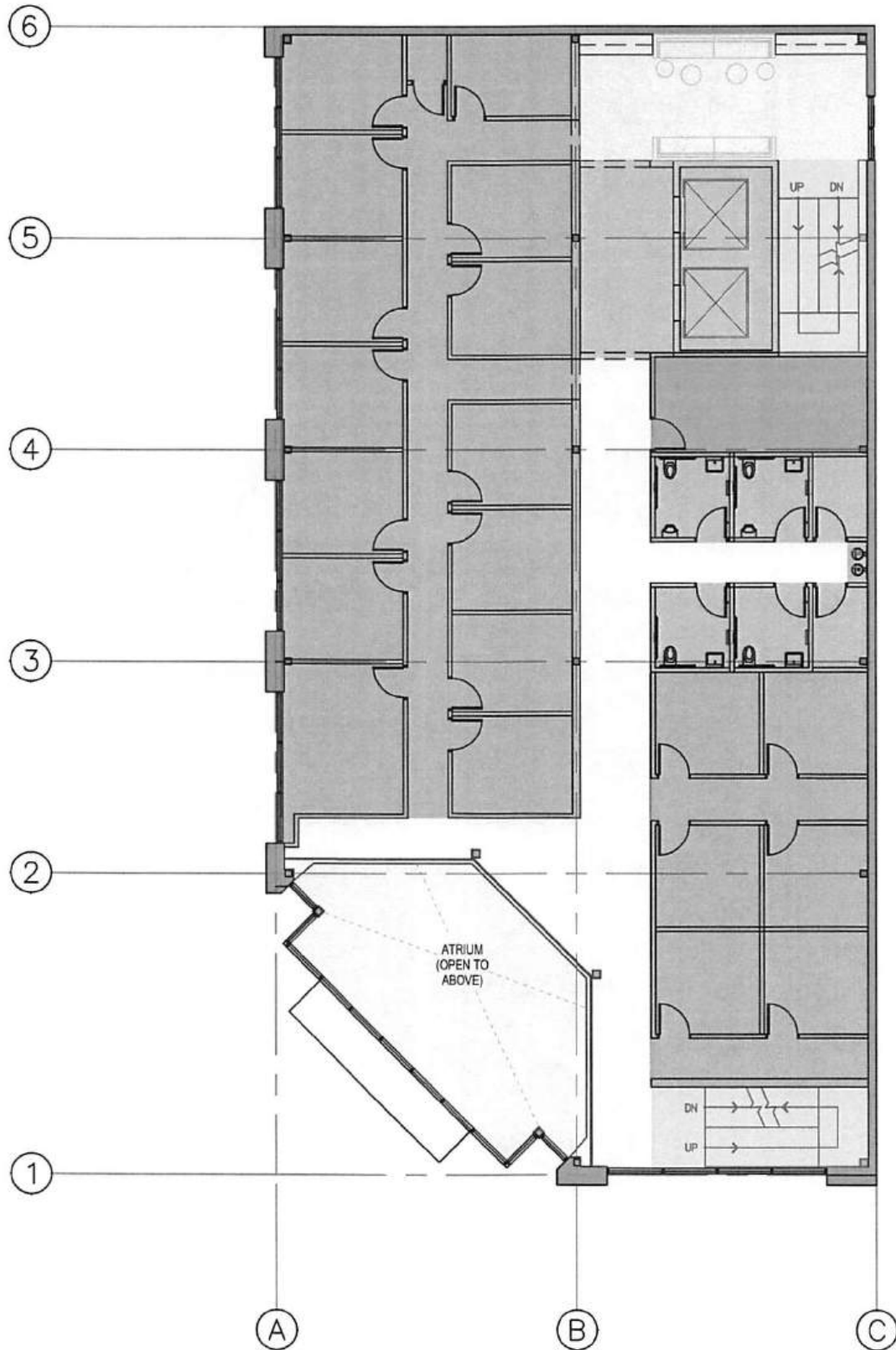


FLOOR PLAN - LEVEL 1



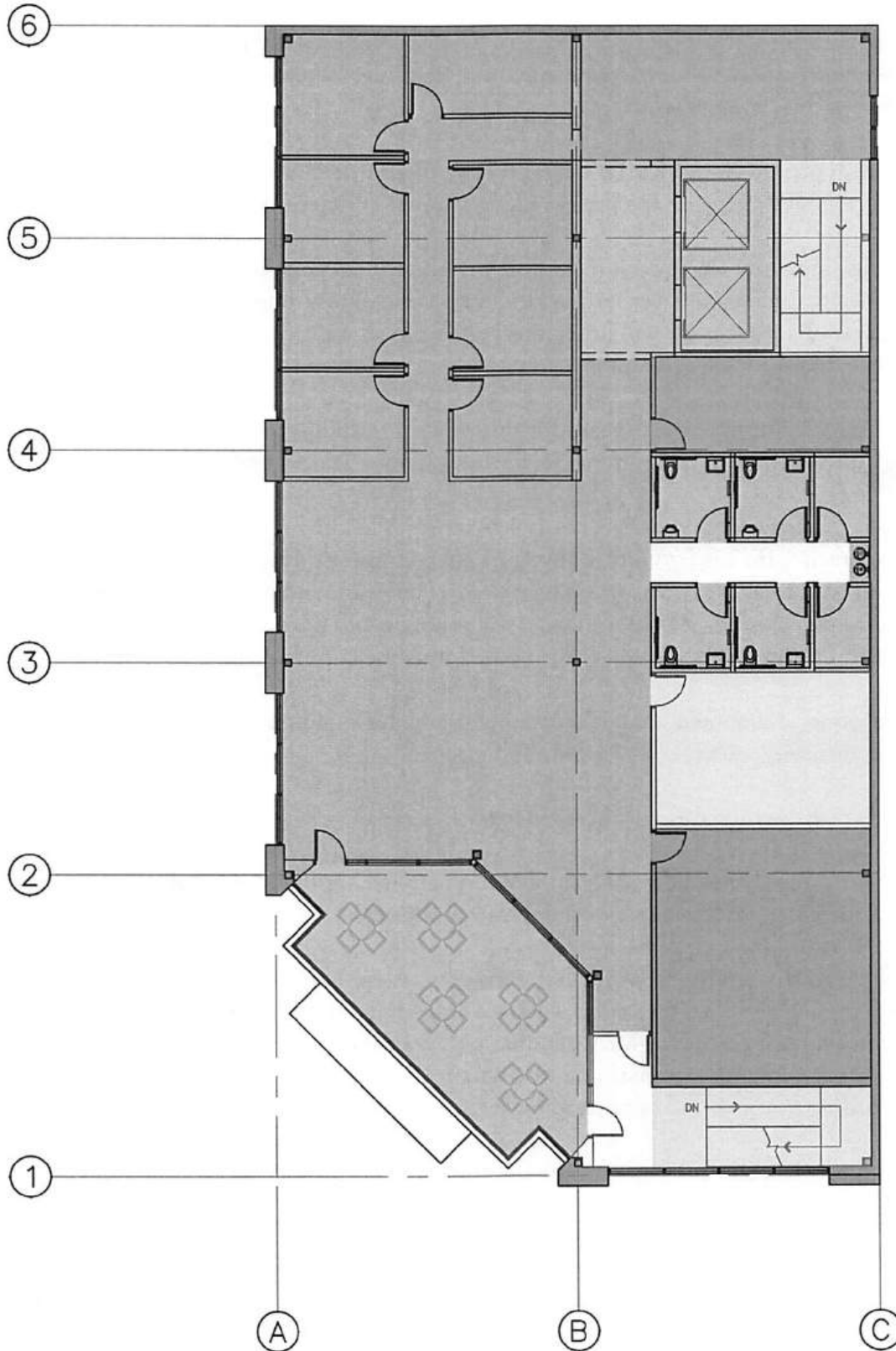
LEGEND	
[Light Gray Box]	ELEVATOR/ ELEVATOR LOBBY
[Medium Gray Box]	STAIR
[Dark Gray Box]	EQUIPMENT ROOM/ ELECTRICAL ROOM
[Medium-Dark Gray Box]	RESTROOMS/ JANITOR'S CLOSET/ BUILDING SUPPORT
[Lightest Gray Box]	HALLWAY/ CIRCULATION
[Light Gray Box]	LOBBY/ LOUNGE SEATING ATRIUM
[Medium-Light Gray Box]	COFFEE/ BAR
[Medium-Light Gray Box]	COFFEE/ BAR OUTDOOR SEATING
[Lightest Gray Box]	BREAK AREA
[Dark Gray Box]	KITCHEN
[Medium-Light Gray Box]	TRAINING ROOM
[Lightest Gray Box]	CONFERENCE ROOM
[Medium-Light Gray Box]	OFFICE/ OPEN OFFICE
[Dark Gray Box]	FITNESS CENTER
[Medium-Light Gray Box]	ROOF TERRACE

FLOOR PLAN - LEVEL 2



LEGEND	
[Shaded Box]	ELEVATOR/ ELEVATOR LOBBY
[Shaded Box]	STAIR
[Shaded Box]	EQUIPMENT ROOM/ ELECTRICAL ROOM
[Shaded Box]	RESTROOMS/ JANITOR'S CLOSET/ BUILDING SUPPORT
[Shaded Box]	HALLWAY/ CIRCULATION
[Shaded Box]	LOBBY/ LOUNGE SEATING ATRIUM
[Shaded Box]	COFFEE/ BAR
[Shaded Box]	COFFEE/ BAR OUTDOOR SEATING
[Shaded Box]	BREAK AREA
[Shaded Box]	KITCHEN
[Shaded Box]	TRAINING ROOM
[Shaded Box]	CONFERENCE ROOM
[Shaded Box]	OFFICE/ OPEN OFFICE
[Shaded Box]	FITNESS CENTER
[Shaded Box]	ROOF TERRACE

FLOOR PLAN - LEVEL 3



LEGEND	
[Light Gray Box]	ELEVATOR/ ELEVATOR LOBBY
[Medium Gray Box]	STAIR
[Dark Gray Box]	EQUIPMENT ROOM/ ELECTRICAL ROOM
[Medium-Dark Gray Box]	RESTROOMS/ JANITOR'S CLOSET/ BUILDING SUPPORT
[Lightest Gray Box]	HALLWAY/ CIRCULATION
[Light Gray Box]	LOBBY/ LOUNGE SEATING ATRIUM
[Medium-Light Gray Box]	COFFEE/ BAR
[Medium-Light Gray Box]	COFFEE/ BAR OUTDOOR SEATING
[Lightest Gray Box]	BREAK AREA
[Dark Gray Box]	KITCHEN
[Medium-Light Gray Box]	TRAINING ROOM
[Lightest Gray Box]	CONFERENCE ROOM
[Medium-Light Gray Box]	OFFICE/ OPEN OFFICE
[Dark Gray Box]	FITNESS CENTER
[Lightest Gray Box]	ROOF TERRACE

FLOOR PLAN - LEVEL 4

RFP Questionnaire Responses

1. Can you tell us about your experience developing similar projects in Michigan, particularly those involving city-owned land? What were the challenges and successes you encountered?

I was part of the Commonwealth development renovation and dealt with all permitting and approvals with the City. I have experience in development on a smaller scale. I have relationships with developers who have developed many Ford buildings [Wagner] in Dearborn and are interested in this development.

2. How do you plan to engage with the local community throughout the development process? What steps will you take to ensure the project aligns with the community's vision for this area?

The local community will benefit most from an educational perspective. Since we have many youth and university students in Dearborn, they will love the library/lounge social setting and benefit from the seminar space. We will bring in experts from all over the country and have business workshops that the local community can register for and attend.

3. Can you detail your financial capacity for this project, including anticipated costs and funding sources? What is your proposed timeline for completing the development?

The project's cost will be extensive, but I have access to lending sources and relationships that would appreciate the opportunity to invest in our community. Since the firm occupies one floor, the lenders will treat the construction loan as an investment and lend based on the financial projections that the CW Business District will generate and the collateral of the real estate. The anticipated project cost is \$4-5M. The proposed timeline is 24 months.

4. How will your development plan incorporate sustainable building practices and address potential infrastructure needs, such as traffic flow and utilities?

Our floor plans outline this; please see the attached file.

5. Beyond the project itself, how will your development benefit the municipality? Will there be job creation, increased tax revenue, or other positive impacts?

Jobs will be created in the city as the hub serves as a talent base, property tax revenue will increase, and entrepreneurship and education will have a cultural impact locally. The CW Business District will become a business hub in Michigan that receives national recognition from business owners visiting or attending the seminars and workshops. Our main priority is to focus on our local community and provide job opportunities at the Accounting Firm and through our tenants.

6. Can you provide historical data on vacancy rates for your existing commercial properties including the unit type and mix for the vacancy rates.

We will be fully occupied 100% before the project is complete. Tenants will be limited to specific qualifications to ensure zero turnover and vacancy. We will also have a waiting list if a space is available.

7. What is your analysis of the current commercial real estate market in our city, specifically for the type of space you plan to develop? Can you share your projected vacancy rates for the first few years

of operation?

It's unfortunate to see so many buildings vacant. For a while now, the City has had an issue with investors sitting idle on their buildings with little vision or execution. Our community doesn't have a money problem regarding investors; the developers lack the innovative vision to occupy commercial real estate and attract new business owners. Our position is unique due to our access to business owners. We will have no issue with vacancies, and I believe the demand will be through the roof. We will accommodate as much as possible as a welcome center to all, regardless of whether they are tenants; entrepreneurs can all benefit from the shared workspaces or seminar space.

8. Could you elaborate on your leasing strategy? What type of businesses are you targeting as tenants, and how will this mix influence your projected vacancy rates?

We are attracting service-based businesses and professionals. Some ideal tenants would be attorneys, architects, therapists, marketing agencies, consultants, and other professional service industries. Based on scheduling availability, leasing rates will be flat, including access to shared workspaces, wellness centers, and rooftops. We do not believe we will have any vacancies due to the limited office space; demand will be high.

9. Would you consider offering any incentives to attract tenants early on? If so, how do these incentives factor into your projections for vacancy rates?

We anticipate full occupancy with signed lease agreements before construction is complete. We do not project vacancies, but if there are, we will have a waiting list of business owners and professionals ready to occupy.

10. In case vacancy rates exceed your projections, do you have any contingency plans in place to manage the property financially? What strategies would you employ to fill vacant spaces?

I don't believe this will impact us. Since the accounting firm [CommonWealth] will occupy the fourth floor, we will absorb any loss of rental revenue from tenants until a new tenant is selected from our approved tenant list.

11. Does your cost estimate account for the following:

- Compliance with all building code requirements and the requirements of the West Downtown Form Based Code

Yes

- Utilization of a licensed architect to prepare plans in accordance with our requirements

Yes

- Utilization of licensed contractors for all work

Yes

- Cost of all permits and applications required for this project

Yes

12. Do you anticipate seeking/needng any county, state, or other development incentives support in order to complete the project?

We would welcome all incentives available to incentivize business and real estate growth opportunities.

13. Do you anticipate being able to complete the project within 24 months as required in the RFP?

Yes

14. Does your cost estimate account for the following:

- Compliance with all building code requirements and the requirements of the West Downtown Form Based Code

Yes

- Utilization of a licensed architect to prepare plans in accordance with our requirements

Yes

- Utilization of licensed contractors for all work

Yes

- Cost of all permits and applications required for this project

Yes

15. Do you anticipate seeking/needng any county, state, or other development incentives support in order to complete the project?

We welcome all incentives available to incentivize business and real estate growth opportunities.

PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

OFFER TO: CITY OF DEARBORN:

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Information to Respondents, Offer, and all Exhibits thereto, together with any written addendum issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addendum(s): KD, _____, _____, _____ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

OBLIGATION:

The undersigned, by submission of this Offer, hereby agrees to be obligated, if the Offer is accepted by the City of Dearborn, to enter into a Contract to provide the stated goods and/or services for the term as stated herein in accordance with the Scope of Work, Specifications, and Terms and Conditions, together with any written Addenda as specified above and any negotiated terms. If this offer is accepted and signed by the City of Dearborn, this RFP document, together with any written Addenda and any negotiated terms shall be (collectively) the contract.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Proposal Form, the Respondent represents that:

1. The Respondent is in compliance with any applicable provisions of the City's Charter and Code of Ordinances.
2. If awarded a contract to operate the Concession or provide the goods or Services required in the RFP, the Respondent will comply with the City's Charter and Code of Ordinances. These documents can be found on the City of Dearborn's website on the City Clerk's page.

NON-COLLUSION:

The undersigned, by submission of this Proposal Form and other required forms, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

PERFORMANCE GUARANTEE:

The undersigned further agrees that if awarded the Contract, it will submit to the City any required type of guarantee (i.e. irrevocable letter of credit or cash deposit).

SUBMITTAL REQUIREMENTS:

The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

No proposal may be accepted which has not been signed in the appropriate space below:

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

Company Name

For clarification of this offer, contact:

Address

Name: Khalil Dabaja

City State Zip

Phone: 313-300-4525



Fax: 313-406-5527

Signature of Person Authorized to Sign

Email: k.dabaja@thecwealth.com

Khalil Dabaja

Printed Name

Accounting Contact person: Type text here

Title

8/21/24

Phone: _____ Fax _____

Date

ACCEPTANCE OF OFFER:

(To Be Completed By the City of Dearborn)

The Offer is hereby accepted for redevelopment of 22190 Michigan Avenue in the amount of \$ _____.

The Contractor is now bound to sell the materials or services listed in the Request for Proposal, including all terms, conditions, scope, specifications, amendments, etc., as accepted by the City of Dearborn including any negotiated terms and conditions not explicitly mentioned in this RFP or in the offer as submitted by the Contractor (such items shall be attached to this contract as applicable).

This contract shall henceforth be referred to as _____ The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives a purchase order and/or a written notice to proceed from the City of Dearborn.

COUNTERSIGNED:

APPROVED AS TO FORM BY:

Abdullah H. Hammoud, Mayor Date
(or designee)

City of Dearborn Corporation Counsel Date

If the total dollar value of this solicitation is below the City of Dearborn Council threshold, the Mayor and Corporation Council Signatures are not required. A Purchase Order will serve as the notice of acceptance/notice to proceed and will be subject to all terms and conditions as stated in this document.

EXCEPTIONS AND ALTERNATIVES FORM

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

Proposers are to comply with all requirements of this solicitation, otherwise the proposal may be deemed nonresponsive. Exceptions may be considered if they are presented with the proposal and if the City determines that the exception does not materially alter the intent of this solicitation or that it exceeds the requirements of this solicitation.

No Exceptions Taken

Exceptions Taken – See attached*

**Please note that if any exceptions are taken, all required information must be submitted as an attachment*

In the event the Proposer takes exception to any language in this solicitation, they may set forth alternatives by presenting each exception separately by stating:

- a) The specific item or clause for which an exception is requested (citing the page and item number).
- b) The suggested change to the exception, inclusive of proposed new language if applicable.
- c) An explanation as to how the proposed change would benefit the City and/or why the exception is necessary.

Except as may be indicated above, Proposer is in complete agreement with this entire solicitation including any proposed terms, conditions and business arrangements described herein.

By  8/21/24
(Authorized Signature) Date

President
(Title)

COST PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

OFFERED PRICE: \$ 400,000 _____

Note: Minimum offer must be \$400,000. Proof of funds must be provided with your submittal.

VERIFICATION OF MINIMUM QUALIFICATIONS FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without further evaluation.

1. Client Name: _____ Title: _____

Client Contact _____ E-mail _____

Contact Phone Number: _____

Services performed from and to (dates): _____

2. Client Name: _____ Title: _____

Client Contact _____ E-mail _____

Contact Phone Number: _____

Services performed from and to (dates): _____

3. Client Name: _____ Title: _____

Client Contact _____ E-mail _____

Contact Phone Number: _____

Services performed from and to (dates): _____

4. Client Name: _____ Title: _____

Client Contact _____ E-mail _____

Contact Phone Number: _____

Services performed from and to (dates): _____

Attach additional pages if necessary.

BUSINESS INFORMATION QUESTIONNAIRE

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

NAME OF COMPANY CommonWealth Group, LLC
PRINCIPAL OFFICE ADDRESS 15020 Michigan Ave., Dearborn, MI 48126
TELEPHONE NUMBER 313-749-8400
DUNS# AND/OR CCR (if applicable)# _____

FORM OF OWNERSHIP (Check One)

Corporation () LLC (x) Joint Venture ()

State of Incorporation/Registration MI Date of Incorporation/Registration 3/14/16

Partnership () If Partnership, select one of the following: Limited () or General ()

Individual ()

LIST OF PARTNERS, PRINCIPALS, CORPORATE OFFICERS OR OWNERS

Name	Title
Khalil Dabaja	Founder & CEO

LIST OF CORPORATE DIRECTORS

Principal Business Affiliation

Name	Other Than Respondent Directorship

HAS YOUR COMPANY OPERATED UNDER ANY DIFFERENT NAMES IN THE PAST FIVE (5) YEARS? **YES / NO** IF YES, PLEASE IDENTIFY THE NAME(S) UNDERWHICH YOUR COMPANY HAS OPERATED: ^X _____

ADDITIONAL INFORMATION REQUIRED BY THE CITY

LIST OF PRINCIPAL STOCKHOLDERS (i.e., those holding 5% or more of the outstanding stock)

<u>Name</u>	<u>Address</u>
Khalil Dabaja	15020 Michigan Ave., Dearborn, MI 48126
_____	_____
_____	_____

FINANCIAL DISCLOSURE/CONFLICTS OF INTEREST: Identify any contract(s), including any contract involving a personal, familial, employment or consulting relationship, which the firm, or its partners, principals, corporate officers or owners currently has with the City of Dearborn, or with any of its council members or officers.


None

LATEST CREDIT RATING (Specify if other than Dun and Bradstreet)

I hereby certify that the foregoing business information is true, correct and complete to the best of (my/our) knowledge and belief:

CommonWealth Group, LLC

(Name of Company)

By  8/21/24
(Signature) Date

(Title)

By _____
(Signature) Date

(Title)

SUBCONTRACTOR FORM

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

Are there any subcontractors to be utilized under this contract?

YES - You must complete both pages.

NO - You must complete only this page.

ACKNOWLEDGED BY:

Firm: _____

Name: _____
(Authorized Representative)

Title: _____

Signature: _____

Date: _____

SUBCONTRACTOR FORM Continued

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor Type text here

State relationship, if any, between Prime Contractor and each Subcontractor: _____

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.

Subcontractor: _____ Fed Tax ID _____

Address: _____ P.O. Box _____

City: _____ County _____ State _____ Zip: _____

Phone:(_____) _____ Fax:(_____) _____

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings): _____

Work to perform: _____

Subcontract Amount \$ _____ Percent of Contract _____ %

ACKNOWLEDGED BY:

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR

Authorized Signature Name & Title Date

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR

Authorized Signature Name & Title Date

ETHICS IN CONTRACTING VENDOR FORM

(DISCLOSURE OF RELATIONSHIPS WITH CITY OF DEARBORN CONTRACT MANAGERS BY OWNERS, OFFICERS AND KEY PERSONNEL OF BUSINESS)

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

- This form must be completed by a person holding a key position in the business, such as an officer, director, trustee, partner, senior engineer or sales manager and have influence in making this proposal or response or in performing the contract if the City of Dearborn (City) awards it to your business.
- Please fill out this form to the best of your knowledge and belief.
- Detach and make additional copies of this form if needed.
- If you are unsure about what to disclose, contact the Purchasing Division at (313) 943-2375.
- You are not required to question family members beyond what you already know of their affairs.
- Submit this form with your bid/quote/proposal. A copy will be kept on file by the Purchasing Agent.
- If you fail to fully disclose the required information below, the City may terminate your contract if your business is awarded one.
- If you are awarded a contract and changes occur that would impact your responses below, it is your responsibility to update and resubmit this form.

1. Are you a City employee or an immediate family member of a City employee? Yes No

If Yes: Name: Ibrahim Dabaja Relationship: Father
Department: Dearborn Police Department Title: Corporal

2. Without any further inquiry, are you aware if your business has employed a City employee or an immediate family member of a City employee within the previous twelve (12) months? Yes No

If Yes: Name of Employee: _____
Department: _____ Title: _____

3. Without any further inquiry, are you aware if your business has discussed hiring a City contract manager or an immediate family member of a City contract manager within the previous twelve (12) months? Yes No

If Yes: Name of Contract Manager: _____
Department: _____ Title: _____


4. Do you and a contract manager each have a financial interest in one or more of the same business ventures? Yes No

If Yes: Name of Contract Manager: _____
Department: _____ Title: _____

ETHICS CERTIFICATION

I certify that I have disclosed all information within my knowledge, which is required by this disclosure form.

Name: (Please print): Khalil Dabaja

Signature:  Date: 8/21/24

Company Name: _____

Last Four Digits of Company Tax ID #: _____

ETHICS DEFINITIONS

Contract Manager

An elected or appointed City of Dearborn official or a key employee identified as having significant discretion over City contracts.

Immediate Family

Your spouse, children, parents, brothers and sisters.

Financial Interest

- Ownership of any interest or involvement in any relationship, which results in the receipt in \$500 or more per year.
- Holding a key position in a business such as officer, director, trustee, partner, member, shareholder or sales manager. Exceptions: Officers who serve without compensation on the boards of charitable organizations.
- Receipt of any financial benefit, whether direct or indirect.



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Amendments to Ordinance Sec. 14-10, titled “Alarm systems”, and commonly referred to as the “False Alarm Ordinance”

DEPARTMENT: Law and Police

BRIEF DESCRIPTION: The “alarm systems” ordinance regulates false alarms in the City, including fees assessed to the alarm user when police or fire respond to a false alarm.

The proposed amendments do the following:

- 1) Reduce the fees assessed for false alarms;
- 2) Abolish the security systems board and replace it with an administrative appeals process handled by the Police Chief;
- 3) Establish criteria the Police Chief must use in reviewing appeals; and
- 4) Limit the number of false alarm fees that can be waived in a single 12-month period.

PRIOR COUNCIL ACTION: The last ordinance amendment was adopted in 2011 (See Ordinance No. 11-1325)

BACKGROUND: The proposed amendments are being made to address inequities in the ordinance, particularly as they relate to alarm users that experience extraordinary circumstances, such as illness and death, which results in the false alarm fees being assessed against the person or estate that inherits the home or business.

FISCAL IMPACT: The reduction in fees assessed for false alarms will result in a loss of revenue collected, and increase costs for city services related to responding to false alarms.

COMMUNITY IMPACT: Provides more opportunity for alarm users to have their false alarm fees waived.

IMPLEMENTATION TIMELINE: This is an ordinance amendment and requires two readings before it can go into effect.

COMPLIANCE/PERFORMANCE METRICS:



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Corporation Counsel and Chief of Police

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Amendments to Ordinance Sec. 14-10, titled “Alarm systems”, and commonly referred to as the “False Alarm Ordinance”

DATE: October 7, 2024

I. BACKGROUND

Ordinance Sec. 14-10, commonly referred to as the “False Alarm Ordinance”, regulates false alarms in the City and the fees assessed to the alarm user when police or fire respond to a false alarm.

Under the existing ordinance, there is a 5-tier fee structure assessed for false alarms, which ranges from no fee for the first call to a false alarm to a fee of \$1,100 for the tenth and subsequent call. Appeals for a false alarm fee go to the security systems board, which is comprised of the Police Chief and two members appointed by the Mayor and subject to Council approval.

II. PROPOSED AMENDMENTS

The proposed amendments do the following:

- 1) Reduce the 5-tier fee structure to 3-tiers, with the highest fee being reduced from \$1,100 to \$275.
- 2) Abolish the “security systems board” and replace it with an administrative appeals process handled by the Chief of Police.
- 3) Limit the number of false alarm fees that can be waived within a 12-month period to 5.
- 4) Establish criteria for review of appeals, including extraordinary circumstances that include, but are not limited to, death, illness or natural disaster.

Respectfully submitted,

DocuSigned by:

Bradley Mendelsohn
 BRADLEY MENDELSON
 Deputy Corporation Counsel

APPROVAL/CONCURRENCE:

DocuSigned by:
Jeremy Romer
 E7A573BA25E3460...
 JEREMY J. ROMER
 Corporation Counsel

DocuSigned by:
Issa Shakin
 1A53E1C7E85A4061...
 ISSA SHAKIN
 Chief of Police

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 14, ARTICLE I,
SECTION 14-10 OF THE CODE OF ORDINANCES OF THE CITY
OF DEARBORN, ENTITLED "ALARM SYSTEMS"

THE CITY OF DEARBORN ORDAINS TO:

Amend Chapter 14, Article I, Section 14-10 to read as follows:

Sec. 14-10. - Alarm systems.

(a) Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Alarm system shall mean an assembly of equipment and devices arranged to signal the presence of a hazard requiring urgent attention by the police department and/or fire department.

False alarm shall mean an alarm signal activated by inadvertence, negligence, or unintentional act necessitating response by the police department and/or fire department.

(b) Fee for false alarms . To defray the cost of responding to false alarms and to discourage the continuation of repeat false alarms, the owner or lessee of the alarmed premises shall pay to the city the following sums for each occasion that the alarm system is activated and responded to by the police department and/or fire department, and the service called for is not needed.

(1) First call in a 12-month period No charge

(2) Second through fourth call in a 12-month period 110.00

(3) Fifth ~~and sixth call~~ and subsequent calls in 12-month period 275.00

~~—(4) Seventh through ninth call in 12-month period 550.00~~

~~—(5) Tenth and subsequent calls in 12-month period 1,100.00~~

(c) Exceptions. The following circumstances shall not constitute a false alarm, and no fee shall be assessed:

(1) Alarm conditions activated by a person working on the alarm system with prior notification to the city police department and/or fire department.

(2) Alarms which can be substantiated as being activated by disruption or disturbance of utility company facilities or motor vehicle-utility pole accidents or by storm conditions.

(d) Appeal. Any person affected by the assessment of a false alarm fee may request and shall be granted a review on the matter by the chief of police. Such person shall file a request for review in the office of the chief of police within 60 days of the assessment of the false alarm fee. The burden of proving an alarm was not a false alarm shall be on the alarm user.

- (1) After review of an appeal, the chief of police may sustain the assessment of the false alarm fee or cancel the assessment. The chief shall have the authority to wave no more than 5 false alarm fees within a 12-month period.
- (2) The alarm user seeking appeal must meet one of the review standards listed under this subsection.
- (3) The following standards shall be applied when reviewing an appeal under this subsection.
 - a. Whether the exceptions listed in subsections (c) and (e) of this ordinance apply.
 - b. Whether the alarm was not a “false alarm”, as that term is defined in this ordinance.
 - c. Whether there are extenuating circumstances outside the control of the alarm user that warrant waiver, including but not limited to death, illness, or natural disaster.
- (4) The findings and decisions of the chief of police shall be summarized, reduced to writing, and filed with the office of the chief of police.
- (5) ~~(6)~~ No more than two appeals may be filed by any person affected by the assessment of a false alarm fee per calendar year.

~~There is hereby created and established in and for the city, a security systems board to be composed of the chief of police, or his designee, and two other members appointed by the mayor in accordance with the provisions of the Charter.~~

~~—(1)—The security systems board shall organize by annually electing a chairman, vice-chairman and secretary from its membership.~~

~~—(2)—All correspondence to the board shall be sent to the office of the chief of police.~~

~~—(3)—Any person affected by the assessment of a false alarm fee may request and shall be granted a hearing on the matter before the security systems board. Such person shall file a request for hearing in the office of the chief of police within 60 days of the assessment of the false alarm fee. The burden of proving an alarm was not a false alarm shall be on the alarm user.~~

~~—(4) The board shall meet on a monthly basis to consider all appeals properly filed. After hearing an appeal, the board may sustain the assessment of the false alarm fee, or cancel the assessment.~~

~~—(5) The findings and decisions of the security systems board shall be summarized, reduced to writing, and filed with the office of the chief of police.~~

(e) Burglar (B&E) alarms; audible signals; shut-off device. Burglar (B&E) alarm systems equipped with audible signals shall be fitted with a shut-off device that automatically silences the audible signal within ten minutes of activation. Those not fitted with a shut-off device shall be subject to deactivation by a member of the police department. The city will not be liable for any damage caused by the deactivation nor shall the city be liable for any subsequent losses due to the deactivation. The owner or lessee shall be subject to a \$100.00 shut-off fee, in addition to any false alarm fees, which may be associated with emergency police response.

(Ord. No. 86-370, §§ 1—4, 10-7-86; Ord. No. 95-623, 2-21-95; Ord. No. 98-722, 4-7-98; Ord. No. 00-829, 8-15-00; Ord. No. 06-1084, 6-12-06; Ord. No. 11-1325, 5-16-11)



**PARKS
& RECREATION**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: To approve the special event request for the annual Sgt. Chris Hampton Memorial 5K Run at Ford Field, and to waive the City Noise Ordinance during the event.

DEPARTMENT:
Parks & Recreation

BRIEF DESCRIPTION:

The "Sgt. Chris Hampton Memorial 5K Run" is scheduled for Sunday, October 27th at Ford Field with a 9:00am start time. The event aims to raise awareness for suicide prevention while raising funds for the Chris Hampton memorial. The anticipated turnout is 200 people for this event.

PRIOR COUNCIL ACTION:

CR: 9-504-23

BACKGROUND:

The Dearborn Police Officers Charities are requesting authorization to conduct this 5K Run, in the name of Sgt. Chris Hampton, on Sunday, October 27th. The Dearborn Police Department will assist with traffic-control during the event as needed.

FISCAL IMPACT:

N/A

COMMUNITY IMPACT:

Temporary disruptions to traffic-flow on north and southbound Brady Street on the curb lane between 9:00 AM and 10:30AM.



**PARKS
& RECREATION**

EXECUTIVE SUMMARY AND MEMORANDUM

IMPLEMENTATION TIMELINE:

Immediate Effect is Requested.

COMPLIANCE/PERFORMANCE METRICS:

Recreation and Police Departments will work to ensure event logistics are managed and adhered to.



**PARKS
& RECREATION**

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: Sean Fletcher, Director of Parks & Recreation
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Approval of the Sgt. Chris Hampton Memorial 5K Run
DATE: 10/8/2024

Budget Information

Adopted Budget: N/A
Amended Budget: N/A
Requested Amount: N/A
Funding Source: N/A
Supplemental Budget: N/A

Summary of Request

The Dearborn Police Officers Charities are requesting to host the annual "Sgt. Chris Hampton Memorial 5K Run" on Sunday, October 27th. It is also requested that the City Noise Ordinance be waived during this event. Dearborn Police will assist with traffic safety and crowd control for the entire duration of the event. There will be temporary road-closures during the event on the curb lane of south bound Brady St from Cherry Hill to the Rouge Gateway Trail entrance.



**PARKS
& RECREATION**

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate effect is requested.

Background and Justification

It is respectfully requested that City Council approve this agenda item as presented.



**PARKS
& RECREATION**

EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

DocuSigned by:
Daniel Plamondon
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Daniel Plamondon 10/8/2024

Assistant Director of Parks & Recreation

DocuSigned by:
Sean R Fletcher
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Sean R Fletcher 10/8/2024

Director of Parks & Recreation

DocuSigned by:
Issa Shahin 10/8/2024
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Issa Shahin

Police Chief

DocuSigned by:
Jeremy Romer 10/8/2024
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Jeremy Romer

Corporation Counsel







EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect is Requested

I

REQUEST: Award of Contract for Comfort Station Upgrades

DEPARTMENT: Parks & Recreation Department

BRIEF DESCRIPTION: The Department of Parks & Recreation, in conjunction with Purchasing, recommends the award of contract to Key Construction Co for the upgrade of Comfort Stations.

PRIOR COUNCIL ACTION: N/A

BACKGROUND:

For the first time in over 25 years, the comfort stations at Hemlock and Ford Woods park, as well as the shelter at Hemlock park are receiving upgrades. The Crowley Park comfort station will also receive upgrades. The Crowley comfort station was expanded in 2011, however at that time, there were no upgrades to any functioning plumbing or electrical equipment. Upon Council approval, these requested upgrades will provide necessary repairs to restore optimal functionality at all the above-mentioned locations. The repairs range from cosmetic work to ensuring properly functioning plumbing and electrical.

FISCAL IMPACT: \$252,170

COMMUNITY IMPACT:

Provide optimally functioning comfort stations for the tens of thousands of park goers each year.

IMPLEMENTATION TIMELINE: The renovations will begin in the fall of 2024, and be completed before the spring of 2025.

COMPLIANCE/PERFORMANCE METRICS: Members of the Parks & Recreation staff will confirm adherence to the contract Scope of Work.



EXECUTIVE SUMMARY AND MEMORANDUM

FINANCE

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Award of Contract for Comfort Station Upgrades
DATE: October 8, 2024

Budget Information

Project:	I27025 - Parks Comfort Station Upgrade
Total Approved Project Budget:	\$ 400,000
Available Project Budget:	\$ -
Requested Amount:	\$ 252,170
Funding Source:	Facilities Fund, Recreation, City Parks, Capital Project Support, Repair & Maintenance, Buildings
Supplemental Budget:	\$ 400,000 ARPA25 - Recreation and Parks
Available Project Budget:	\$ 1,173,771
Funding Source:	Facilities Fund, Recreation, City Parks

Summary of Request

Parks & Recreation Department, in conjunction with Purchasing, recommends issuing a contract for Comfort Station Upgrades, to Key Construction Co. The Pool Renovations at Summer Stephens, Lapeer and Ten Eyke parks are contracted to Key Construction Co., and will be completed in the spring of 2025.

It is respectfully requested that Council authorize this one-time purchase. The resulting contract shall not be binding until fully executed.

Immediate effect is requested.

Background and Justification

For the first time in over 25 years, the comfort stations at Hemlock and Ford Woods park, as well as the shelter at Hemlock park are receiving upgrades. The Crowley Park comfort station will also receive upgrades. The Crowley comfort station was expanded in 2011, however at that time, there were no upgrades to any functioning plumbing or electrical equipment. Upon Council approval, these requested upgrades will provide necessary repairs to restore optimal functionality at all the above-mentioned locations. The repairs range from cosmetic work to ensuring properly functioning plumbing and electrical. These upgrades will also include the addition of a fully accessible handicap changing room at the Crowley and Ford Woods comfort station which are the sites of our new inclusive playgrounds set to open in the very near future.



EXECUTIVE SUMMARY AND MEMORANDUM

FINANCE

These dyer renovations are crucial for the future of these locations and will provide a much-needed refresh to these heavily used community sites

Procurement Process

Process: Continuity of Professional Services

The procurement process was in accordance with Section 2-568A (6)e Continuity of Professional Services, of the Procurement Ordinance and all internal policies and procedures. The Purchasing Division requests approval to proceed with the procurement.

Signature Page

Prepared By:

Jay Andrews, Sr. Buyer

Department Approval:

Sean Fletcher, Director, Parks & Recreation

Budget Approval:

Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

Jeremy J. Romer, Corporation Counsel



EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Approval of Asset Management Plan for roads and bridges as required by Public Act 325 of 2018.

DEPARTMENT: Department of Public Works and Facilities/Engineering

BRIEF DESCRIPTION: Public Act 325 of 2018 requires the City of Dearborn, as a road agency, to submit a Transportation Asset Management Plan (TAMP) for roads and bridges to Michigan's State Transportation Asset Management Council.

PRIOR COUNCIL ACTION: CR 10-455-21

BACKGROUND: "Asset management" means an ongoing process of maintaining, preserving, upgrading, and operating physical assets cost effectively based on a continuous physical inventory and condition assessment and investment to achieve established performance goals.

"Asset management plan for roads and bridges" means a plan created by a local road agency and approved by the local road agency's governing body (City Council) that includes a provision for asset inventory, performance goals, risk of failure analysis, anticipated revenues and expenses, performance outcomes, and coordination with other infrastructure owners.

FISCAL IMPACT: Routine maintenance and rehabilitation of a roadway saves 22 percent in costs over 35 years,

COMMUNITY IMPACT: The Transportation Asset Management Plan confirms that the City of Dearborn is in a downward trend of addressing its roads. 43.9 percent of our major roads are in poor condition while the percentage is 33 percent statewide.

However, the City of Dearborn is in an upward trend of addressing local roads. 27.7 percent of the City's local roads are in poor condition while the percentage is 43 percent statewide.

(See pages 13-19 in attached Plan.)

IMPLEMENTATION TIMELINE: We request that City Council approve the City of Dearborn Transportation Asset Management Plan (TAMP) for roads and bridges, that the City Engineer is authorized to sign the required paperwork, and that the resolution is given **IMMEDIATE EFFECT**.

COMPLIANCE/PERFORMANCE METRICS: N/A



**PUBLIC
WORKS**

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Department of Public Works and Facilities/Engineering

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Approval of Transportation Asset Management Plan (TAMP) for roads and bridges as required by Public Act (PA) 325 of 2018.

DATE: October 7, 2024

Summary of Request

Public Act 325 of 2018 requires the City of Dearborn, as a road agency, to submit an Asset Management Plan (AMP) for roads and bridges to Michigan's State Transportation Asset Management Council.

Presented herewith is the City of Dearborn Transportation Asset Management Plan for roads and bridges. We request that City Council approve this plan, that the City Engineer is authorized to sign required paperwork, and that the resolution is given **IMMEDIATE EFFECT**.

Background and Justification

"Asset management" means an ongoing process of maintaining, preserving, upgrading, and operating physical assets cost effectively based on a continuous physical inventory and condition assessment and investment to achieve established performance goals.

"Asset management plan for roads and bridges" means a plan created by a local road agency and approved by the local road agency's governing body (City Council) that includes a provision for asset inventory, performance goals, risk of failure analysis, anticipated revenues and expenses, performance outcomes, and coordination with other infrastructure owners.

The Transportation Asset Management Plan confirms that the City of Dearborn is in a downward trend of addressing its roads. 43.9 percent of our major roads are in poor condition while the percentage is 33 percent statewide.

However, the City of Dearborn is in an upward trend of addressing local roads. 27.7 percent of the City's local roads are in poor condition while the percentage is 43 percent statewide.

(See attached extracts from the TAMP.)

Department Approval:

DocuSigned by:
Tim Hawkins
35BABC5BED3455...

Tim Hawkins, Public Works & Facilities Director

DocuSigned by:
Soud El-Jamaly
8FDE4113B37F442...

Soud El-Jamaly, City Engineer



**PUBLIC
WORKS**

EXECUTIVE SUMMARY AND MEMORANDUM

Budget Approval:

DocuSigned by:

Corey Jarocki

3923DB0ED71E40A...

Corey Jarocki, Deputy Finance Director

DocuSigned by:

Michael Kennedy

F77919D1421447F...

Michael Kennedy, Finance Director/Treasurer

DocuSigned by:

Jeremy Romer

E7A373BA23E3460...

Jeremy J. Romer, Corporation Counsel

City of Dearborn 2024 Transportation Asset Management Plan



A plan describing the City of Dearborn's transportation assets and conditions

Prepared by:

Zachary Hampton, P.E.
OHM Advisors
1145 Griswold Street
Detroit, MI 48226

Under the Supervision of:

Soud El Jamay, P.E.
City of Dearborn
16901 Michigan Avenue, Suite 19
Dearborn, MI 48126

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EXECUTIVE SUMMARY

As conduits for commerce and connections to vital services, roads and bridges are some of the most important assets in any community, and other assets like culverts, traffic signs, traffic signals, and utilities support and affect roads and bridges. The City of Dearborn's roads, bridges, and support systems are also some of the most valuable and extensive public assets, all of which are paid for with taxes collected from ordinary citizens and businesses. The cost of building and maintaining these assets, their importance to society, and the investment made by taxpayers all place a high level of responsibility on local agencies to plan, build, and maintain roads, bridges, and support assets in an efficient and effective manner. This asset management plan is intended to report on how the City is meeting its obligations to maintain the public assets for which it is responsible.

This plan identifies the City of Dearborn's assets and condition and how Dearborn maintains and plans to improve the overall condition of those assets. An asset management plan is required by Michigan Public Act 325 of 2018, and this document represents fulfillment of some of the City's obligations towards meeting these requirements. However, this plan and its supporting documents are intended to be much more than a fulfillment of required reporting. This asset management plan helps to demonstrate Dearborn's responsible use of public funds by providing elected and appointed officials as well as the general public with the inventory and condition information of Dearborn's assets, and it gives taxpayers the information they need to make informed decisions about investing in Dearborn's essential transportation infrastructure.

INTRODUCTION

Asset management is defined by Public Act 325 of 2018 as “an ongoing process of maintaining, preserving, upgrading, and operating physical assets cost effectively, based on a continuous physical inventory and condition assessment and investment to achieve established performance goals”. In other words, asset management is a process that uses data to manage and track assets, like roads and bridges, in a cost-effective manner using a combination of engineering and business principles. This process is endorsed by leaders in municipal planning and transportation infrastructure, including the Michigan Municipal League, County Road Association of Michigan, the Michigan Department of Transportation (MDOT), and the Federal Highway Administration (FHWA). The City of Dearborn is supported in its use of asset management principles and processes by the Michigan Transportation Asset Management Council (TAMC), formed by the State of Michigan.

Asset management, in the context of this plan, ensures that public funds are spent as effectively as possible to maximize the condition of the road and bridge network. Asset management also provides a transparent decision-making process that allows the public to understand the technical and financial challenges of managing transportation infrastructure with a limited budget.

The City of Dearborn has adopted an “asset management” business process to overcome the challenges presented by having limited financial, staffing, and other resources while needing to meet road users’ expectations. Dearborn is responsible for maintaining and operating over 270.5 centerline miles of roads and four bridge structures. It is also responsible for culverts and 87 signals.

This 2024 plan identifies the City of Dearborn’s transportation assets and their condition as well as the strategy that Dearborn uses to maintain and upgrade particular assets given their condition goals, priorities of network’s road users, and resources. An updated plan is to be released approximately every three years both to comply with Public Act 325 and to reflect changes in road conditions, finances, and priorities.

Questions regarding the use or content of this plan should be directed to Soud El-Jamaly at 16901 Michigan Avenue, Suite #19, Dearborn, MI 48126 or at seljamaly@dearborn.gov. A copy of this plan can be accessed on our website at www.cityofdearborn.org.

PAVEMENT ASSETS

Dearborn is responsible for 270.5 centerline miles of public roads. An inventory of these miles divides them into different network classes based on road purpose/use and funding priorities as identified at the state level: city major road network, which is prioritized for state-level funding, and city minor road network.

Inventory of Assets

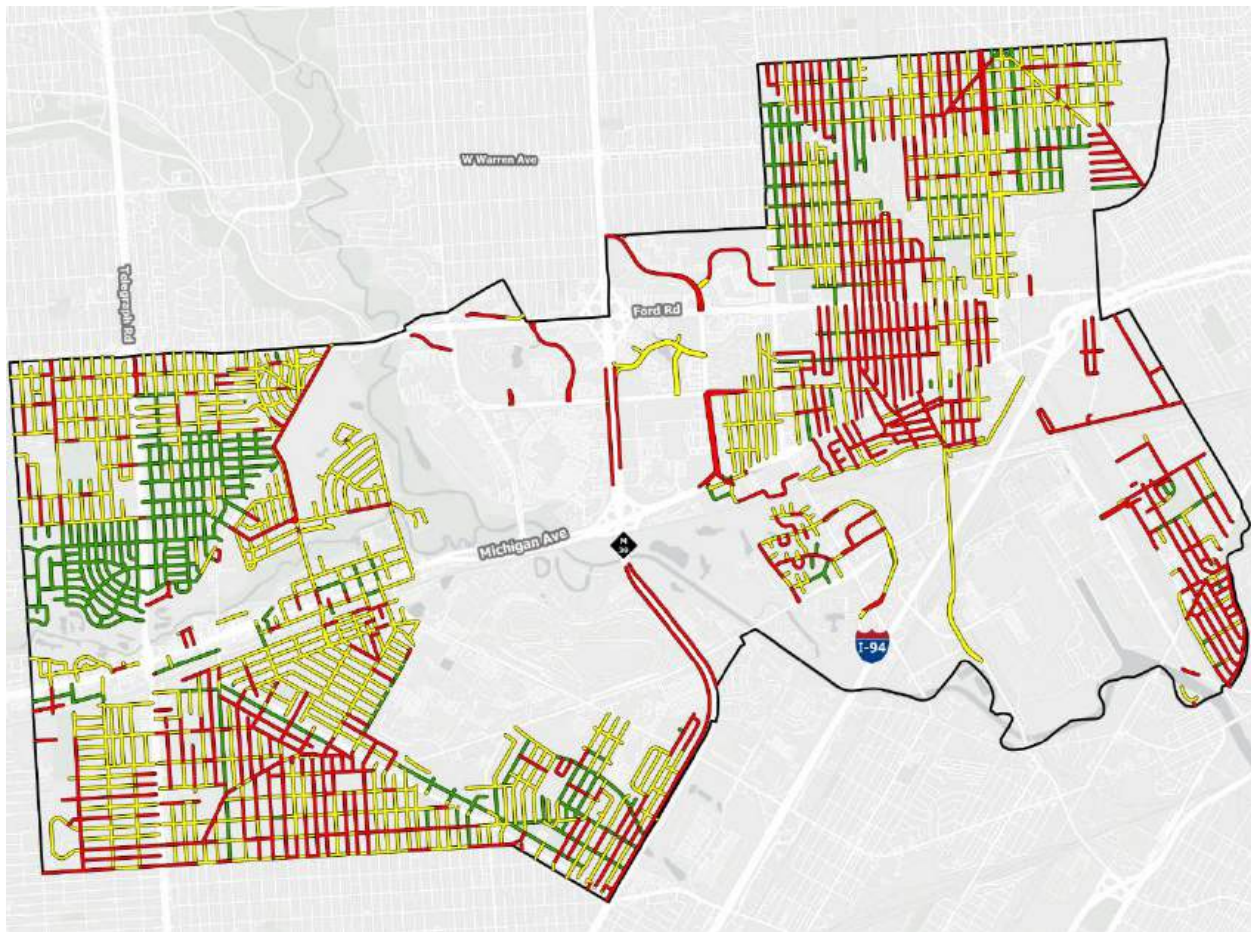


Figure 1: 2023 Dearborn PASER Ratings. Good (green), Fair (yellow), Poor (red).

Of Dearborn’s 270.5 centerline miles of road, 193 miles are classified as city minor and 77.5 miles are classified as city major (Figure 1 identifies these paved roads in green, yellow, and red with the colors being determined based on the road segment’s condition). Dearborn also manages 4.5 miles that are classified as part of the National Highway System (NHS); the NHS is subject to special rules and regulations and has its own performance metrics dictated by the FHWA. In addition, Dearborn has 0.1 miles of unpaved roads (Figure 1 identifies these unpaved roads in blue). These roadways were not

included in this plan. More detail about these road assets can be found in Dearborn’s Roadsoft database or by contacting Dearborn.

Types

Dearborn has multiple types of pavements in its jurisdiction, including asphalt and concrete. Figure 2 shows a breakdown of these pavement types for all of Dearborn’s Road assets.

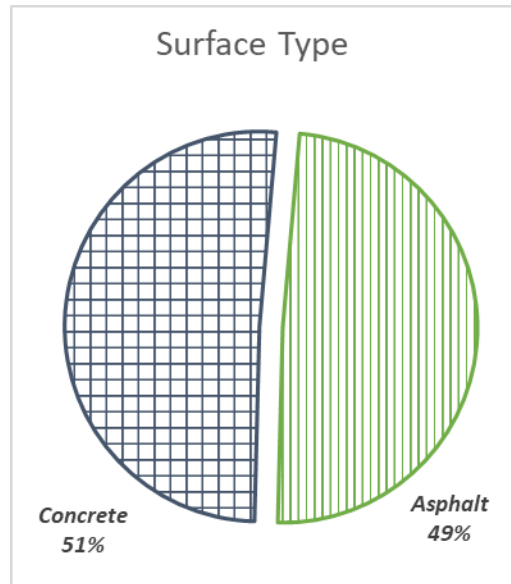


Figure 2: Pavement type by percentage maintained by Dearborn.

Condition, Goals, and Trend

Paved Roads

Paved roads in Michigan are rated using the Pavement Surface Evaluation and Rating (PASER) system, which is a 1 to 10 scale with 10 being a newly constructed surface and 1 being a completely failed surface. PASER scores are grouped into TAMC definition categories of good (8-10), fair (5-7), and poor (1-4) categories. Dearborn collects PASER data every two years on all of its city major and city minor roads.

Currently, the city major road network has 13 percent of roads in good condition, 43 percent in fair, and 44 percent in poor condition, while the city minor road network has 20 percent in good, 52 percent in fair, and 28 percent in poor (Figure 3 and Figure 4). Dearborn’s long-term goals are two-fold: the first is to achieve an average overall PASER rating of 6.0, and the second is to have no more than 25% of its roads be in poor condition. Figure 3 and Figure 4 illustrate the historical and current condition (solid bars) of Dearborn’s city major and city minor networks, respectively; they also illustrate the projected trend (shaded bars), the overall trend in condition (trendlines), and Dearborn’s goal (final solid bar).

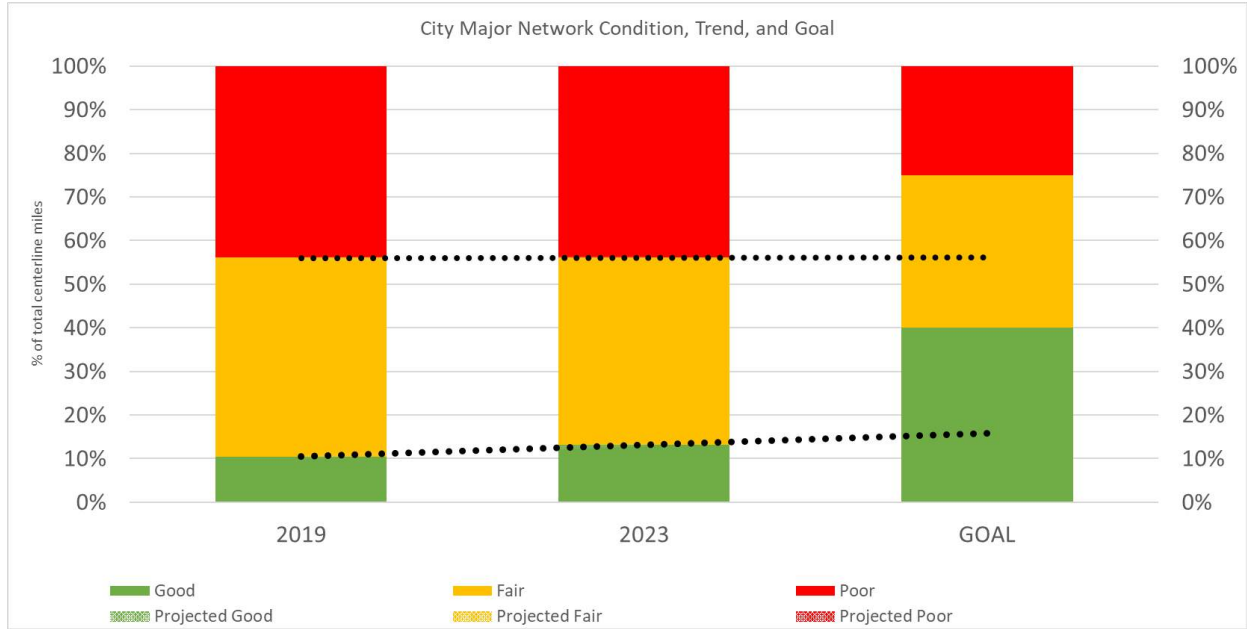


Figure 3: City major network condition, goals, and trend

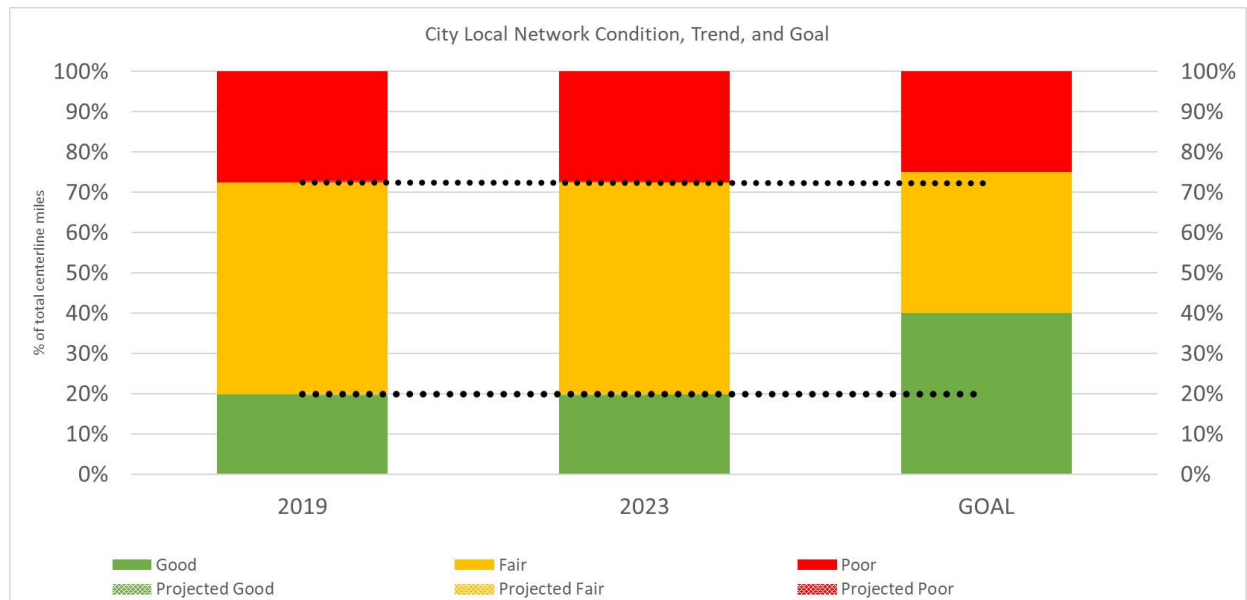


Figure 4: City minor network condition, goals, and trend

Modelled Trends, Gap Analysis, and Planned Projects

Modelled Trends & Gap Analysis

The following table shows the City’s PASER rating trends given different investment levels. In order to significantly increase the City’s PASER ratings, the City must continue to invest \$13m a year in its road network.

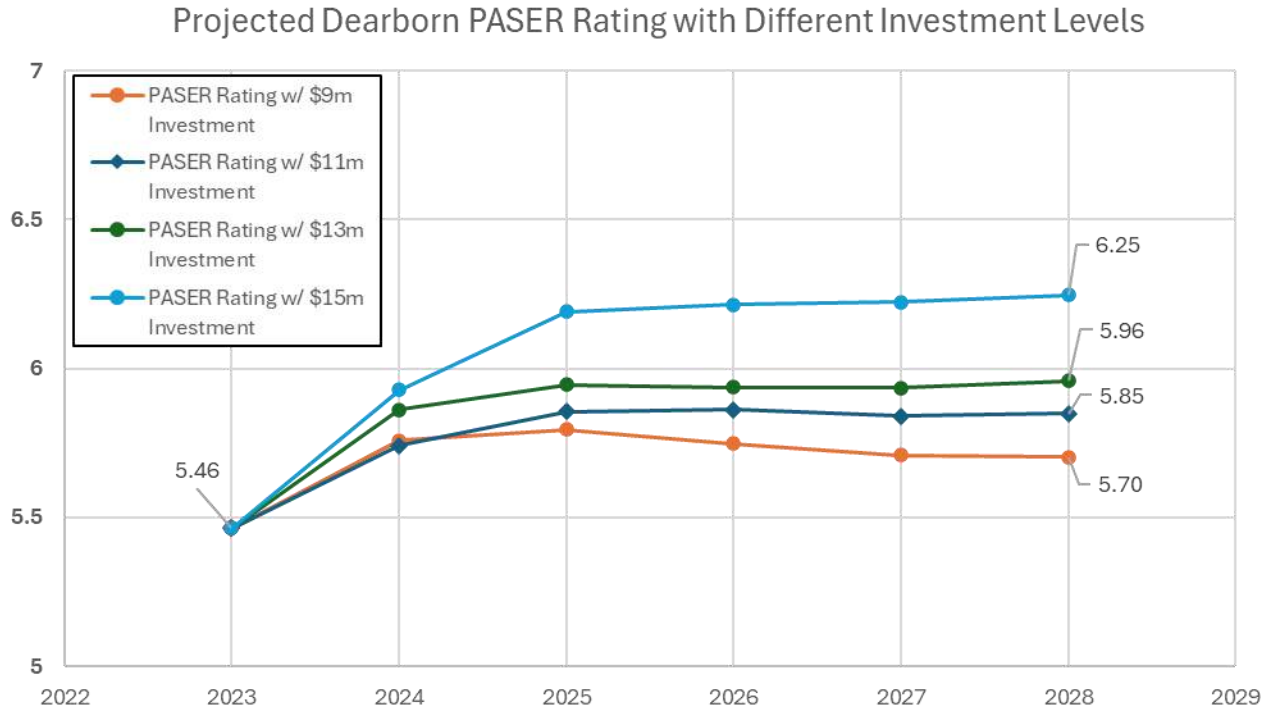


Figure 5. Projected PASER Rating with Different Investment Levels

Planned Projects

Dearborn has several projects planned for the next three years. These projects are identified in Figure 6.

Figure 6 : Planned road improvement projects for the next three years.

The total cost of the projects illustrated in Figure 6 is approximately \$33 million.

BRIDGE ASSETS

Dearborn is responsible for four bridges that provide safe service to road users across the agency network. Dearborn seeks to implement a cost-effective program of preventive maintenance to maximize the useful service life and safety of the local bridges under its jurisdiction.

Inventory of Assets



Figure 7: Map illustrating locations of Dearborn's bridge assets

Dearborn has four total bridges in its road and bridge network; these bridges connect various points of the road network, as illustrated in Figure 7. These bridge structures can be summarized by type, size, and condition, which are detailed in Table 2. More information about each of these structures can be found in Dearborn's MiBRIDGE database or by contacting Dearborn.

Table 1: Bridge Assets by Type: Inventory, Size, and Condition

Bridge Type	Total Number of Bridges	Total Deck Area (sq ft)	Condition: Structurally Deficient, Posted, Closed			2024 Condition		
			Struct. Defic	Posted	Closed	Poor	Fair	Good
Concrete - Slab	1	4,581					1	
Prestressed Concrete - Multistring	1	5,780						1
Steel - Multistring	1	2,899					1	
Steel Continuous - Multistring	1	33,471					1	
Total SD/Posted/Closed			0	0	0			
Total	4	46,731				0	2	2
Percentage (%)			0	0	0	0	75	25

Condition, Goals, and Trends

Bridges in Michigan are given a good, fair, or poor rating based on the National Bridge Inspection Standards (NBIS) rating scale, which was created by the Federal Highway Administration to evaluate a bridge’s deficiencies and to ensure the safety of road users. The current condition of Dearborn’s bridge network based on the NBIS is two structures rated good, two structures rated fair, and zero structures rated poor (Table 1).

Bridges are designed to carry legal loads in terms of vehicles and traffic. Due to a decline in condition, a bridge may be “posted” with a restriction for what would be considered safe loads passing over the bridge. On occasion, posting a bridge may also restrict other load-capacity-related elements like speed and number of vehicles on the bridge, but this type of posting designates the bridge differently. Dearborn does not have any structures that are posted for load restriction (Table 1). Designating a bridge as “posted” has no influence on its condition rating. A “closed” bridge is one that is closed to all traffic. Closing a bridge is contingent upon its ability to carry a set minimum live load. Dearborn does not have any structures that are closed (Table 1). The goal of the program is the preservation and safety of Dearborn’s bridge network.

Dearborn’s goals for its bridge network are to maintain all bridges in fair or good condition, and have no bridges noted as structurally deficient. By keeping bridges within these categories as long as possible and preventing them from becoming structurally deficient, Dearborn can maximize the effectiveness of lower cost maintenance fixes and avoid costly reconstruction projects. The City is currently meeting this goal.

Programmed/Funded Projects, Gap Analysis, and Planned Projects

Within the last three years, Dearborn has completed preventative maintenance on two of its four bridges. Preventive maintenance is a more effective use of these funds than the costly alternative of major rehabilitation or replacement. Since Dearborn recognizes that limited funds are available for improving the bridge network, it continues to seek to identify those bridges that will benefit from preventative maintenance.

Over the next three years, Dearborn has not received any federal funding, and therefore is not planning on completing bridge improvement projects.

CULVERT ASSETS

Inventory of Assets

Due to the nature of their existing roads, almost all right-of-way drainage in Dearborn is captured via their existing storm system. Therefore, there are no known culverts within any of their rights-of-way. They do have open water courses within the City, but due to their size are spanned by bridges.

Goals

If any culverts do exist, Dearborn would remove and replace with an adjacent construction project.

Planned Projects

As there are no known culverts in the City's right-of-way, there are no planned culvert construction projects.

SIGNAL ASSETS

Dearborn exercises awareness of its traffic sign and signal assets.

Inventory of Assets

At present, Dearborn tracks only inventory data for traffic signals. Dearborn has inventoried 87 traffic signals, of which all are owned by the City. It should be noted that Wayne County operates and maintains these signals on behalf of the City; all maintenance activities are undertaken by the County but paid for by the City.

More detail about these traffic signal assets can be obtained by contacting Dearborn.

Goals

The goal of Dearborn's asset management program is the preservation of its traffic signals. Dearborn is responsible for preserving 87 inventoried traffic signals as well as any un-inventoried traffic signals along its entire road network.

Planned Projects

Dearborn's policy is to evaluate traffic signal assets based on condition assessment for replacement or repair during any reconstruction, rehabilitation, preventive maintenance, or schedule maintenance activities on the roadway affected by the particular signal. It also conducts replacements or repairs for those traffic signal assets reported as non-functional or as performing with reduced function. Dearborn adheres to regular maintenance and servicing policies outlined in the *Michigan Manual of Uniform Traffic Control Devices*.

FINANCIAL RESOURCES

Public entities must balance the quality and extent of services they can provide with the tax resources provided by citizens and businesses, all while maximizing how efficiently funds are used. Therefore, Dearborn will overview its general expenditures and financial resources currently devoted to transportation infrastructure maintenance. This financial information is not intended to be a full financial disclosure or a formal report. Full details of Dearborn's financial status can be found on our website at <https://dearborn.gov/government/government-transparency/city-budget-finance#> or by request submitted to our agency contact (listed in this plan).

Anticipated Revenues & Expenses

Dearborn receives funding from the following sources:

- **State funds** – Dearborn's principal source of transportation funding is received from the Michigan Transportation Fund (MTF). This fund is supported by vehicle registration fees and the state's per-gallon gas tax. Allocations from the MTF are distributed to state and local governmental units based on a legislated formula, which includes factors such as population, miles of certified roads, and vehicle registration fees for vehicles registered in the agency's jurisdiction. Examples of state grants also include local bridge grants, economic development funds, and metro funds.
- **Federal and state grants for individual projects** – These are typically competitive funding applications that are targeted at a specific project type to accomplish a specific purpose. These may include safety enhancement projects, economic development projects, or other targeted funding. Examples of federal funds include Surface Transportation Program (STP) funds, C and D funds, bridge funds, MDOT payments to private contractors, and negotiated contracts.
- **Local government entities or private developer contributions to construction projects for specific improvements** – This category includes funding received to mitigate the impact of commercial developments as a condition of construction of a specific development project, and can also include funding from a special assessment district levied by another governmental unit. Examples of contributions from local units include city, village, and township contributions to the county; special assessments; county appropriations; bond and note proceeds; contributions from

counties to cities and villages; city general fund transfers; city municipal street funds; capital improvement funds; and tax millages (see below).

- **Local tax millages** – Many local agencies in Michigan use local tax millages to supplement their road-funding budget. These taxes can provide for additional construction and maintenance for new or existing roads that are also funded using MTF or MDOT funds. Dearborn has local tax millages in its road-funding budget. The City levy’s a 1.91 millage for garbage and rubbish. Of that millage, approximately 20 percent is distributed to the street funds to cover maintenance costs related to street sweeping and lead pickup, which amounts to approximately \$1.5 million for the entire roadway network.
- **Interest** – Interest from invested funds.
- **Permit fees** – Generally, permit fees cover the cost of a permit application review.
- **Other** – Other revenues can be gained through salvage sales, property rentals, land and building sales, sundry refunds, equipment disposition or installation, private sources, and financing.
- **Charges for services** – Funds from partner agencies who contract with Dearborn to construct or maintain its roads, or roads under joint or neighboring jurisdictions, including state trunkline maintenance and non-maintenance services and preservation.

Dearborn is required to report transportation fund expenditures to the State of Michigan using a prescribed format with predefined expenditure categories. The definitions of these categories according to Public Act 51 of 1951 may differ from common pavement management nomenclature and practice. For the purposes of reporting under PA 51, the expenditure categories are:

- **Construction/Capacity Improvement Funds** – According to PA 51 of 1951, this financial classification of projects includes, “new construction of highways, roads, streets, or bridges, a project that increases the capacity of a highway facility to accommodate that part of traffic having neither an origin nor destination within the local area, widening of a lane width or more, or adding turn lanes of more than 1/2 mile in length.”¹
- **Preservation and Structural Improvement Funds** – Preservation and structural improvements are “activit[ies] undertaken to preserve the integrity of the existing roadway system.”² Preservation includes items such as a reconstruction of an existing road or bridge, or adding structure to an existing road.
- **Routine and Preventive Maintenance Funds** – Routine maintenance activities are “actions performed on a regular or controllable basis or in response to uncontrollable events upon a highway, road, street, or bridge”.³ Preventive maintenance activities are “planned strategy[ies] of cost-effective treatments to an existing roadway system and its appurtenances that preserve assets

¹ Public Act 51 of 1951, 247.660c Definitions

² Public Act 51 of 1951, 247.660c Definitions

³ Public Act 51 of 1951, 247.660c Definitions

by retarding deterioration and maintaining functional condition without significantly increasing structural capacity”.⁴

- **Winter Maintenance Funds** – Expenditures for snow and ice control.
- **Trunkline Maintenance Funds** – Expenditures spent under Dearborn’s maintenance agreement with MDOT for maintenance it performs on MDOT trunkline routes.
- **Administrative Funds** – There are specific items that can and cannot be included in administrative expenditures as specified in PA 51 of 1951. The law also states that the amount of MTF revenues that are spent on administrative expenditures is limited to 10 percent of the annual MTF funds that are received.
- **Other Funds** – Expenditures for equipment, capital outlay, debt principal payment, interest expense, contributions to adjacent governmental units, principal, interest and bank fees, and miscellaneous for cities and villages.

RISK OF FAILURE ANALYSIS

Transportation infrastructure is designed to be resilient. The system of interconnecting roads and bridges maintained by Dearborn provides road users with multiple alternate options in the event of an unplanned disruption of one part of the system. There are, however, key links in the transportation system that may cause significant inconvenience to users if they are unexpectedly closed to traffic. Key transportation links include:

- **Geographic divides:** Areas where a geographic feature (river, lake, hilly terrain, or limited access road) limits crossing points of the feature; bridge failures, in particular, can create loss of access to entire regions of the state
- **Emergency alternate routes for high-volume roads and bridges:** Roads and bridges that are routinely used as alternate routes for high-volume assets are included in an emergency response plan
- **Limited access areas:** Roads and bridges that serve remote or limited access areas that result in long detours if closed
- **Main access to key commercial districts:** Areas with a large concentration of businesses or where large-size business will be significantly impacted if a road is unavailable

Our road and bridge network includes the following critical assets: Schaefer Road, Chase Road, Schlaff Road, Miller Road, Eagle Road, Vernor Highway, Prospect Avenue, Maple Street, Golfview Drive, Garrison Street, Brady Street, Military Avenue, Cherry Hill Street, Tireman Street, Mercury Drive, Southfield Service Drive, Monroe Street, and Carlisle Street. Figure 9 illustrates the key transportation links in Dearborn’s road and bridge network.

⁴ Public Act 51 of 1951, 247.660c Definitions



Figure 8: Key transportation links in Dearborn's road and bridge network

COORDINATION WITH OTHER ENTITIES

An asset management plan provides a significant value for infrastructure owners because it serves as a platform to engage other infrastructure owners using the same shared right of way space. Dearborn communicates with both public and private infrastructure owners to coordinate work in several ways. The City maintains drinking water, sanitary and storm sewer assets in addition to transportation assets. Dearborn follows an asset management process for all of its assets by coordinating the upgrade, maintenance and operation of all major assets. The city recently completed a round of projects that were structured around CSO control, sewer separation and water main reconstruction, but also included road improvements as well. Grouping these projects together allow the City to take advantage of economies of scale, which will allow the city's dollar to go farther. Dearborn's policies related to project coordination are outlined below:

- Roads which are in poor condition that have a subsurface infrastructure project planned which will destroy more than half the lane width will be rehabilitated or reconstructed full width using transportation funds to repair the balance of the road width.
- Subsurface infrastructure projects which will cause damage to pavements in good condition will be delayed as long as possible, or methods that do not require pavement cuts will be considered.
- Subsurface utility projects will be coordinated to allow all under pavement assets to be upgraded in the same project regardless of ownership to prevent the same roadway from being reconstructed multiple times.
- Road reconstruction projects will not be completed until agency-owned subsurface utilities are upgraded to have at least 40 years of remaining service life.

PROOF OF ACCEPTANCE

PUBLIC ACT 325

CERTIFICATION OF TRANSPORTATION ASSET MANAGEMENT PLAN

Certification Year: _____

Local Road-owning Agency Name: _____

Beginning October 2019 and on a three-year cycle thereafter, certification must be made for compliance to Public Act 325. A local road-owning agency with 100 certified miles or more must certify that it has developed an asset management plan for the road, bridge, culvert, and traffic signal assets. Signing this form certifies that the hitherto referred agency meets with minimum requirements as outlined by Public Act 325 and agency-defined goals and objectives.

This form must be signed by the chairperson of the local road-owning agency or the county executive and chief financial officer of the local road-owning agency.

Signature		Signature	
Printed Name		Printed Name	
Title	Date	Title	Date

Due every three years based on agency submission schedule

Submittal Date: _____

See attached council meeting minutes and/or resolution.

APPENDIX A. PAVEMENT ASSET MANAGEMENT PLAN

An attached pavement asset management plan follows.

City of Dearborn 2024 Pavement Asset Management Plan



A plan describing the City of Dearborn's roadway assets and conditions

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EXECUTIVE SUMMARY

As conduits for commerce and connections to vital services, roads are among the most important assets in any community along with other assets like bridges, culverts, traffic signs, traffic signals, and utilities that support and affect roads. The City of Dearborn's roads, other transportation assets, and support systems are also some of the most valuable and extensive public assets, all of which are paid for with taxes collected from ordinary citizens and businesses. The cost of building and maintaining roads, their importance to society, and the investment made by taxpayers all place a high level of responsibility on local agencies to plan, build, and maintain the road network in an efficient and effective manner. This asset management plan is intended to report on how Dearborn is meeting its obligations to maintain the public assets for which it is responsible.

This plan overviews Dearborn's road assets and condition, and explains how Dearborn works to maintain and improve the overall condition of those assets. These explanations can help answer the following questions:

- What kinds of road assets Dearborn has in its jurisdiction, who owns them, and the different options for maintaining these assets.
- What tools and processes Dearborn uses to track and manage road assets and funds.
- What condition Dearborn's road assets are in compared to statewide averages.
- Why some road assets are in better condition than others and the path to maintaining and improving road asset conditions through proper planning and maintenance.
- How agency transportation assets are funded and where those funds come from.
- How funds are used and the costs incurred during Dearborn's road assets' normal life cycle.
- What condition Dearborn can expect its road assets if those assets continue to be funded at the current funding levels
- How changes in funding levels can affect the overall condition of all of Dearborn's road assets.

Dearborn owns and/or manages 270.5 centerline miles of roads. This includes 0.075 centerline miles of gravel roadways and 0.084 centerline miles of unimproved earth. These roadways were not included in this plan. This road network can be divided into the city major network, the city minor network, the unpaved road network, and the National Highway System (NHS) network based on the different factors these roads have that influence asset management decisions. A summary of Dearborn historical and current network conditions, projected trends, and goals for city major network and city minor network can be seen in the two figures, below. It should be noted that the 2021 City Road conditions are not included in the graphs below. This is discussed further in the Roadway Conditions Section.

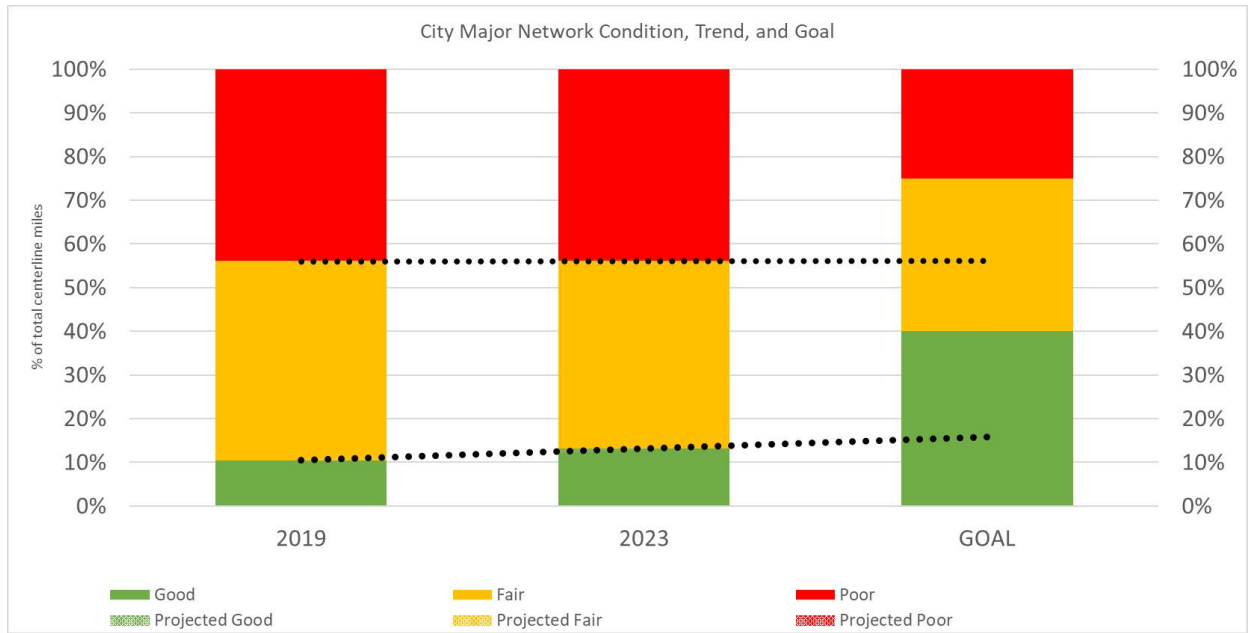


Figure 1. City Major Network Condition, Trend, and Goal

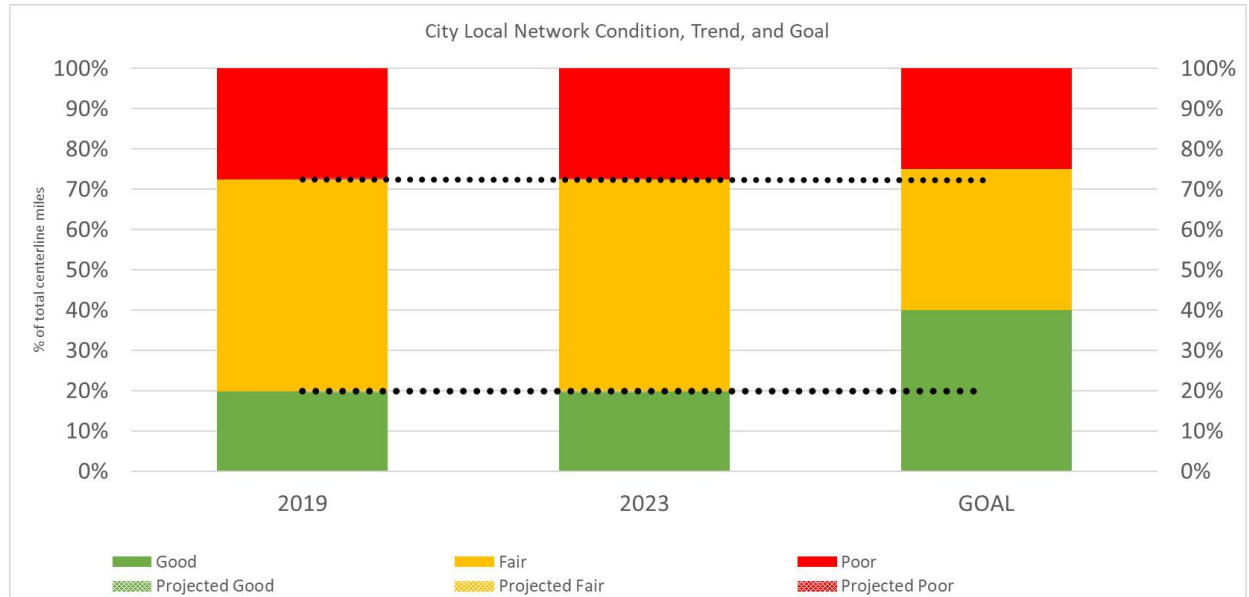


Figure 2. City Minor Network Condition, Trend, and Goal

An asset management plan is required by Michigan Public Act 325 of 2018, and this document represents fulfillment of some of Dearborn's obligations towards meeting these requirements. This asset management plan also helps demonstrate Dearborn's responsible use of public funds by providing elected and appointed officials as well as the general public with inventory and condition information of Dearborn's road assets, and gives taxpayers the information they need to make informed decisions about investing in its essential transportation infrastructure.

INTRODUCTION

Asset management is defined by Public Act 325 of 2018 as “an ongoing process of maintaining, preserving, upgrading, and operating physical assets cost effectively, based on a continuous physical inventory and condition assessment and investment to achieve established performance goals”. In other words, asset management is a process that uses data to manage and track assets, like roads and bridges, in a cost-effective manner using a combination of engineering and business principles. This process is endorsed by leaders in municipal planning and transportation infrastructure, including the Michigan Municipal League, County Road Association of Michigan, the Michigan Department of Transportation (MDOT), and the Federal Highway Administration (FHWA). Dearborn is supported in its use of asset management principles and processes by the Michigan Transportation Asset Management Council (TAMC), formed by the State of Michigan.

Asset management, in the context of this plan, ensures that public funds are spent as effectively as possible to maximize the condition of the road network. Asset management also provides a transparent decision-making process that allows the public to understand the technical and financial challenges of managing road infrastructure with a limited budget.

The City of Dearborn (Dearborn) has adopted an “asset management” business process to overcome the challenges presented by having limited financial, staffing, and other resources while needing to meet road users’ expectations. Dearborn is responsible for maintaining and operating 270.5 centerline of roads.

This plan outlines how Dearborn determines its strategy to maintain and upgrade road asset condition given agency goals, priorities of its road users, and resources provided. An updated plan is to be released approximately every three years to reflect changes in road conditions, finances, and priorities.

Questions regarding the use or content of this plan should be directed to Soud El-Jamaly at 16901 Michigan Avenue, Dearborn, MI 48126 or at seljamaly@dearborn.gov. A copy of this plan can be accessed on our website at www.cityofdearborn.org.

Key terms used in this plan are defined in Dearborn’s comprehensive transportation asset management plan (also known as the “compliance plan”) used for compliance with PA 325 of 2018.

Knowing the basic features of the asset classes themselves is a crucial starting point to understanding the rationale behind an asset management approach. The following primer provides an introduction to pavements.

PAVEMENT PRIMER

Roads come in two basic forms—paved and unpaved. Paved roads have hard surfaces. These hard surfaces can be constructed from asphalt, concrete, composite (asphalt and concrete), sealcoat, and brick and block materials. On the other hand, unpaved roads have no hard surfaces. Examples of these surfaces are gravel and unimproved earth.

The decision to pave with a particular material as well as the decision to leave a road unpaved allows road-owning agencies to tailor a road to a particular purpose, environment, and budget. Thus, selecting a pavement type or leaving a road unpaved depends upon purpose, materials available, and budget. Each choice represents a trade-off between budget and costs for construction and maintenance.

Maintenance enables the road to fulfill its particular purpose. To achieve the maximum service for a pavement or an unpaved road, continual monitoring of a road's pavement condition is essential for choosing the right time to apply the right fix in the right place.

Here is a brief overview of the different types of pavements, how condition is assessed, and treatment options that can lengthen a road's service life.

Surface Types

Pavement type is influenced by several different factors, such as cost of construction, cost of maintenance, frequency of maintenance, and type of maintenance. These factors can have benefits affecting asset life and road user experience.

Paved Surfacing

Typical benefits and tradeoffs for hard surface types include:

Concrete pavement: Concrete pavement, which is sometimes called a rigid pavement, is durable and lasts a long time when properly constructed and maintained. Concrete pavement can have longer service periods between maintenance activities, which can help reduce maintenance-related traffic disruptions. However, concrete pavements have a high initial cost and can be challenging to rehabilitate and maintain at the end of their service life. A typical concrete pavement design life will provide service for 30 years before major rehabilitation is necessary.

Hot-mix asphalt pavement (HMA): HMA pavement, sometimes known as asphalt or flexible pavement, is currently less expensive to construct than concrete pavement (this is, in some part, due to the closer link between HMA material costs and oil prices that HMA pavements have in comparison with other pavement types). However, they require frequent maintenance activities to maximize their service life. A typical HMA pavement design life will provide service for 18 years before major rehabilitation is necessary.

Composite pavements: Composite pavement is a combination of concrete and asphalt layers. Typically, composite pavements are old concrete pavements exhibiting ride-related issues that were overlaid by several inches of HMA in order to gain more service life from the pavement before it would need reconstruction. Converting a concrete pavement to a composite pavement is typically used as a "holding pattern" treatment to maintain the road in usable condition until reconstruction funds become available.

Sealcoat pavement: Sealcoat pavement is a gravel road that have been sealed with a thin asphalt binder coating that has stone chips spread on top (not to be confused with a chip seal treatment over HMA pavement). This type of a pavement relies on the gravel layer to provide structure to support traffic, and the asphalt binder coating and stone chips shed water and eliminate the need

for maintenance grading. Nonetheless, sealcoat pavement does require additional maintenance steps that asphalt and gravel do not require and does not last as long as HMA pavement, but it provides a low-cost alternative for lightly-trafficked areas and competes with asphalt for ride quality when properly constructed and maintained. Sealcoat pavement can provide service for ten or more years before the surface layer deteriorates and needs to be replaced.

Unpaved Surfacing

Typical benefits and tradeoffs for non-hard surfacing include:

Gravel: Gravel is a low-cost, easy-to-maintain road surface made from layers of soil and aggregate (gravel). However, there are several potential drawbacks such as dust, mud, and ride smoothness when maintenance is delayed or traffic volume exceeds design expectations. Gravel roads require frequent low-cost maintenance activities. Gravel can be very cost effective for lower-volume, lower-speed roads. In the right conditions, a properly constructed and maintained gravel road can provide a service life comparable to an HMA pavement and can be significantly less expensive than the other pavement types.

PAVEMENT CONDITION

Besides traffic congestion, pavement condition is what road users typically notice most about the quality of the roads that they regularly use—the better the pavement condition, the more satisfied users are with the service provided by the roadwork performed by road-owning agencies. Pavement condition is also a major factor in determining the most cost-effective treatment—that is, routine maintenance, capital preventive maintenance, or structural improvement—for a given section of pavement. As pavements age, they transition between “windows” of opportunity when a specific type of treatment can be applied to gain an increase in quality and extension of service life. Routine maintenance is day-to-day, regularly-scheduled, low-cost activity applied to “good” roads to prevent water or debris intrusion. Capital preventive maintenance (CPM) is a planned set of cost-effective treatments for “fair” roads that corrects pavement defects, slows further deterioration, and maintains the functional condition without increasing structural capacity. Dearborn uses pavement condition and age to anticipate when a specific section of pavement will be a potential candidate for preventive maintenance. More detail on this topic is included in the *Pavement Treatment* section of this primer.

Pavement condition data is also important because it allows road owners to evaluate the benefits of preventive maintenance projects. This data helps road owners to identify the most cost-effective use of road construction and maintenance dollars. Further, historic pavement condition data can enable road owners to predict future road conditions based on budget constraints and to determine if a road network’s condition will improve, stay the same, or degrade at the current or planned investment level. This analysis can help determine how much additional funding is necessary to meet a network’s condition improvement goals.

Paved Road Condition Rating System (PASER)

Dearborn is committed to monitoring the condition of its road network and using pavement condition data to drive cost-effective decision-making and preservation of valuable road assets. Dearborn uses the Pavement Surface Evaluation and Rating (PASER) system to assess its paved roads. PASER was developed by the University of Wisconsin Transportation Information Center to provide a simple, efficient, and consistent method for evaluating road condition through visual inspection. The widely-used PASER system has specific criteria for assessing asphalt, concrete, sealcoat, and brick and block pavements. Information regarding the PASER system and PASER manuals may be found on the TAMC website at: http://www.michigan.gov/tamc/0,7308,7-356-82158_82627---,00.html.

The TAMC has adopted the PASER system for measuring statewide pavement conditions in Michigan for asphalt, concrete, composite, sealcoat, and brick-and-block paved roads. Broad use of the PASER system means that data collected at Dearborn is consistent with data collected statewide. PASER data is collected using trained inspectors in a slow-moving vehicle using GPS-enabled data collection software provided to road-owning agencies at no cost to them. The method does not require extensive training or specialized equipment, and data can be collected rapidly, which minimizes the expense for collecting and maintaining this data.

The PASER system rates surface condition using a 1-10 scale where 10 is a brand-new road with no defects that can be treated with routine maintenance, 5 is a road with distresses but is structurally sound that can be treated with preventive maintenance, and 1 is a road with extensive surface and structural distresses that is in need of total reconstruction.

Roads with lower PASER scores generally require costlier treatments to restore their quality than roads with higher PASER scores. The cost effectiveness of treatments generally decreases as the PASER number decreases. In other words, as a road deteriorates, it costs more dollars per mile to fix it, and the dollars spent are less efficient in increasing the road's service life. Nationwide experience and asset management principles tell us that a road that has deteriorated to a PASER 4 or less will cost more to improve and the dollars spent are less efficient. Understanding this cost principle helps to draw meaning from the current PASER condition assessment.

The TAMC has developed statewide definitions of road condition by creating three simplified condition categories—“good”, “fair”, and “poor”—that represent bin ranges of PASER scores having similar contexts with regard to maintenance and/or reconstruction. The definitions of these rating conditions are:

- **Good:** roads that have PASER scores of 8, 9, or 10. Roads in this category have very few, if any, defects and only require minimal maintenance; they may be kept in this category longer using PPM. These roads may include those that have been recently seal coated or newly constructed. Figure 1 illustrates an example of a road in this category.
- **Fair:** roads that have PASER scores of 5, 6, or 7. Roads in this category still show good structural support, but their surface is starting to deteriorate. Figure 1 illustrates two road examples in this category. CPM can be cost effective for maintaining the road’s “fair” condition or even raising it to “good” condition before the structural integrity of the pavement has been severely impacted. CPM treatments can be likened to shingles on a roof of a house: while the shingles add no structural value, they protect the house from structural damage by maintaining the protective function of a roof covering.
- **Poor roads,** according to the TAMC, have PASER scores of 1, 2, 3, or 4. These roads exhibit evidence that the underlying structure is failing, such as alligator cracking and rutting. These roads must be rehabilitated with treatments like a heavy overlay, crush and shape, or total reconstruction. Figure 1 illustrates a road in this category.



Figure 3: *Top image* – PASER 8 (Good). *Second image*– PASER 5 (Fair). *Third image* – PASER 6 (Fair). *Bottom image* – PASER 2 (Poor).

The TAMC’s good, fair, and poor categories are based solely on the definitions, above. Therefore, caution should be exercised when comparing other condition assessments with these categories because other condition assessments may have “good”, “fair”, or “poor” designations similar to the TAMC condition

categories but may not share the same definition. Often, other condition assessment systems define the “good”, “fair”, and “poor” categories differently, thus rendering the data of little use for cross-system comparison. The TAMC’s definitions provide a statewide standard for all of Michigan’s road-owning agencies to use for comparison purposes.

PASER data is collected every two years on all federal-aid-eligible roads in Michigan. The TAMC dictates and funds the required training and the format for this collection, and it shares the data regionally and statewide. In addition, Dearborn collects PASER data on all of its paved non-federal-aid-eligible network every other year.

PAVEMENT TREATMENTS

Selection of repair treatments for roads aims to balance costs, benefits, and road life expectancy. All pavements are damaged by water, traffic weight, freeze/thaw cycles, and sunlight. Each of the following treatments and strategies—reconstruction, structural improvements, capital preventive maintenance, and others used by Dearborn—counters at least one of these pavement-damaging forces.

Reconstruction

Pavement reconstruction treats failing or failed pavements by completely removing the old pavement and base and constructing an entirely new road (Figure 3). Every pavement has to eventually be reconstructed and it is usually done as a last resort after more cost-effective treatments are done, or if the road requires significant changes to road geometry, base, or buried utilities. Compared to the other treatments, which are all improvements of the existing road, reconstruction is the most extensive rehabilitation of the roadway and therefore, also the most expensive per mile and most disruptive to regular traffic patterns. Reconstructed pavement will subsequently require one or more of the previous maintenance treatments to maximize service life and performance. The follow descriptions outline the main reconstruction methods used by the City of Dearborn.



Figure 4: Examples of reconstruction.

Concrete Reconstruction

A major road concrete reconstruction project with 9” concrete on 10” aggregate base lasts approximately twenty years and costs \$1,900,000 per lane mile. A minor road concrete reconstruction project with 7” concrete on 10” aggregate base lasts approximately thirty years and costs \$1,500,000 per lane mile.

HMA Reconstruction

A major road HMA reconstruction project with 6" asphalt over 8" aggregate base lasts approximately twelve years and costs \$780,000 per lane mile. A minor road HMA reconstruction project with 4" asphalt on 8" aggregate base lasts approximately fifteen years and costs \$950,000 per lane mile.

Composite Reconstruction

A minor road composite reconstruction project with 4" asphalt and 6" concrete over 8" aggregate base lasts approximately thirty years and costs \$2,200,000 per lane mile.

Structural Improvement

Roads requiring structural improvements exhibit alligator cracking and rutting and rated poor in the TAMC scale. Road rutting is evidence that the underlying structure is beginning to fail and it must be either rehabilitated with a structural treatment. Examples of structural improvement treatments include HMA overlay with or without milling (Figure 4). The following descriptions outline the main structural improvement treatments used by Dearborn.



Figure 5: Examples of structural improvement

Full-depth Concrete Slab Replacement

A full-depth concrete slab replacement removes sections of damaged concrete pavement and replaces it with new concrete of the same dimensions (Figure 3). It is usually performed on isolated deteriorated joint locations or entire slabs that are much further deteriorated than adjacent slabs. The purpose is to restore the riding surface, delay water infiltration, restore load transfer from one slab to the next, and eliminate the need to perform costly temporary patching. This repair lasts approximately twelve years and typically costs \$650,000 per lane mile for full depth repairs on a major road (9 inch). Heavy-duty full depth slab repairs for a major road cost \$850,000 per lane mile. Concrete slab replacement for a minor road (7 inch) costs approximately \$450,000 per lane mile for standard concrete and \$650,000 per lane mile for heavy-duty concrete.

Hot-mix Asphalt (HMA) Overlay with/without Milling

An HMA overlay is a layer of new asphalt (liquid asphalt and stones) placed on an existing pavement (Figure 4). Depending on the overlay thickness, this treatment can add significant structural strength. This treatment also creates a new wearing surface for traffic and seals the pavement from water, debris, and sunlight damage. The top layer of severely damaged pavement can be removed by the milling, a technique that helps prevent structural problems from being quickly reflected up to the new surface. Milling is also done to keep roads at the same height of curb and gutter that is not being raised or

reinstalled in the project. An HMA mill and overlay lasts approximately five to ten years and costs \$300,000 to \$580,000 per lane mile.

Capital Preventive Maintenance

Capital preventive maintenance (CPM) addresses pavement problems of fair-rated roads before the structural integrity of the pavement has been severely impacted. CPM is a planned set of cost-effective treatments applied to an existing roadway that slows further deterioration and that maintains or improves the functional condition of the system without significantly increasing the structural capacity. An example of such treatment includes crack sealing. The purpose of CPM treatments is to protect the pavement structure, slow the rate of deterioration, and/or correct pavement surface deficiencies. The following descriptions outline the main CPM treatments used by Dearborn.



Figure 6: Examples of capital preventive maintenance

Crack Seal/Joint Seal

Water that infiltrates the pavement surface softens the pavement structure and allows traffic loads to cause more damage to the pavement than in normal dry conditions. Crack sealing helps prevent water infiltration by sealing cracks in the pavement with asphalt sealant (Figure 5). Dearborn seals pavement cracks early in the life of the pavement to keep it functioning as strong as it can and for as long as it can. Crack sealing lasts approximately two years and costs \$5,000 per lane mile. Even though it does not last very long compared to other treatments, it does not cost very much compared to other treatments. This makes it a very cost-effective treatment when Dearborn looks at what crack filling costs per year of the treatment's life.

Maintenance

Maintenance is the most cost-effective strategy for managing road infrastructure and prevents good and fair roads from reaching the poor category, which require costly rehabilitation and reconstruction treatments to create a year of service life. It is most effective to spend money on routine maintenance and CPM treatments, first; then, when all maintenance project candidates are treated, reconstruction and rehabilitation can be performed as money is available. This strategy is called a “mix-of-fixes” approach to managing pavements.

PAVEMENT ASSETS

Building a mile of new road can cost over \$2 million due to the large volume of materials and equipment that are necessary. The high cost of constructing road assets underlines the critical nature of properly managing and maintaining the investments made in this vital infrastructure. The specific needs of every mile of road within an agency's overall road network is a complex assessment, especially when considering rapidly changing conditions and the varying requisites of road users; understanding each road-mile's needs is an essential duty of the road-owning agency.

In Michigan, many different governmental units (or agencies) own and maintain roads, so it can be difficult for the public to understand who is responsible for items such as planning and funding construction projects, patching repairs, traffic control, safety, and winter maintenance for any given road.

MDOT is responsible for state trunkline roads, which are typically named with "M", "I", or "US" designations regardless of their geographic location in Michigan. Cities and villages are typically responsible for all public roads within their geographic boundary with the exception of the previously mentioned state trunkline roads managed by MDOT. County road commissions (or departments) are typically responsible for all public roads within the county's geographic boundary, with the exception of those managed by cities, villages, and MDOT.

In cases where non-trunkline roads fall along jurisdictional borders, local and intergovernmental agreements dictate ownership and maintenance responsibility. Quite frequently, roads owned by one agency may be maintained by another agency because of geographic features that make it more cost effective for a neighboring agency to maintain the road instead of the actual road owner. Other times, road-owning agencies may mutually agree to coordinate maintenance activities in order to create economies of scale and take advantage of those efficiencies.

The City of Dearborn is responsible for a total of 270.5 centerline miles of roads. This includes 0.075 centerline miles of gravel roadways and 0.084 centerline miles of unimproved earth. These roadways were not included in this plan. The roadways coded as "unimproved earth" are not actual roadways and appear to be the border between two residential lots. The roadways coded as "gravel" appear to be driveways.

Inventory

PA 51 (Public Act 51 of 1951, 1951), defines how funds from the Michigan Transportation Fund (MTF) are distributed to and spent by road-owning agencies and classifies roads owned by Dearborn as either city major or city minor roads. State statute prioritizes expenditures on the city major road network. Locations and sizes of each asset can be found in Dearborn's Roadsoft database. For more detail, please refer to the agency contact listed in the Introduction section of this pavement asset management plan. Figure 8 illustrates the percentage of roads owned by Dearborn that are classified as city major and city minor roads.

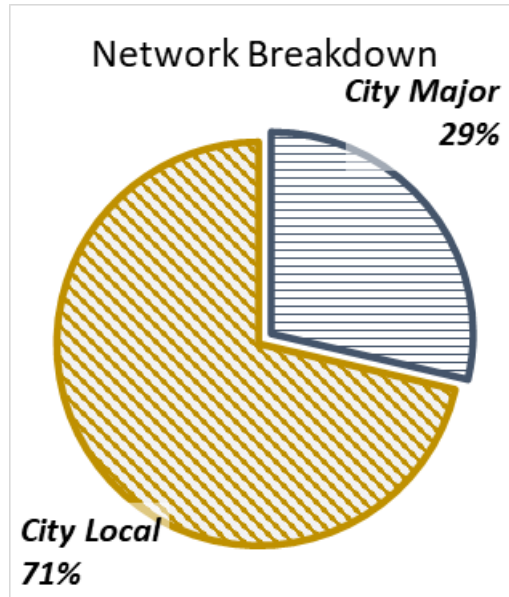


Figure 7: Percentage of city major and city minor roads for Dearborn.

Dearborn manages 4.5 miles of roads that are part of the National Highway System (NHS)—in other words, those roads that are critical to the nation’s economy, defense, and mobility—and monitors and maintains their condition. The NHS is subject to special rules and regulations and has its own performance metrics dictated by the FHWA. While most NHS roads in Michigan are managed by MDOT, Dearborn manages a percentage of those roads located in its jurisdiction, as shown in Figure 10.

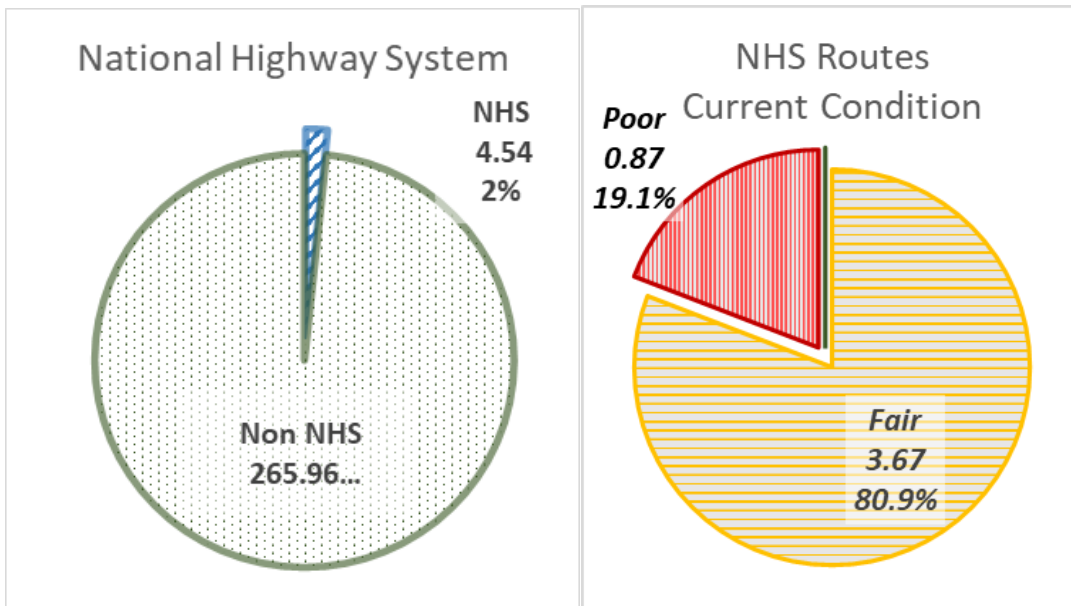


Figure 8: Miles of roads managed by Dearborn that are part of the National Highway System and their condition.

Surface Types

Dearborn has two types of pavements in its jurisdiction: asphalt and concrete. Factors influencing pavement type include cost of construction, cost of maintenance, frequency of maintenance, type of maintenance, asset life, and road user experience. More information on pavement types is available in the Introduction's Pavement Primer. Figure 11 illustrates the percentage of various pavement types that Dearborn has in its network.

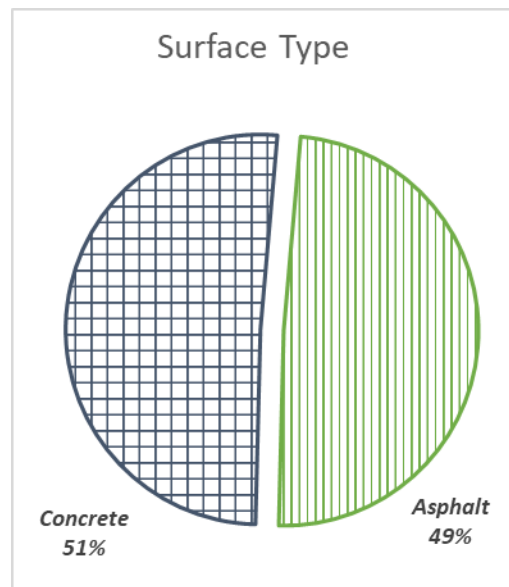


Figure 9: Pavement type by percentage maintained by Dearborn

ROADWAY CONDITIONS

The road characteristic that road users most readily notice is pavement condition. Pavement condition is a major factor in determining the most cost-effective treatment—that is, routine maintenance, capital preventive maintenance, or structural improvement—for a given section of pavement. Dearborn uses pavement condition and age to anticipate when a specific section of pavement will be a potential candidate for preventive maintenance. Pavement condition data enables Dearborn to evaluate the benefits of preventive maintenance projects and to identify the most cost-effective use of road construction and maintenance dollars. Historic pavement condition data can be used to predict future road conditions based on budget constraints and to determine if a road network's condition will improve, stay the same, or degrade at the current or planned investment level. This analysis helps to determine how much additional funding is necessary to meet a network's condition improvement goals. More detail on this topic is included in the Introduction's *Pavement Primer*.

Dearborn is committed to monitoring the condition of its road network and using pavement condition data to drive cost-effective decision-making and preservation of valuable road assets. Dearborn uses the Pavement Surface Evaluation and Rating (PASER) system, which has been adopted by the TAMC for

measuring statewide pavement conditions, to assess its paved roads. The PASER system provides a simple, efficient, and consistent method for evaluating road condition through visual inspection. More information regarding the PASER system can be found in the Introduction's Pavement Primer.

Dearborn collects PASER data every two years on all federal-aid and non-federal-aid eligible roads in its network.

Figure 18 provides a map illustrating the geographic location of paved roads and their respective PASER condition. An online version of the most recent PASER data is located at <https://www.mcgi.state.mi.us/tamcMap/>

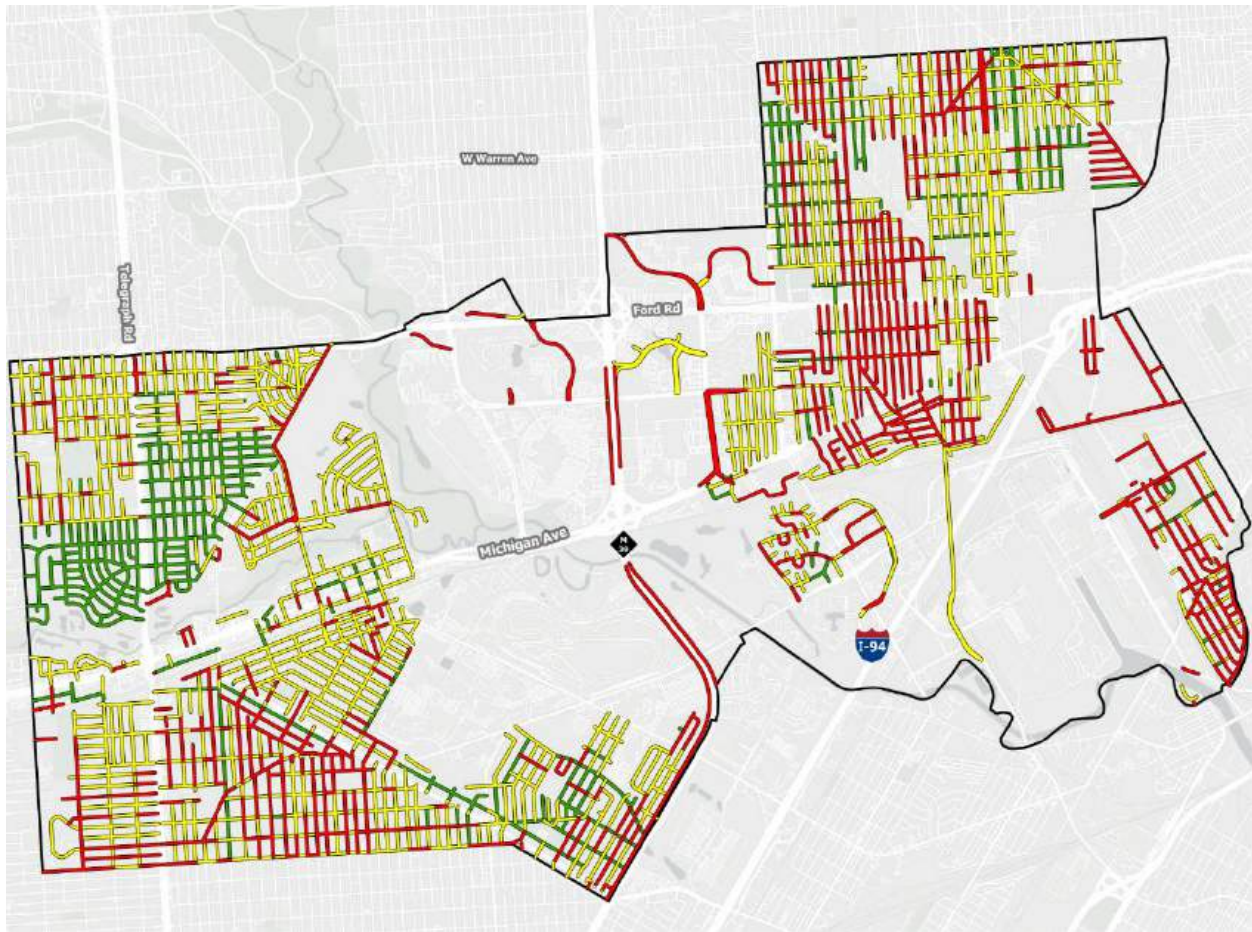


Figure 10: Dearborn's 2023 PASER Ratings

Dearborn's 2023 paved city major road network has 13 percent of roads in the TAMC good condition category, 43 percent in fair, and 44 percent in poor (Figure 13A). The paved city minor road network has 20 percent in good, 52 percent in fair, and 28 percent in poor (Figure 13B).

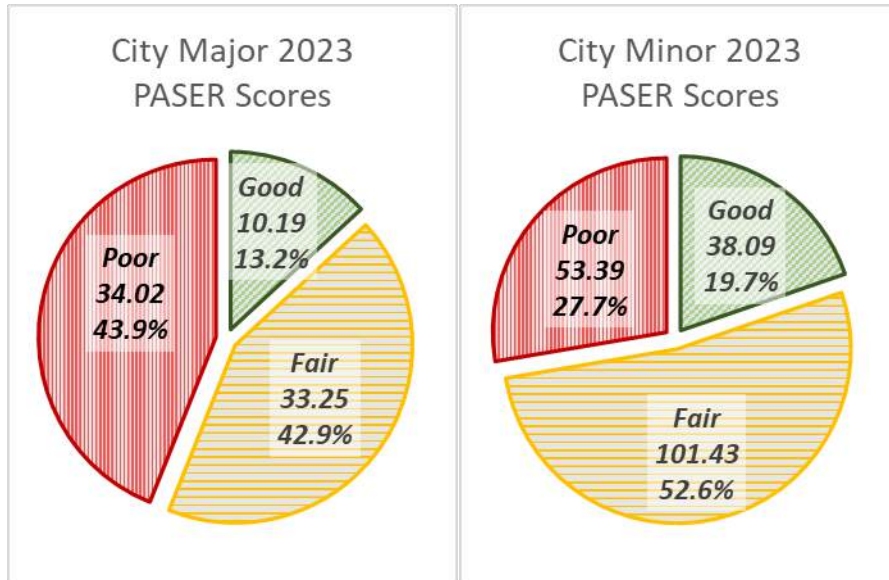


Figure 11: (A) Left: Dearborn paved city major road network conditions by percentage of good, fair, or poor, and (B) Right: paved city minor road network conditions by percentage of good, fair, or poor

In comparison, the statewide paved city major road network has 26 percent of roads in the TAMC good condition category, 41 percent in fair, and 33 percent in poor (Figure 14A). The statewide paved city minor road network has 24 percent in good, 33 percent in fair, and 43 percent in poor (Figure 14B). Comparing Figure 13A and Figure 14A shows that Dearborn’s paved city major road network is worse than similarly-classified roads in the rest of the state, while Figure 13B and Figure 14B show that Dearborn’s paved city minor road network is better than similarly-classified roads in the rest of the state. Other road condition graphs can be viewed on the TAMC pavement condition dashboard at: <http://www.mcgi.state.mi.us/mitrp/Data/PaserDashboard.aspx>.

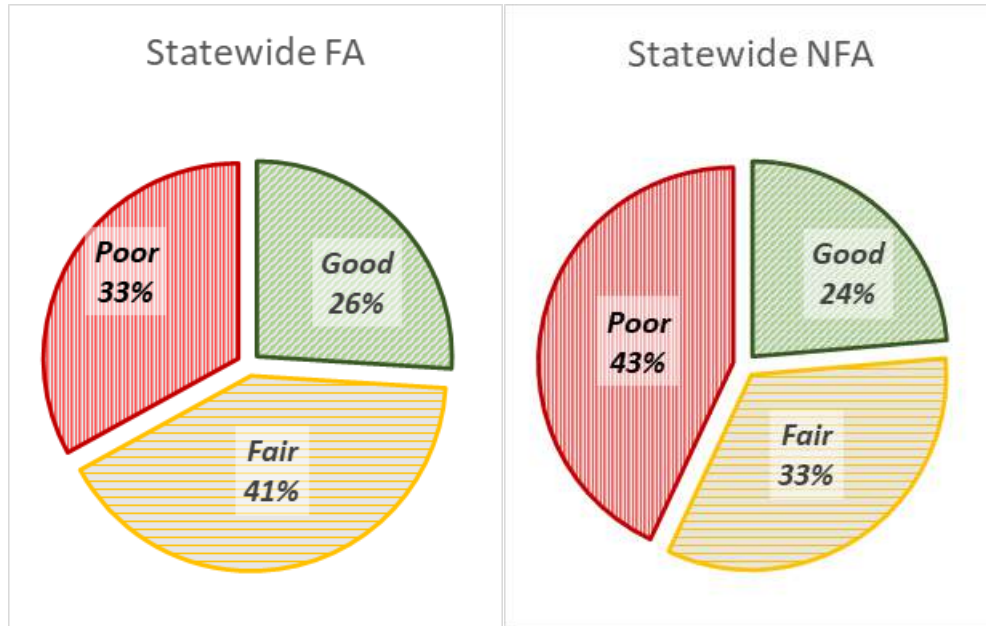


Figure 12: (A) Left: Statewide paved city major road network conditions by percentage of good, fair, or poor, and (B) Right: paved city minor road network conditions by percentage of good, fair, or poor

Several factors contribute to this discrepancy. Over the past several years, the City of Dearborn has completed several CSO Control, sewer separation, and water main reconstruction projects which have resulted in the reconstruction of many minor roads. This focus on minor roads has resulted in less projects targeting city majors.

Figure 15 and Figure 16 show the number of miles for Dearborn’s roads with PASER scores expressed in TAMC definition categories for the paved city major road network (Figure 15) and the paved city minor road network (Figure 16). Dearborn considers road miles on the transition line between good and fair (PASER 8) and the transition line between fair and poor (PASER 5) as representing parts of the road network where there is a risk of losing the opportunity to apply less expensive treatments that gain significant improvements in service life.

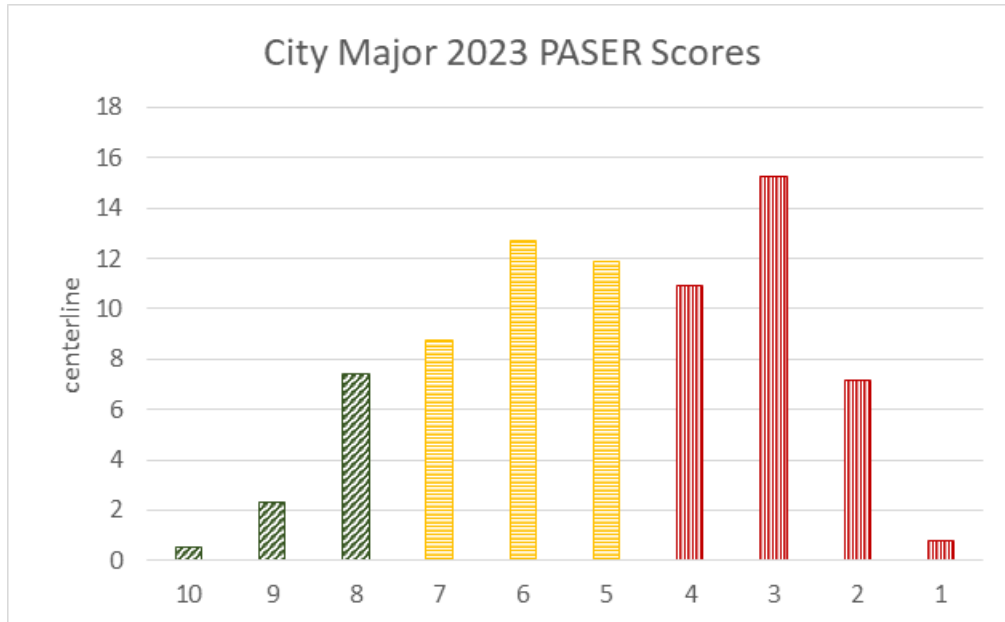


Figure 12: Dearborn paved city major road network conditions. Bar graph colors correspond to good/fair/poor TAMC designations.

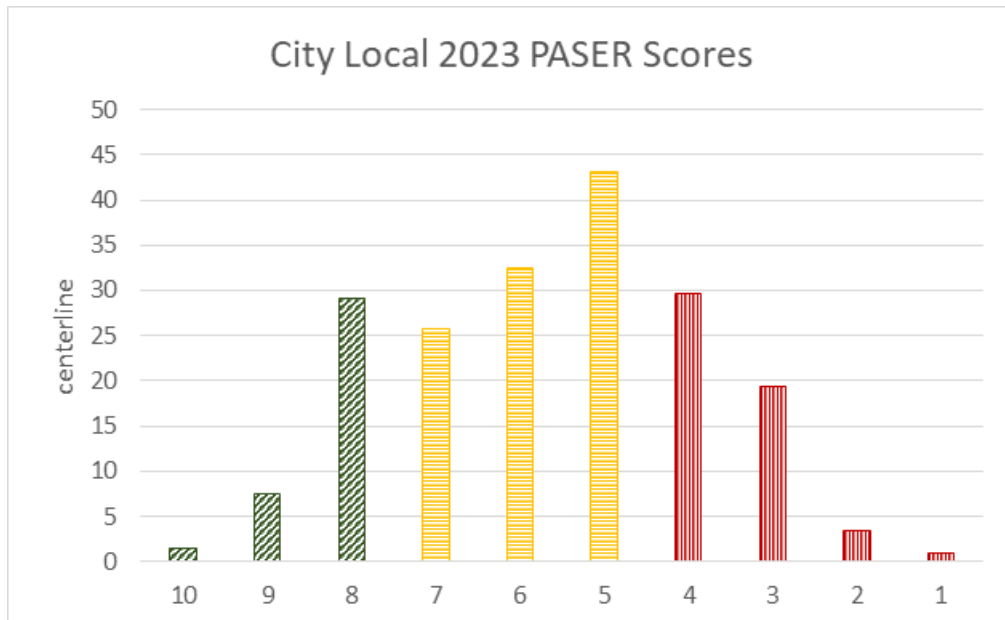


Figure 13: Dearborn paved city minor network condition by PASER rating. Bar graph colors correspond to good/fair/poor TAMC designations.

Historically, the overall quality of Dearborn’s paved city major roads have been lower condition than the statewide average as can be observed in Figures 14 and 15. As mentioned in the introduction, the 2021 City Major PASER is not included for comparison in this report. This is due to several rating discrepancies and anomalies noted when comparing the 2021 data with both the 2019 and 2023 data.

Comparing Dearborn’s paved city major road condition trends illustrated in Figure 14 with overall statewide condition trends for similarly-classified roads, which are illustrated in Figure 15, shows a similar trend as in the rest of the state, however the state has a much higher percentage of roads rated good and less rated poor.

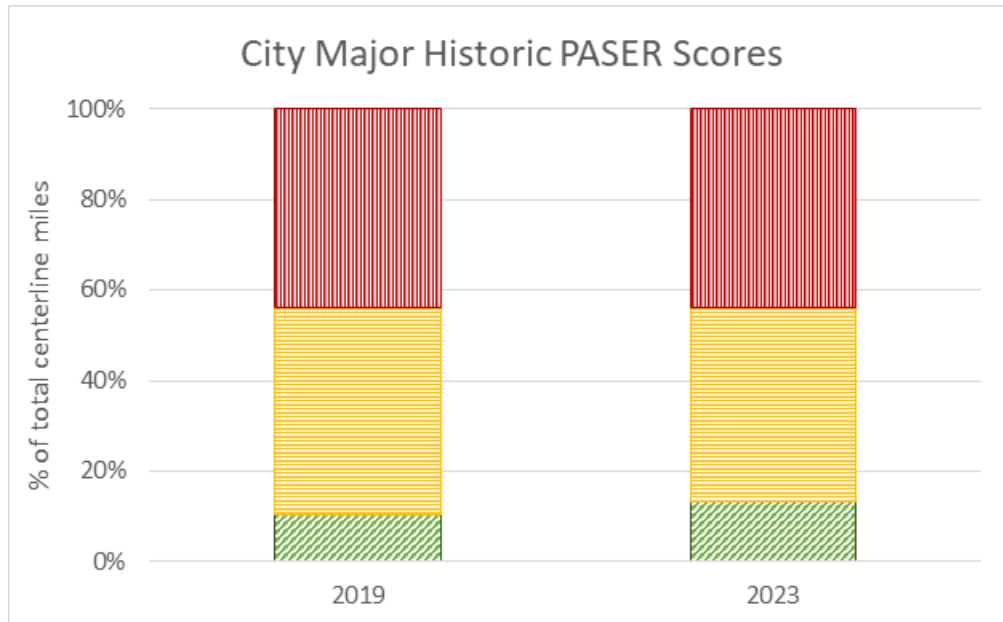


Figure 14: Historical Dearborn paved city major road network condition trend

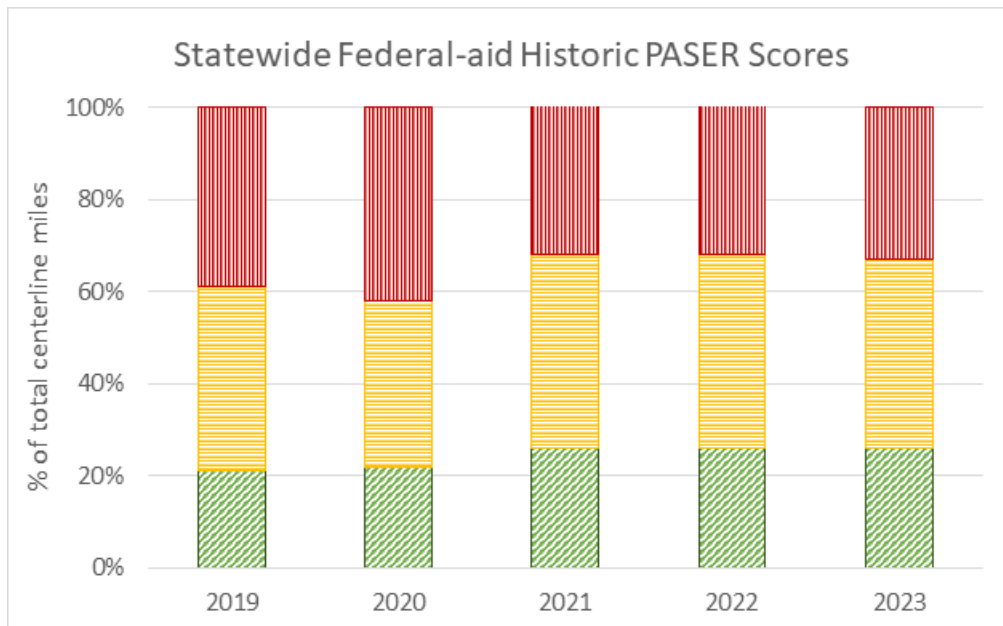


Figure 15: Historical statewide city major road network condition trend

Historically, the overall quality of Dearborn’s paved city minor roads have been better than the paved city major road network due to yearly capital improvement projects for minor roads. Figure 16 illustrates the condition of the paved city minor road network in Dearborn while Figure 17 illustrates these conditions statewide. As mentioned in the introduction, the 2021 City minor PASER is not included for comparison in this report. This is due to several rating discrepancies and anomalies noted when comparing the 2021 data with both the 2019 and 2023 data.

Comparing Dearborn’s paved city minor road condition trends illustrated in Figure 16 with overall statewide condition trends for all paved city minor roads illustrated in Figure 17 indicates a similar trend locally as in the rest of the state, however the City has significantly less roads rated poor.

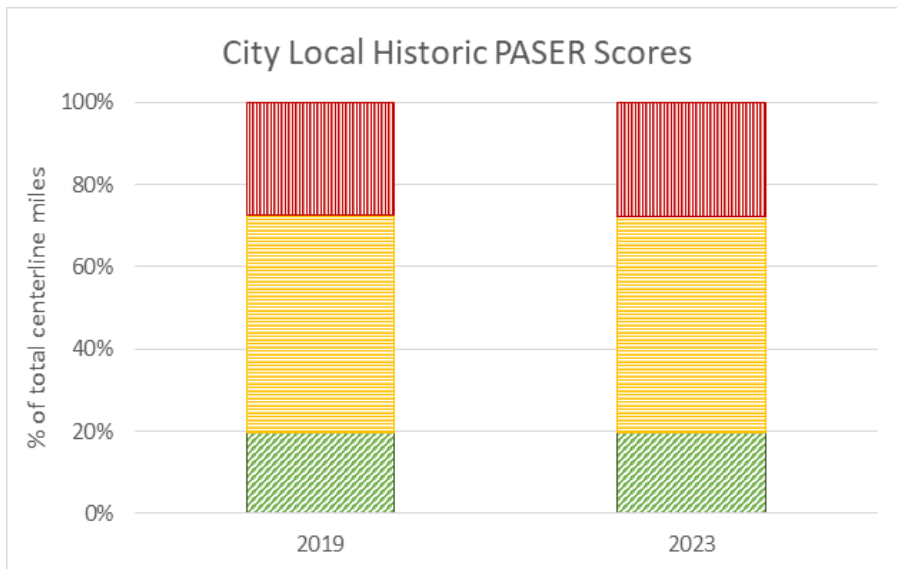


Figure 16: Historical Dearborn paved city minor road network condition trend

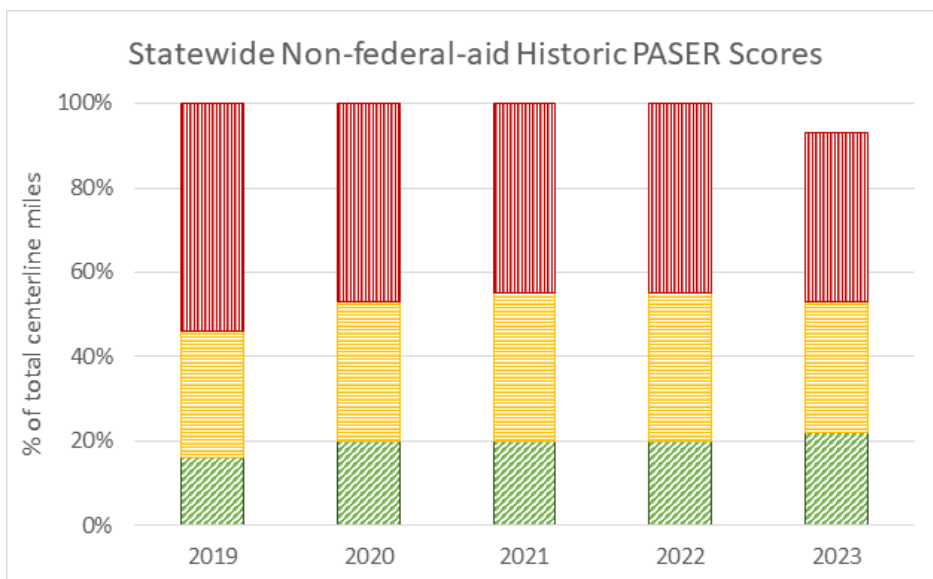


Figure 17: Historical statewide paved city minor road network condition trend

GOALS

Goals help set expectations to how pavement conditions will change in the future. Pavement condition changes are influenced by water infiltration, soil conditions, sunlight exposure, traffic loading, and repair work performed. Dearborn is not able to control any of these factors fully due to seasonal weather changes, traffic pattern changes, and its limited budget. Despite the uncontrollable variables, it is still important to set realistic network condition goals that efficiently use budget resources to build and maintain roads meeting taxpayer expectations. An assessment of the progress toward these goals is provided in the *1. Pavement Assets: Gap Analysis* section of this plan.

Roadway Network Goals

The City’s goals for its road network are as follows:

1. Have an average PASER rating of 6.0.
2. Have only 25% of roads in the poor category.

Figures 18 and 19 show the City’s goal percentages for each category in comparison to its 2023 condition.

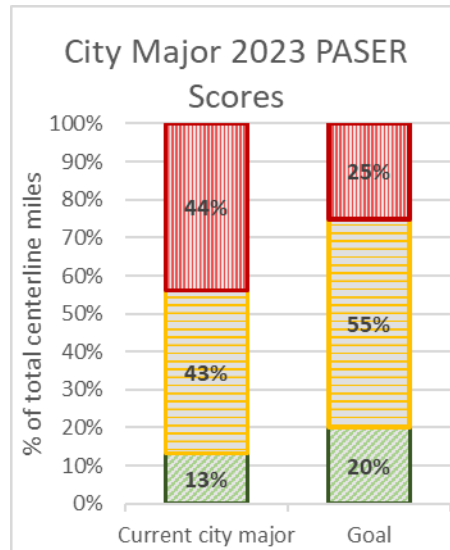


Figure 18: Dearborn’s 2023 city major road network condition by percentage of good/fair/poor

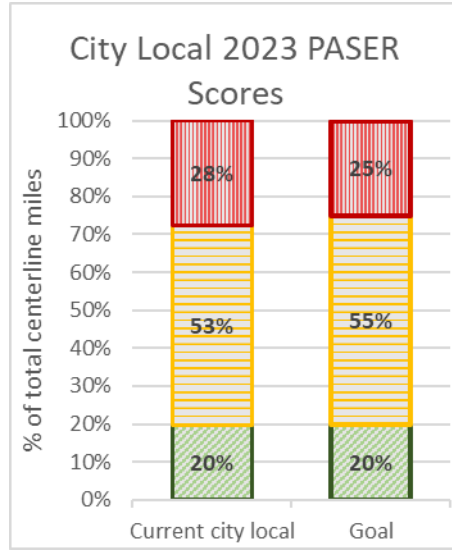


Figure 19: Dearborn 2023 paved city minor road network condition by percentage of good/fair/poor

MODELLED TRENDS

Roads age and deteriorate just like any other asset. All pavements are damaged by water, traffic weight, freeze/thaw cycles, sunlight, and traffic weight. To offset natural deterioration and normal wear-and-tear on the road, Dearborn must complete treatment projects that either protect and/or add life to its pavements. The year-end condition of the whole network depends upon changes or preservation of individual road section condition that preservation treatments have affected.

Dearborn uses many types of repair treatments for its roads, each selected to balance costs, benefits, and road life expectancy. When agency trends are modelled, any gap between goals and accomplishable work becomes evident. Financial resources influence how much work can be accomplished across the network within agency budget and what treatments and strategies can be afforded.

Treatments and strategies that counter pavement-damaging forces include reconstruction, structural improvement, capital preventive maintenance, innovative treatments, and maintenance.

Correlating with each PASER score are specific types of treatments best performed either to protect the pavement (CPM) or to add strength back into the pavement (structural improvement). MDOT provides guidance regarding when a specific pavement may be a candidate for a particular treatment. These identified PASER scores “trigger” the timing of projects appropriately to direct the right pavement fix at the right time, thereby providing the best chance for a successful project. The information provided in Table 1 is a guide for identifying potential projects; however, this table should not be the sole criteria for pavement treatment selection. Other information such as future development, traffic volume, utility projects, and budget play a role in project selection. This table should not be a substitute for engineering judgement.

Table 1: Service Life Extension (in Years) for Pavement Types Gained by Fix Type¹

Fix Type	Life Extension (in years)*			
	Flexible	Composite	Rigid	PASER
HMA crack treatment	1-3	1-3	N/A	6-7
Overband crack filling	1-2	1-2	N/A	6-7
One course non-structural HMA overlay	5-7	4-7	N/A	4-5****
Mill and one course non-structural HMA overlay	5-7	4-7	N/A	3-5
Single course chip seal	3-6	N/A	N/A	5-7†
Double chip seal	4-7	3-6	N/A	5-7†
Single course microsurface	3-5	**	N/A	5-6
Multiple course microsurface	4-6	**	N/A	4-6****
Ultra-thin HMA overlay	3-6	3-6	N/A	4-6****
Paver placed surface seal	4-6	**	N/A	5-7
Full-depth concrete repair	N/A	N/A	3-10	4-5***
Concrete joint resealing	N/A	N/A	1-3	5-8
Concrete spall repair	N/A	N/A	1-3	5-7
Concrete crack sealing	N/A	N/A	1-3	4-7
Diamond grinding	N/A	N/A	3-5	4-6
Dowel bar retrofit	N/A	N/A	2-3	3-5***
Longitudinal HMA wedge/scratch coat with surface treatment	3-7	N/A	N/A	3-5****
Flexible patching	**	**	N/A	N/A
Mastic joint repair	1-3	1-3	N/A	4-7
Cape seal	4-7	4-7	N/A	4-7
Flexible interlayer "A"	4-7	4-7	N/A	4-7
Flexible interlayer "B" (SAMI)	4-7	4-7	N/A	3-7
Flexible interlayer "C"	4-7	4-7	N/A	3-7
Fiber reinforced flexible membrane	4-7	4-7	N/A	3-7
Fog seal	**	**	N/A	7-10
GSB 88	**	**	N/A	7-10
Mastic surface treatment	**	**	N/A	7-10
Scrub seal	**	**	N/A	4-8

* The time range is the expected life extending benefit given to the pavement, not the anticipated longevity of the treatment.

** Data is not available to quantify the life extension.

*** The concrete slabs must be in fair to good condition.

**** Can be used on a pavement with a PASER equal to 3 when the sole reason for rating is rutting or severe raveling of the surface asphalt layer.

† For PASER 4 or less providing structural soundness exists and that additional pre-treatment will be required for example, wedging, bar seals, spot double chip seals, injection spray patching or other pre-treatments.

¹ Part of Appendix D-1 from *MDOT Local Agency Programs Guidelines for Geometrics on Local Agency Projects* 2017 Edition Approved Preventive Maintenance Treatments

PLANNED PROJECTS

Dearborn plans construction and maintenance projects several years in advance. A multi-year planning threshold is required due to the time necessary to plan, design, and finance construction and maintenance projects on the paved city major road network. This includes planning and programming requirements from state and federal agencies that must be met prior to starting a project and can include studies on environmental and archeological impacts, review of construction and design documents and plans, documentation of rights-of-way ownership, planning and permitting for storm water discharges, and other regulatory and administrative requirements.

Per PA 499 of 2002 (later amended by PA 199 of 2007), road projects for the upcoming three years are required to be reported annually to the TAMC. Planned projects represent the best estimate of future activity; however, changes in design, funding, and permitting may require Dearborn to alter initial plans. Project planning information is used to predict the future condition of the road networks that Dearborn maintains. The *1. Pavement Assets: Modelled Trends* section of this plan provides a detailed analysis of the impact of the proposed projects on their respective road networks.

For the years Dearborn plans to do the following projects:

Paved City Major Projects

Dearborn is currently planning the construction and maintenance projects listed in Appendix A for the paved city major road network. The locations of these projects are shown in Figure 20. The total cost of these projects is approximately **<#YOUR CONTENT HERE>**.

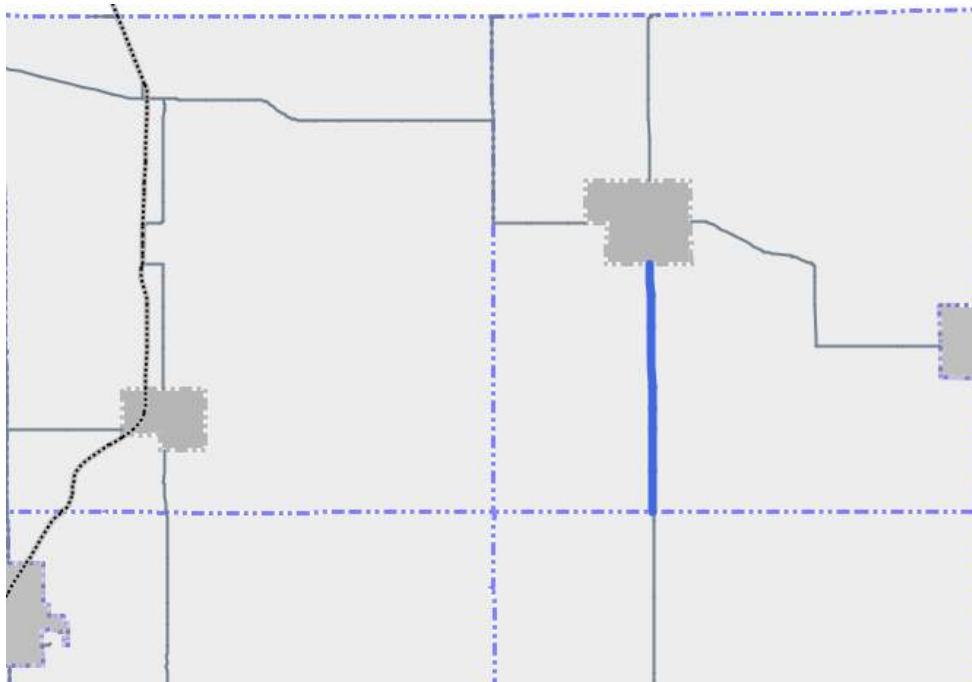


Figure 20: Map showing paved city major road projects planned for 2025, 2026 and 2027.

Paved City Local Projects

Dearborn is currently planning the construction and maintenance projects listed in Appendix B for the paved city local road network. The locations of these projects are shown in Figure 21. The total cost of these projects is approximately <#YOUR CONTENT HERE>.

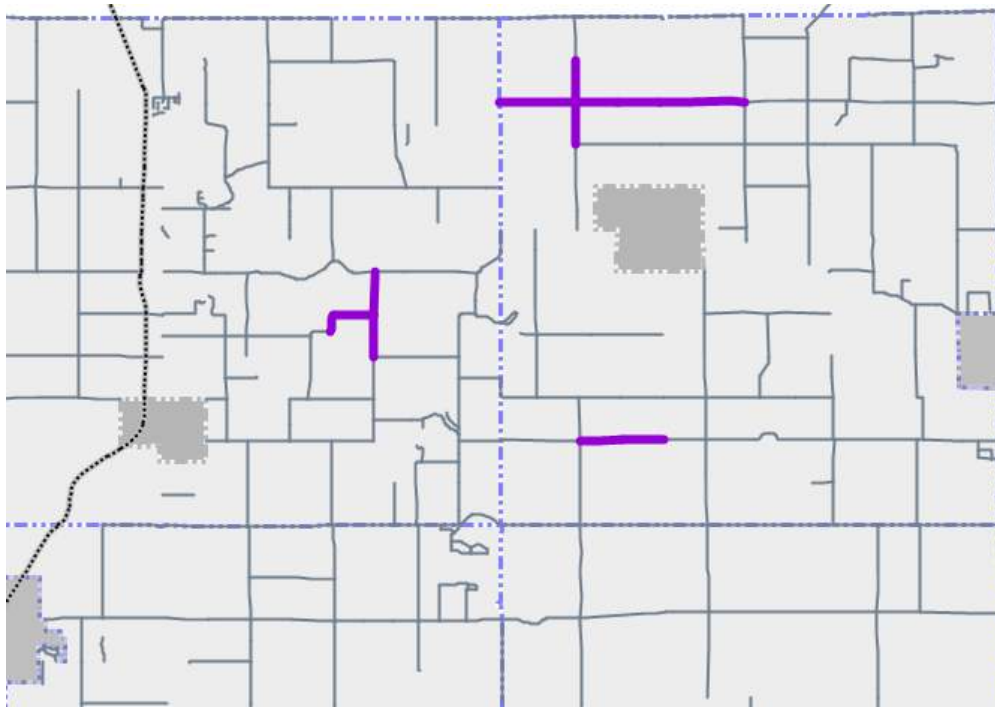


Figure 21: Map showing paved city local road projects planned for 2025, 2026 and 2027.

More detailed information on these projects can be found in Appendix A and Appendix B.

GAP ANALYSIS

Dearborn currently has \$13m available per year to spend on roadway maintenance, rehabilitation and reconstruction. This funding level is sufficient to meet the City’s goals for its paved road network. Figure 23 supports this conclusion and shows projected PASER ratings with various levels of investment.

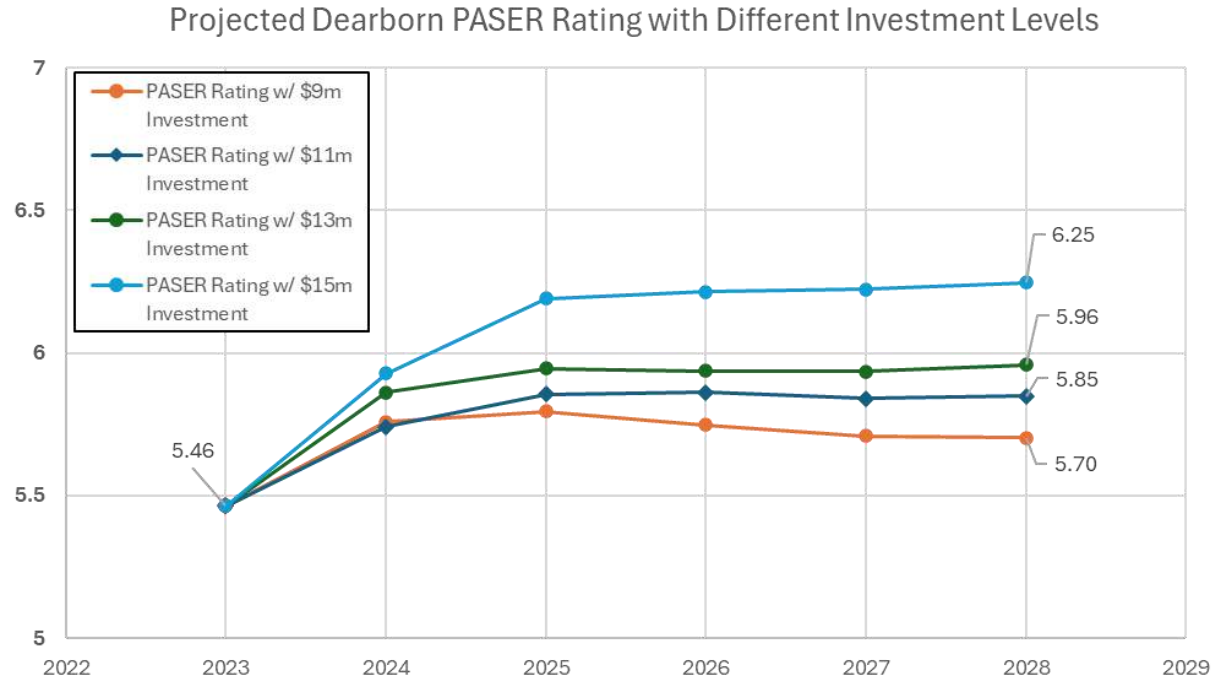


Figure 22. Projected PASER Rating with Different Investment Levels

FINANCIAL RESOURCES

Public entities must balance the quality and extent of services they can provide with the tax resources provided by citizens and businesses, all while maximizing how efficiently funds are used. Dearborn will overview its general expenditures and financial resources currently devoted to pavement maintenance and construction. This financial information is not intended to be a full financial disclosure or a formal report. Michigan agencies are required to submit an Act 51 Report to the Michigan Department of Transportation each year; this is a full financial report that outlines revenues and expenditures. This report can be obtained on our website at www.cityofdearborn.org or by request submitted to our agency contact (listed in this plan). Dearborn has a total budget for pavement asset management of \$13 million.

City Major Network

Dearborn has historically spent approximately \$4 million annually on pavement-related projects. Over the next three years, Dearborn plans to spend \$7 million annually on city major-network projects consisting of, but not limited to, reconstruction, overlay and preventive maintenance. Spending on projects depends on revenue from Michigan Transportation Fund (MTF), millages.

City Minor Network

Dearborn has historically spent approximately \$6-7 million annually on pavement-related projects. Over the next three years, Dearborn plans to spend \$6 million annually on city local-network projects consisting of, but not limited to, reconstruction, overlay, culvert replacement, and preventive maintenance. Spending on projects depends on revenue from Michigan Transportation Fund (MTF), millages, and federal/state programs.

RISK OF FAILURE ANALYSIS

Transportation infrastructure is designed to be resilient. The system of interconnecting roads and bridges maintained by Dearborn provides road users with multiple alternate options in the event of an unplanned disruption of one part of the system. There are, however, key links in the transportation system that may cause significant inconvenience to users if they are unexpectedly closed to traffic. Figure 43 illustrates the key transportation links in Dearborn's Road network, including those that meet the following types of situations:

- **Geographic divides:** Areas where a geographic feature (river, lake, mountain or limited access road) limits crossing points of the feature
- **Emergency alternate routes for high-volume roads:** Roads which are routinely used as alternate routes for high volume roads or roads that are included in an emergency response plan
- **Limited access areas:** Roads that serve remote or limited access areas that result in long detours if closed
- **Main access to key commercial districts:** Areas where large number or large size business will be significantly impacted if a road is unavailable.

Our road network includes the following critical assets: Schaefer Road, Chase Road, Schlaff Road, Miller Road, Eagle Road, Vernor Highway, Prospect Avenue, Maple Street, Golfview Drive, Garrison Street, Brady Street, Military Avenue, Cherry Hill Street, Tireman Street, Mercury Drive, Southfield Service Drive, Monroe Street, and Carlyse Street (see figure below).



Figure 23: Key transportation links in Dearborn's road network

COORDINATION WITH OTHER ENTITIES

An asset management plan provides a significant value for infrastructure owners because it serves as a platform to engage other infrastructure owners using the same shared right of way space. Dearborn communicates with both public and private infrastructure owners to coordinate work in the following ways:

Dearborn takes advantage of coordinated infrastructure work to reduce cost and maximize value using the following policies:

- Roads which are in poor condition that have a subsurface infrastructure project planned which will destroy more than half the lane width will be rehabilitated or reconstructed full width using transportation funds to repair the balance of the road width.
- Subsurface infrastructure projects which will cause damage to pavements in good condition will be delayed as long as possible or will consider methods that do not require pavement cuts.
- Subsurface utility projects will be coordinated to allow all under pavement assets to be upgraded in the same project regardless of ownership.
- Road reconstruction projects will not be completed until agency owned sub surface utilities are upgraded to have at least a 40 years of remaining service life.

APPENDIX A: 2025-2027 PAVED CITY MAJOR ROAD PLANNED PROJECTS

APPENDIX B: 2025-2027 PAVED CITY LOCAL ROAD PLANNED PROJECTS

APPENDIX B. BRIDGE ASSET MANAGEMENT PLAN

An attached bridge asset management plan follows.

City of Dearborn 2024 Bridge Asset Management Plan



A plan describing the City of Dearborn's transportation assets and conditions

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EXECUTIVE SUMMARY

As conduits for commerce and connections to vital services, bridges are among the most important assets in any community along with other assets like roads, culverts, traffic signs, traffic signals, and utilities that support and affect the road network. The City of Dearborn's bridges, other road-related assets, and support systems are some of the most valuable and extensive public assets, all of which are paid for with taxes collected from ordinary citizens and businesses. The cost of building and maintaining bridges, their importance to society, and the investment made by taxpayers all place a high level of responsibility on local agencies to plan, build, and maintain the road and bridge network in an efficient and effective manner. This asset management plan is intended to report on how Dearborn is meeting its obligations to maintain the bridges for which it is responsible.

This plan overviews Dearborn's bridge assets and conditions and explains how City of Dearborn works to maintain and improve the overall condition of those assets. These explanations can help answer:

- What kinds of bridge assets Dearborn has in its jurisdiction and the different options for maintaining these assets.
- What tools and processes Dearborn uses to track and manage bridge assets and funds.
- What condition Dearborn's bridge assets are in compared to statewide averages.
- Why some bridge assets are in better condition than others and the path to maintaining and improving bridge asset conditions through proper planning and maintenance.
- How agency bridge assets are funded and where those funds come from.
- How funds are used and the costs incurred during Dearborn's bridge assets' normal life cycle.
- What condition Dearborn can expect of its bridge assets if those assets continue to be funded at the current funding levels
- How changes in funding levels can affect the overall condition of all of Dearborn's bridge assets.

Dearborn owns and/or manages four bridges. A summary of its historical and current bridge asset conditions, projected trends, and goals can be seen in the Figure, below.

An asset management plan is required by Michigan Public Act 325 of 2018, and this document represents fulfillment of some of Dearborn's obligations towards meeting these requirements. This asset management plan also helps demonstrate Dearborn's responsible use of public funds by providing elected and appointed officials as well as the general public with inventory and condition information of Dearborn's bridge assets, and gives taxpayers the information they need to make informed decisions about investing in essential transportation infrastructure.

INTRODUCTION

Asset management is defined by Public Act 325 of 2018 as “an ongoing process of maintaining, preserving, upgrading, and operating physical assets cost effectively, based on a continuous physical inventory and condition assessment and investment to achieve established performance goals”. In other words, asset management is a process that uses data to manage and track assets, like roads and bridges, in a cost-effective manner using a combination of engineering and business principles. This process is endorsed by leaders in municipal planning and transportation infrastructure, including the Michigan Municipal League, County Road Association of Michigan, the Michigan Department of Transportation (MDOT), and the Federal Highway Administration (FHWA). The City of Dearborn is supported in its use of asset management principles and processes by the Michigan Transportation Asset Management Council (TAMC), formed by the State of Michigan.

Asset management, in the context of this plan, ensures that public funds are spent as effectively as possible to maximize the condition of the bridges in City of Dearborn’s road network. Asset management also provides a transparent decision-making process that allows the public to understand the technical and financial challenges of managing infrastructure with a limited budget.

The City of Dearborn (Dearborn) has adopted an “asset management” business process to overcome the challenges presented by having limited financial, staffing, and other resources while needing to meet safety standards and bridge users’ expectations. Dearborn is responsible for maintaining and operating four bridges.

This 2024 plan outlines how Dearborn determines its strategy to maintain and upgrade bridge asset condition given agency goals, priorities of its bridge users, and resources provided. An updated plan is to be released approximately every three years to reflect changes in bridge conditions, finances, and priorities.

Questions regarding the use or content of this plan should be directed to Soud El Jamaly at 16901 Michigan Avenue, Dearborn, MI 48126 or at seljamaly@dearborn.gov. A copy of this plan can be found at www.cityofdearborn.org.

Key terms used in this plan are defined in Dearborn’s comprehensive transportation asset management plan (also known as the “compliance plan”) used for compliance with PA 325 or 2018.

Knowing the basic features of an asset class is a crucial starting point to understanding the rationale behind an asset management approach. The following primer provides an introduction to bridges.

BRIDGE PRIMER

Bridge Types

Bridges are structures that span 20 feet or more. These bridges can extend across one or multiple spans.

If culverts are placed side by side to form a span of 20 feet or more (for example, three 6-foot culverts with one-foot between each culvert), then this culvert system would be defined as a bridge. (Note: The Compliance Plan Appendix C contains a primer on culverts not defined as bridges.)

Bridge types are classified based on two features: design and material.

The most common bridge design is the **girder system** (Figure 1). With this design, the bridge deck transfers vehicle loads to girders (or beams) that, in turn, transfer the load to the piers or abutments (see Figure 6).

A similar design that lacks girders (or beams) is a **slab bridge** (Figure 2, and see Figure 6). A slab bridge transfers the vehicle load directly to the abutments and, if necessary, piers.

Truss bridges were once quite common and consist of a support structure that is created when structural members are connected at joints to form interconnected triangles (Figure 4). Structural members may consist of steel tubes or angles connected at joints with gusset plates.

Another common bridge design in Michigan is the three-sided pre-cast box or arch bridge (Figure 4).

Michigan is also home to several unique bridge designs.

Adding another layer of complexity to bridge typing is the primary construction materials used (Figure 5). Bridges are generally constructed from concrete, steel, pre-stressed concrete, or timber. Some historical bridges or bridge components in Michigan may be constructed from stone or masonry.



Figure 1: Girder bridge



Figure 2: Slab bridge



Figure 3: Truss bridge



Figure 4: Three-sided box bridge



Figure 5: Examples of common bridge construction materials used in Michigan

Bridge Condition

Michigan inspectors rate bridge condition on a 0-9 scale known as the National Bridge Inventory (NBI) rating scale (see Table for a summary of the NBI Rating scale). Elements of the bridge’s superstructure, deck, and substructure receive a 9 if they are in excellent condition down to a 0 if they are in failed condition. A complete guide for Michigan bridge condition rating according to the NBI can be found in the MDOT Bridge Field Services’ *Bridge Safety Inspection NBI Rating Guidelines* (https://www.michigan.gov/documents/mdot/BIR_Ratings_Guide_Combined_2017-10-30_606610_7.pdf).

Table 1: Summary of the NBI Rating Scale	
NBI Rating	General Condition
9-7	Like new/good
6-5	Fair
4-3	Poor/serious
2-0	Critical/failed

Bridge Treatments

Replacement

Replacement work is typically performed when a bridge is in poor condition (NBI rating of 4 or less) and will improve the bridge to good condition (NBI rating of 7 or more). The Local Bridge Program, a part of MDOT’s Local Agency Program, defines bridge replacement as full replacement, which removes the entire bridge (superstructure, deck, and substructure) before re-building a bridge at the same location (Figure 6). The decision to perform a total replacement over rehabilitation (see below) should be made based on a life-cycle cost analysis. Generally, replacement is selected if rehabilitation costs more than two-thirds of the cost of replacement. Replacement is generally the most expensive of the treatment options.

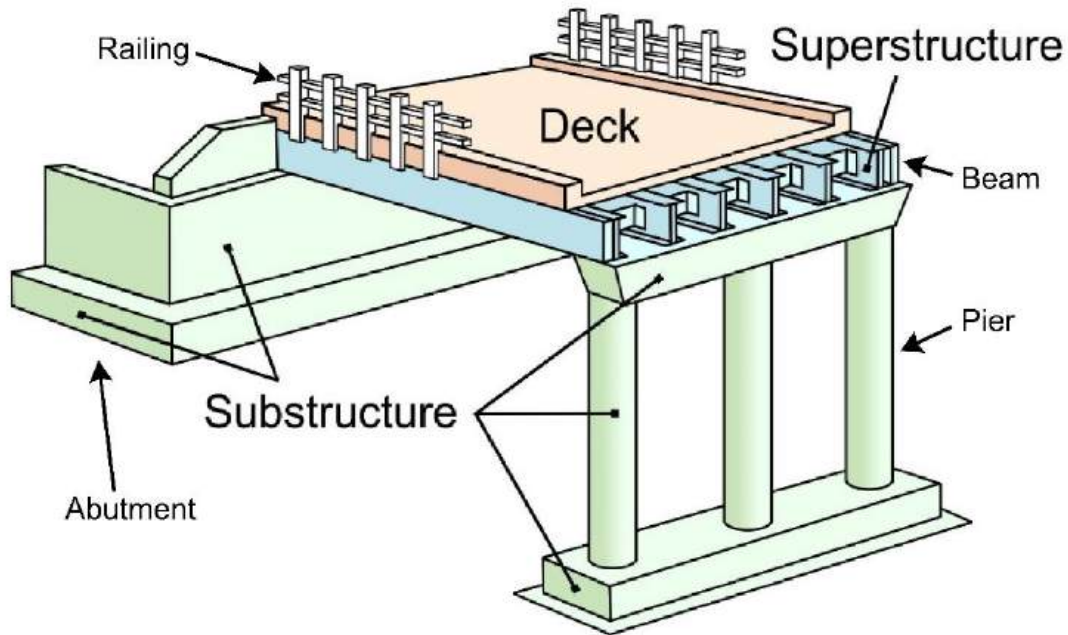


Figure 6: Diagram of basic elements of a bridge

Rehabilitation

Rehabilitation involves repairs that improve the existing condition and extend the service life of the structure and the riding surface. Most often, rehabilitation options are associated with bridges that have degraded beyond what can be fixed with preventive maintenance. Rehabilitation is typically performed on poor-rated elements (NBI rating of 4 or less) to improve them to fair or good condition (NBI rating of 5 or more). Rehabilitation can include superstructure replacement (removal and replacement of beams and deck) or deck replacement. While typically more expensive than general maintenance, rehabilitation treatments may be more cost-effective than replacing the entire structure.

- **Railing retrofit/replacement:** A railing retrofit or replacement either reinforces the existing railing or replaces it entirely (Figure 6). This rehabilitation is driven by a need for safety improvements on poor-rated railings or barriers (NBI rating less than 5).
- **Beam repair:** Beam repair corrects damage that has reduced beam strength (Figure 6). In the case of steel beams, it is performed if there is 25 percent or more of section loss in an area of the beam that affects load-carrying capacity. In the case of concrete beams, this is performed if there is 50 percent or more spalling (i.e., loss of material) at the ends of beams.
- **Substructure concrete patching and repair:** Patching and repairing the substructure is essential to keep a bridge in service. These rehabilitation efforts are performed when the abutments or piers are fair or poor (NBI rating of 5 or 4), or if spalling and delamination affect less than 30 percent of the bridge surface.

Preventive Maintenance

The Federal Highway Administration's (FHWA) *Bridge Preservation Guide* (2018) defines preventive maintenance as "a strategy of extending service life by applying cost-effective treatments to bridge elements...[that] retard future deterioration and avoid large expenses in bridge rehabilitation or replacements."

Preventive maintenance work is typically done on bridges rated fair (NBI rating of 5 or 6) in order to slow the rate of deterioration and keep them from falling into poor condition.

- **Concrete deck overlay:** A concrete deck overlay involves removing and replacing the driving surface. Typically, this is done when the deck surface is poor (NBI rating is less than 5) and the underneath portion of the deck is at least fair (NBI rating greater than 4). A shallow or deep concrete overlay may be performed depending on the condition of the bottom of the deck. The MDOT *Bridge Deck Preservation* matrices provide more detail on concrete deck overlays (see https://www.michigan.gov/mdot/0,4616,7-151-9625_24768_24773---,00.html).
- **Deck repairs:** Deck repairs include three common techniques: HMA overlay with or without waterproof membranes, concrete patching, deck sealing, crack sealing, and joint repair/replacement. An HMA overlay with an underlying waterproof membrane can be placed on bridge decks with a surface rating of fair or lower (NBI of 5 or less) and with deficiencies that cover between 15 and 30 percent of the deck surface and deck bottom. An HMA overlay without a waterproof membrane should be used on a bridge deck with a deck surface and deck bottom rating of serious condition or lower (NBI rating of 3 or less) and with deficiencies that cover greater than 30 percent of the deck surface and bottom; this is considered a temporary holdover to improve ride quality when a bridge deck is scheduled to undergo major rehabilitation within five years. All HMA overlays need to be accompanied by an updated load rating. Patching of the concrete on a bridge deck is done in response to an inspector's work recommendation or when the deck surface is in good, satisfactory, or fair condition (NBI rating of 7, 6, or 5) with minor delamination and spalling. To preserve a good bridge deck in good condition, a deck sealer can be used.

Deck sealing should only be done when the bridge deck has surface rating of fair or better (NBI of 5 or more). Concrete sealers should only be used when the top and bottom surfaces of the deck are free from major deficiencies, cracks, and spalling. An epoxy overlay may be used when between 2 and 5 percent of the deck surface has delaminations and spalls, but these deficiencies must be repaired prior to the overlay. An epoxy overlay may also be used to repair an existing epoxy overlay. Concrete crack sealing is an option to maintain concrete in otherwise good condition that has visible cracks with the potential of reaching the steel reinforcement. Crack sealing may be performed on concrete with a surface rating of good, satisfactory, or fair (NBIS rating of 7, 6, or 5) with minor surface spalling and delamination; it may also be performed in response to a work recommendation by an inspector who has determined that the frequency and size of the cracks require sealing.

- **Steel bearing repair/replacement:** Rather than sitting directly on the piers, a bridge superstructure is separated from the piers by bearings. Bearings allow for a certain degree of movement due to temperature changes or other forces. Repairing or replacing the bearings is considered preventive maintenance. Girders and a deck in at least fair condition (NBI of 5 or higher) and bearings in poor condition (NBI rating of 4 or less) identifies candidates for this maintenance activity.
- **Painting:** Re-painting a bridge structure can either be done in totality or in part. Total re-painting is done in response to an inspector's work recommendation or when the paint condition is in serious condition (NBI rating of 3 or less). Partial re-painting can either consist of zone re-painting, which is a preventive maintenance technique, or spot re-painting, which is scheduled maintenance (see below). Zone re-painting is done when less than 15 percent of the paint in a smaller area, or zone, has failed while the rest of the bridge is in good or fair condition. It is also done if the paint condition is fair or poor (NBI rating of 5 or 4).
- **Channel improvements:** Occasionally, it is necessary to make improvements to the waterway that flows underneath the bridge. Such channel improvements are driven by an inspector's work recommendation based on a hydraulic analysis or to remove vegetation, debris, or sediment from the channel and banks (Figure 6).
- **Scour countermeasures:** An inspector's work recommendations or a hydraulic analysis may require scour countermeasures (see the *Risk Management* section of this plan for more information on scour). This is done when a structure is categorized as scour critical and is not scheduled for replacement or when NBI comments in abutment and pier ratings indicate the presence of scour holes.
- **Approach repaving:** A bridge's approach is the transition area between the roadway leading up to and away from the bridge and the bridge deck. Repaving the approach areas is performed in response to an inspector's work recommendation, when the pavement surface is in poor condition (NBI rating of 4 or less), or when the bridge deck is replaced or rehabilitated (e.g., concrete overlay).
- **Guardrail repair/replacement:** A guardrail is a safety feature on many roads and bridges that prevents or minimizes the effects of lane departure incidents. Keeping bridge guardrails in good condition is important. Repair or replacement of bridge guardrail should be done when a guardrail is missing or damaged, or when it needs a safety improvement.

Scheduled Maintenance

Scheduled maintenance activities are those activities or treatments that are regularly scheduled and intend to maintain serviceability while reducing the rate of deterioration.

- **Superstructure washing:** Washing the superstructure, or the main structure supporting the bridge, typically occurs in response to an inspector's work recommendation or when salt-

contaminated dirt and debris collected on the superstructure is causing corrosion or deterioration by trapping moisture.

- **Drainage system cleanout/repair:** Keeping a bridge's drainage system clean and in good working order allows the bridge to shed water effectively. An inspector's work recommendation may indicate drainage system cleanout/repair. Signs that a drainage system needs cleaning or repair include clogs and broken, deteriorated, or damaged drainage elements.
- **Spot painting:** Spot painting is a form of partial bridge painting. This scheduled maintenance technique involves painting a small portion of a bridge. Generally, this is done in response to an inspector's work recommendation and is used for zinc-based paint systems only.
- **Slope repair/reinforcement:** The terrain on either side of the bridge that slopes down toward the channel is called the slope. At times, it is necessary to repair the slope. Situations that call for slope repair include when the slope is degraded, when the slope has significant areas of distress or failure, when the slope has settled, or if the slope is in fair or poor condition (NBI rating of 5 or less). Other times, it is necessary to reinforce the slope. Reinforcement can be added by installing Riprap, which is a side-slope covering made of stones. Riprap protects the stability of side slopes of channel banks when erosion threatens the surface.
- **Vegetation control and debris removal:** Keeping the area around a bridge structure free of vegetation and debris safeguards the bridge structure from these potentially damaging forces. Removing or restricting vegetation around bridges prevents damage to the structure. Vegetation control is done in response to an inspector's work recommendation or when vegetation traps moisture on structural elements or is growing from joints or cracks. Debris in the water channel or in the bridge can also cause damage to the structure. Removing this debris is typically done in response to an inspector's work recommendation or when vegetation, debris, or sediment accumulates on the structure or channel.
- **Miscellaneous repairs:** These are uncategorized repairs in response to an inspector's work recommendation.

BRIDGE ASSETS

Dearborn seeks to implement an asset management program for its bridge structures. This program balances the decision to perform reconstruction, rehabilitation, preventive maintenance, scheduled maintenance, or new construction, with Dearborn's bridge funding in order to maximize the useful service life and to ensure the safety of the local bridges under its jurisdiction. In other words, Dearborn's bridge asset management program aims to preserve and/or improve the condition of its local bridge network within the means of its financial resources.

Nonetheless, Dearborn recognizes that limited funds are available for improving the bridge network. Since preservation strategies like preventive maintenance are generally a more effective use of these funds than costly alternative management strategies like major rehabilitation or replacement, Dearborn seeks to identify those bridges that will benefit from a planned maintenance program while addressing those bridges that pose usability and/or safety concerns.

The three-fold goal of Dearborn's asset management program is the preservation and safety of its bridge network, increase of its bridge assets' useful service life by extending of the time that bridges remain in good and fair condition, and reduction of future maintenance costs. To quantify this goal, Dearborn specifically aims to have 100% of the agency's local bridges in fair to good condition and to have none classified as structurally deficient over its five-year plan.

Thus, Dearborn's asset management plan objectives are:

- To develop a "mix of fixes" that will:
 - Program scheduled maintenance actions to impede deterioration of bridges in good condition
 - Implement selective corrective repairs or rehabilitation for degraded bridge elements order to restore functionality
 - Identify and program those eligible bridges in need of replacement
- To identify available funding sources, such as:
 - Dedicated county resources
 - County funding through Michigan's Local Bridge Program
 - Opportunities to obtain other funding
- To prioritize the programmed actions within available funding limitations

Preserve bridges currently rated fair (5) or higher in their current condition in order to extend their useful service life. Dearborn is responsible for four local bridges. Table 2 summarizes Dearborn's bridge assets by type, sizes by bridge type, and condition by bridge type. Additional inventory data, condition ratings, and proposed preventive maintenance actions for each bridge are contained in the tables in Appendixes 3, 4, and 5. The bridge inventory data was obtained from MDOT MiBRIDGE and the current condition data and maintenance actions are taken from the inspector's summary report (see Appendix 2).

Types

Of the City of Dearborn's four structures, one is a concrete bridge, two are steel bridges, and one is a pre-stressed concrete bridge.

Locations and Sizes

Figure 7 illustrates the locations of bridge assets owned by Dearborn. Details about the locations and sizes of each individual asset can be found in Dearborn's MiBRIDGE database. For more information, please refer to the agency contact listed in the *Introduction* of this bridge asset management plan.



Figure 7: Map illustrating locations Dearborn's of bridge assets

Condition

Dearborn evaluates its bridges according to the National Bridge Inspection Standards rating scale, with a rating of 9 to 7 being like new to good condition, a rating of 6 and 5 being fair condition, and a rating of 4 or lower being poor or serious/critical condition. The current conditions of Dearborn's bridge network is as follows: one (25%) bridge is good conditions and three (75%) are in fair condition. None are in a poor or lower condition.

As stated above, none of the assets within Dearborn's bridge inventory are structurally deficient, posted, or closed. Structurally deficient bridges are those with a deck, superstructure, substructure, and/or culvert rated as "poor" according to the NBI rating scale, with a load-carrying capacity significantly below design standards, or with a waterway that regularly overtops the bridge during floods. Posted bridges are those that have declined in condition to a point where a restriction is necessary for what would be considered a safe vehicular or traffic load passing over the bridge; designating a bridge as "posted" has no influence on its condition rating. Closed bridges are those that are closed to all traffic; closing a bridge is contingent upon its ability to carry a set minimum live load.

Table 2: Bridge Assets by Type: Inventory, Size, and Condition

Bridge Type	Total Number of Bridges	Total Deck Area (sq ft)	Condition: Structurally Deficient, Posted, Closed			2024 Condition		
			Struct. Defic	Posted	Closed	Poor	Fair	Good
Concrete - Slab	1	4,581					1	
Prestressed Concrete - Multistringer	1	5,780						1
Steel - Multistringer	1	2,899					1	
Steel Continuous - Multistringer	1	33,471					1	
Total SD/Posted/Closed			0	0	0			
Total	4	46,731				0	2	2
Percentage (%)			0	0	0	0	75	25

Statewide, MDOT’s statistics for local agency bridges show that 14% are poor and 86% are good/fair. Dearborn has 100% of its bridges in fair/good condition which is above the statewide average.

GOALS

The goal of Dearborn’s asset management program is the preservation and safety of its bridge network; it also aims to extend the period of time that bridges remain in good and fair condition, thereby increasing their useful service life and reducing future maintenance costs.

Specifically, this goal translates into long-range goals of maintaining 100% of its bridges rated fair/good and having none classified as structurally deficient; Dearborn is currently meeting its stated goal.

PLANNED PROJECTS

Prioritization

Dearborn’s asset management program aims to address the structures of critical concern by targeting elements rated as being in poor condition and to improve and maintain the overall condition of the bridge network to good or fair condition through a 'mix-of-fixes' strategy.

Dearborn annually reviews the current condition of each of its bridges using the NBIS inspection data contained in the *MDOT Bridge Safety Inspection Report* and the inspector’s work recommendations contained in MDOT’s *Bridge Inspection Report*. The inspection inventory and condition data are consolidated in spreadsheet format for Dearborn’s bridges in Appendix 3. Dearborn then determines management and preservation needs and corresponding actions for each bridge (Appendix 4) As well as inspection follow-up actions (Appendix 5). The management and preservation actions are selected in

accordance with criteria contained in the *Summary of Preservation Criteria* table (below) and adapted to Dearborn's specific bridge network.

In terms of management and preservation actions, Dearborn's asset management program uses a "mix of fixes" strategy that is replacement, rehabilitation, preventive maintenance and/or scheduled maintenance.

Replacement involves substantial changes to the existing structure, such as bridge deck replacement, superstructure replacement, or complete structure replacement, and is intended to improve critical or closed bridges to a good condition rating.

Rehabilitation is undertaken to extend the service life of existing bridges. The work will restore deficient bridges to a condition of structural or functional adequacy, and may include upgrading geometric features. Rehabilitation actions are intended to improve the poor or fair condition bridges to fair or good condition.

Preventive maintenance work will improve and extend the service life of fair bridges, and will be performed with the understanding that future rehabilitation or replacement projects will contain appropriate safety and geometric enhancements. Preventive maintenance projects are directed at limited bridge elements that are rated in fair condition with the intent of improving these elements to a good rating. Most preventive maintenance projects will be one-time actions in response to a condition state need. [Routine maintenance will be performed by the agency's in-house maintenance team and/or contracted out.]

Dearborn's **scheduled maintenance** program is an integral part of the preservation plan, and is intended to extend the service life of fair and good structures by preserving the bridges in their current condition for a longer period of time. Scheduled maintenance is proactive and not necessarily condition driven. In-house maintenance crews will perform much of this work.

The replacement, rehabilitation, and preventive maintenance projects are generally eligible for funding under the local bridge program, and any requests for funding may or may not be submitted with Dearborn's annual applications.

To achieve its goals, Dearborn's asset management incorporates preservation of bridges currently rated fair (5) or higher in their current condition in order to extend their useful service life. The primary work activities used to meet this preservation objective include preventative maintenance and scheduled maintenance. A bridge-by-bridge preservation—or maintenance—plan is presented in the Appendix 4.

Programmed/Funded Projects

Within the last three years, Dearborn has completed preventative maintenance on two of its four bridges. Preventive maintenance is a more effective use of these funds than the costly alternative of major rehabilitation or replacement. Since Dearborn recognizes that limited funds are available for improving the bridge network, it continues to seek to identify those bridges that will benefit from preventative maintenance.

Dearborn computes the estimated cost of each typical management and/or preservation action using unit prices in the latest *Bridge Repair Cost Estimate* spreadsheet contained in MDOT's *Local Bridge Program Call for Projects*. The cost of items of varying complexity, such as maintenance of traffic, staged construction, scour counter-measures, and so forth, are computed on a bridge-by-bridge basis. The cost estimates are reviewed and updated annually.

Planned Projects

Dearborn has not identified any maintenance projects needed over the next three years, and accordingly it has not received any federal funding. Therefore, there are no planned bridge improvement projects over the next three years.

GAP ANALYSIS

Dearborn does not have any projects planned over the next three, so no funding gap has been noted.

FINANCIAL RESOURCES

Anticipated Revenues

Dearborn does not currently have any programmed projects for bridge preservation and maintenance.

Dearborn intends to monitor the condition of their bridge assets and apply for state or federal funding for preventative maintenance work on an annual basis. No need is currently identified.

Anticipated Expenses

Scheduled maintenance activities and minor repairs that are not affiliated with any applications, grants, or other funded projects will be performed by the agency's in-house maintenance forces and funded through the agency's annual operating budget.

RISK MANAGEMENT

Dearborn recognizes that the potential risks associated with bridges generally fall into several categories:

- Personal injury and property damage resulting from a bridge collapse or partial failure;
- Loss of access to a region or individual properties resulting from bridge closures, restricted load postings, or extended outages for rehabilitation and repair activities; and
- Delays, congestion, and inconvenience due to serviceability issues, such as poor quality riding surface, loose expansion joints, or missing expansion joints.

Dearborn addresses these risks by implementing regular bridge inspections and a preservation strategy consisting of preventive maintenance. Dearborn administers the biennial inspection of its bridges in accordance with NBIS and MDOT requirements. The inspection reports document the condition of Dearborn’s bridges and evaluates them in order to identify new defects and monitor advancing deterioration. The summary inspection report in Appendix 1 identifies items needing follow-up, special inspection actions, and recommended bridge-by-bridge maintenance activities.

Bridges that are considered “scour critical” pose a risk to Dearborn’s road and bridge network. Scour is the depletion of sediment from around the foundation elements of a bridge commonly caused by fast-moving water. According to MDOT’s *Michigan Structure Inventory and Appraisal Coding Guide*, a scour critical bridge is one that has unstable abutment(s) and/or pier(s) due to observed or potential (based on an evaluation study) scour. Bridges receiving a scour rating of 3 or less are considered scour critical. Dearborn has one scour critical bridge, which is listed in Table 5.

Table 4: Scour Critical Bridges

Bridge Structure Number	Scour Critical Rating
12310	3

Dearborn has no posted or closed bridges that are critical to accessing entire areas or individual properties within its jurisdiction.

The preservation strategy identifies actions in the operations and maintenance plan that are preventive or are responsive to specific bridge conditions. The actions are prioritized to correct critical structural safety and traffic issues first, and then to address other needs based on the operational importance of each bridge and the long-term preservation of the network. The inspection results serve as a basis for modifying and updating the operations and maintenance plan annually.

Appendix 1: City of Dearborn 2024 Bridge Inspection Report Executive Summary

12321 Schaefer Road over Low Branch Rouge River: Inspect pin and hangers where adjacent beams are misalignment by approximately 1”.

Appendix 3: Maintenance Recommendation Summary

The table is a vertical grid with approximately 25 columns and 50 rows. The columns are labeled with various categories of maintenance recommendations, such as 'Inspection', 'Deck', 'Structure', 'Approach', 'Drainage', 'Clearance', 'Safety', 'Signage', 'Lighting', 'Sound', 'Vibration', 'Temperature', 'Humidity', 'Air Quality', 'Water Quality', 'Soil Quality', 'Groundwater', 'Seismicity', 'Wildfire', 'Terrorism', 'Other'. The rows contain data for various bridges, including '10th Street', '12th Street', '14th Street', '16th Street', '18th Street', '20th Street', '22nd Street', '24th Street', '26th Street', '28th Street', '30th Street', '32nd Street', '34th Street', '36th Street', '38th Street', '40th Street', '42nd Street', '44th Street', '46th Street', '48th Street', '50th Street', '52nd Street', '54th Street', '56th Street', '58th Street', '60th Street', '62nd Street', '64th Street', '66th Street', '68th Street', '70th Street', '72nd Street', '74th Street', '76th Street', '78th Street', '80th Street', '82nd Street', '84th Street', '86th Street', '88th Street', '90th Street', '92nd Street', '94th Street', '96th Street', '98th Street', '100th Street'. The table is currently empty.

Appendix 5: Additional Inspections

Inventory Data												Inspection Items							
Bridge Type	Structure Number	Budget ID	Facility Covered	Features Inspected	Structure Type Main Span (100- 425 ft)	Structure Type Wingspans (100- 425 ft)	Number of Main Spans (100-425)	Total Cr Length (100- 425)	Trailer Width (100- 425)	Total Cr/eq (100-425)	Initial Inspection	In-Depth Steel Inspection	Pin and Hanger Inspection	During Inspection	Provide Monitoring	Review Score Criticably	Lead Planting	Updates via	

APPENDIX C. CULVERT ASSET MANAGEMENT PLAN SUPPLEMENT

Culvert Primer

Culverts are structures that lie underneath roads, enabling water to flow from one side of the roadway to the other (Figure C-1 and Figure C-2). The important distinguishing factor between a culvert and a bridge is the size. Culverts are considered anything under 20 feet while bridges, according to the Federal Highway Administration, are 20 feet or more. While similar in function to storm sewers, culverts differ from storm sewers in that culverts are open on both ends, are constructed as straight-line conduits, and lack intermediate drainage structures like manholes and catch basins. Culverts are critical to the service life of a road because of the important role they play in keeping the pavement layers well drained and free from the forces of water building up on one side of the roadway.

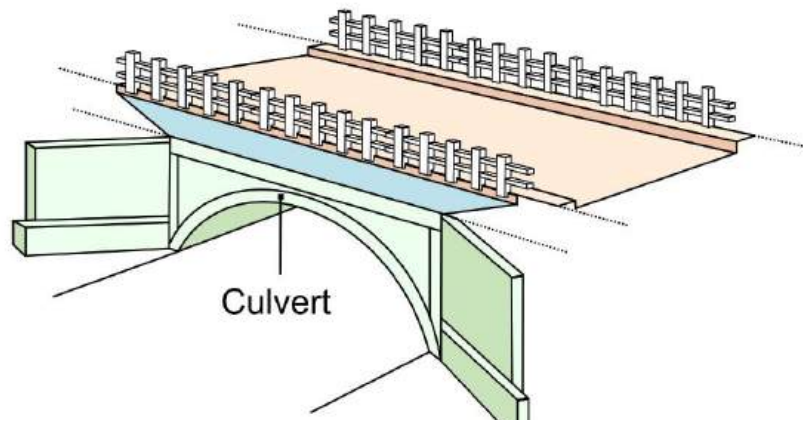


Figure C-1: Diagram of a culvert structure



Figure C-2: Examples of culverts. Culverts allow water to pass under the roadway (left), they are straight-line conduits with no intermediate drainage structures (middle), and they come in various materials (left: metal; middle and right: concrete) and shapes (left: arch; middle: round; right: box).

Culvert Types

Michigan conducted its first pilot data collection on local agency culverts in the state in 2018. Of almost 50,000 culverts inventoried as part of the state-wide pilot project, the material type used for constructing culverts ranged from (in order of predominance) corrugated steel, concrete, plastic, aluminum, and masonry/tile, to timber materials. The shapes of the culverts were (in order of predominance) circular, pipe arch, arch, rectangular, horizontal ellipse, or box. The diameter for the majority of culverts ranged from less than 12 inches to 24 inches; a portion, however, ranged from 30 inches to more than 48 inches.

Culvert Condition

Several culvert condition assessment practices exist. The FHWA has an evaluation method in its 1986 *Culvert Inspection Manual*. In conjunction with descriptions and details in the Ohio Department of Transportation's 2017 *Culvert Inspection Manual* and Wisconsin DOT's *Bridge Inspection Field Manual*, the FHWA method served as the method for evaluating Michigan culverts in the pilot. In 2018, Michigan local agencies participated in a culvert pilot data collection, gathering inventory and condition data; full detail on the condition assessment system used in the data collection can be found in Appendix G of the final report (https://www.michigan.gov/documents/tamc/TAMC_2018_Culvert_Pilot_Report_Complete_634795_7.pdf).

The Michigan culvert pilot data collection used a 1 through 10 rating system, where 10 is considered a new culvert with no deterioration or distress and 1 is considered total failure. Each of the different culvert material types requires the assessment of features unique to that material type, including structural deterioration, invert deterioration, section deformation, blockage(s) and scour. Corrugated metal pipe, concrete pipe, plastic pipe, and masonry culverts require an additional assessment of joints and seams. Slab abutment culverts require an additional assessment of the concrete abutment and the masonry abutment. Assessment of timber culverts only relied on blockage(s) and scour. The assessments come together to generate condition rating categories of good (rated as 10, 9, or 8), fair (rated as 7 or 6), poor (rated as 5 or 4), or failed (rated as 3, 2, or 1).

Culvert Treatments

The *MDOT Drainage Manual* addresses culvert design and treatments. Of most importance to the longevity of culverts is regular cleaning to prevent clogs. More extensive treatments may include re-positioning the pipe to improve its grade and lining a culvert to achieve more service life after structural deterioration has begun.

APPENDIX D. TRAFFIC SIGNALS ASSET MANAGEMENT PLAN SUPPLEMENT

Traffic Signals Primer

Types

Electronic traffic control devices come in a large array of configurations, which include case signs (e.g., keep right/left, no right/left turn, reversible lanes), controllers, detection (e.g., cameras, push buttons), flashing beacons, interconnects (e.g., DSL, fire station, phone line, radio), pedestrian heads (e.g., hand-man), and traffic signals. This asset management plan is only concerned with traffic signals (Figure D-1) as a functioning unit and does not consider other electronic traffic control devices.



Figure D-1: Examples of traffic signal

Condition

Traffic signal assessment considers the functioning of basic tests on a pass/fail basis. These tests include battery backup testing, components testing, conflict monitor testing, radio testing, and underground detection.

Treatments

Traffic signals are maintained in accordance with the *Michigan Manual on Uniform Traffic Control Devices*. Maintenance of traffic signals includes regular maintenance of all components, cleaning and servicing to prevent undue failures, immediate maintenance in the case of emergency calls, and provision of stand-by equipment. Timing changes are restricted to authorized personnel only.

APPENDIX E. GLOSSARY & ACRONYMS

Glossary

Alligator cracking: Cracking of the surface layer of an asphalt pavement that creates a pattern of interconnected cracks resembling alligator hide. This is often due to overloading a pavement, sub-base failure, or poor drainage.⁵

Asset management: A process that uses data to manage and track road assets in a cost-effective manner using a combination of engineering and business principles. Public Act 325 of 2018 provides a legal definition: “an ongoing process of maintaining, preserving, upgrading, and operating physical assets cost effectively, based on a continuous physical inventory and condition assessment and investment to achieve established performance goals”.⁶

Biennial inspection: Inspection of an agency’s bridges every other year, which happens in accordance with National Bridge Inspection Standards and Michigan Department of Transportation requirements.

Bridge inspection program: A program implemented by a local agency to inspect the bridges within its jurisdiction systematically in order to ensure proper functioning and structural soundness.

Capital preventative maintenance: A planned set of cost-effective treatments to address of fair-rated infrastructure before the structural integrity of the system has been severely impacted. These treatments aim to slow deterioration and to maintain or improve the functional condition of the system without significantly increasing the structural capacity.

Chip seal: An asphalt pavement treatment method consisting of, first, spraying liquid asphalt onto the old pavement surface and, then, a single layer of small stone chips spread onto the wet asphalt layer.

Composite pavement: A pavement consisting of concrete and asphalt layers. Typically, composite pavements are old concrete pavements that were overlaid with HMA in order to gain more service life.

Concrete joint resealing: Resealing the joints of a concrete pavement with a flexible sealant to prevent moisture and debris from entering the joints. When debris becomes lodged inside a joint, it inhibits proper movement of the pavement and leads to joint deterioration and spalling.

Concrete pavement: Also known as rigid pavement, a pavement made from portland cement concrete. Concrete pavement has an average service life of 30 years and typically does not require as much periodic maintenance as HMA.

Cost per lane mile: Associated cost of construction, measured on a per lane, per mile basis. Also see *lane-mile segment*.

Crack and seat: A concrete pavement treatment method that involves breaking old concrete pavement into small chunks and leaving the broken pavement in place to provide a base for a new surface. This provides a new wear surface that resists water infiltration and helps prevent damaged concrete from reflecting up to the new surface.

⁵ https://en.wikipedia.org/wiki/Crocodile_cracking

⁶ Inventory-based Rating System for Gravel Roads: Training Manual

Crack seal: A pavement treatment method for both asphalt and concrete pavements that fills cracks with asphalt materials, which seals out water and debris and slows down the deterioration of the pavement. Crack seal may encompass the term “crack filling”.

Crush and shape: An asphalt pavement treatment method that involves pulverizing the existing asphalt pavement and base and then reshaping the road surface to correct imperfections in the road’s profile. Often, a layer of gravel is added along with a new wearing surface such as an HMA overlay or chip seal.

Crust: A very tightly compacted surface on an unpaved road that sheds water with ease but takes time to be created.

Culvert: A pipe or structure used under a roadway that allows cross-road drainage while allowing traffic to pass without being impeded; culverts span up to 20 feet.⁷

Dowel bar retrofit repair: A concrete pavement treatment method that involves cutting slots in a cracked concrete slab, inserting steel bars into the slots, and placing concrete to cover the new bars and fill the slots. It aims to reinforce cracks in a concrete pavement.

Dust control: A gravel road surface treatment method that involves spraying chloride or other chemicals on the gravel surface to reduce dust loss, aggregate loss, and maintenance. This is a relatively short-term fix that helps create a crusted surface.

Expansion joint: Joints in a bridge that allow for slight expansion and contraction changes in response to temperature. Expansion joints prevent the build up of excessive pressure, which can cause structural damage to the bridge.

Federal Highway Administration: Also known as FHWA, this is an agency within the U.S. Department of Transportation that supports state and local governments in the design, construction, and maintenance of the nation’s highway system.⁸

Federal-aid network: Portion of road network that is comprised of federal-aid routes. According to Title 23 of the United States Code, federal-aid-eligible roads are “highways on the federal-aid highways systems and all other public roads not classified as local roads or rural minor collectors”.⁹ Roads that are part of the federal-aid network are eligible for federal gas-tax monies.

FHWA: See *Federal Highway Administration*.

Flexible pavement: See *hot-mix asphalt pavement*.

Fog seal: An asphalt pavement treatment method that involves spraying a liquid asphalt coating onto the entire pavement surface to fill hairline cracks and prevent damage from sunlight and oxidation. This method works best for good to very good pavements.

Full-depth concrete repair: A concrete pavement treatment method that involves removing sections of damaged concrete pavement and replacing it with new concrete of the same dimensions in order to restore the riding surface, delay water infiltration, restore load transfer from one slab to the next, and eliminate the need to perform costly temporary patching.

⁷ Adapted from Inventory-based Rating System for Gravel Roads: Training Manual

⁸ Federal Highway Administration webpage <https://www.fhwa.dot.gov/>

⁹ Inventory-based Rating System for Gravel Roads: Training Manual

Geographic divides: Areas where a geographic feature (e.g., river, lake, mountain) limits crossing points of the feature.

Grants: Competitive funding gained through an application process and targeted at a specific project type to accomplish a specific purpose. Grants can be provided both on the federal and state level and often make up part of the funds that a transportation agency receives.

Gravel surfacing: A low-cost, easy-to-maintain road surface made from aggregate and fines.

HMA: See *hot-mix asphalt pavement*.

Hot-mix asphalt overlay: Also known as HMA overlay, this a surface treatment that involves layering new asphalt over an existing pavement, either asphalt or concrete. It creates a new wearing surface for traffic and to seal the pavement from water, debris, and sunlight damage, and it often adds significant structural strength.

Hot-mix asphalt pavement: Also known as HMA pavement, this type of asphalt creates a flexible pavement composed of aggregates, asphalt binder, and air voids. HMA is heated for placement and compaction at high temperatures. HMA is less expensive to construct than concrete pavement, however it requires frequent maintenance activities and generally lasts 18 years before major rehabilitation is necessary. HMA makes up the vast majority of local-agency-owned pavements.

IBR: See *IBR element, IBR number, and/or Inventory-based Rating System™*.

IBR element: A feature used in the IBR System™ for assessing the condition of roads. The system relies on assessing three elements: surface width, drainage adequacy, and structural adequacy.¹⁰

IBR number: The 1-10 rating determined from assessments of the weighted IBR elements. The weighting relates each element to the intensity road work needed to improve or enhance the IBR element category.¹¹

Interstate highway system: The road system owned and operated by each state consisting of routes that cross between states, make travel easier and faster. The interstate roads are denoted by the prefix “I” or “U.S.” and then a number, where odd routes run north-south and even routes run east-west. Examples are I-75 or U.S. 2.¹²

Inventory-based Rating System™: Also known as the IBR System™, a rating system designed to assess the capabilities of gravel and unpaved roads to support intended traffic volumes and types year round. It assesses roads based on how three IBR elements, or features—surface width, drainage adequacy, and structural adequacy—compare to a baseline, or “good”, road.¹³

Jurisdictional borders: Borders between two road-owning-agency jurisdictions, or where the roads owned by one agency turn into roads owned by another agency. Examples of jurisdictional borders are township or county lines.

Lane-mile segment: A segment of road that is measured by multiplying the centerline miles of a roadway by the number of lanes present.

¹⁰ Inventory-based Rating System for Gravel Roads: Training Manual

¹¹ Inventory-based Rating System for Gravel Roads: Training Manual

¹² <https://www.fhwa.dot.gov/interstate/faq.cfm#question3>

¹³ Adapted from Inventory-based Rating System for Gravel Roads: Training Manual

Lane-mile-years: A network's total lane-miles multiplied by one year; a method to quantify the measurable loss of pavement life.

Limited access areas: Areas—typically remote areas—serviced by few or seasonal roads that require long detours routes if servicing roads are closed.

Main access to key commercial districts: Areas where large number or large size business will be significantly impacted if a road is unavailable.

Maintenance grading: A surface treatment method for unpaved roads that involves re-grading the road to remove isolated potholes, washboarding, and ruts, and then restoring the compacted crust layer.

MDOT: See *Michigan Department of Transportation*.

MDOT's Local Bridge Program Call for Projects: A call for project proposals for replacement, rehabilitation, and/or preventive maintenance of local bridges that, if granted, receives bridge funding from the Michigan Department of Transportation. The Call for Projects is made by the Local Bridge Program.

Michigan Department of Transportation: Also known as MDOT, this is the state of Michigan's department of transportation, which oversees roads and bridges owned by the state or federal government in Michigan.

Michigan Public Act 51 of 1951: Also known as PA 51, this is a Michigan legislative act that served as the foundation for establishing a road funding structure by creating transportation funding distribution methods and means. It has been amended many times.¹⁴

Michigan Public Act 325 of 2018: Also known as PA 325, this legislation modified PA 51 of 1951 in regards to asset management in Michigan, specifically 1) re-designating the TAMC under Michigan Infrastructure Council (MIC); 2) promoting and overseeing the implementation of recommendations from the regional infrastructure asset management pilot program; 3) requiring local road three-year asset management plans beginning October 1, 2020; 4) adding asset classes that impact system performance, safety or risk management, including culverts and signals; 5) allowing MDOT to withhold funds if no asset management plan submitted; and 6) prohibiting shifting funds from a county primary to a county local, or from a city major to a city minor if no progress toward achieving the condition goals described in its asset plan.¹⁵

Michigan Public Act 499 of 2002: Also known as PA 499, this legislation requires road projects for the upcoming three years to be reported to the TAMC.

Michigan Transportation Asset Management Council: Also known as the TAMC, a council comprised of professionals from county road commissions, cities, a county commissioner, a township official, regional and metropolitan planning organizations, and state transportation department personnel. The council reports directly to the Michigan Infrastructure Council.¹⁶ The TAMC provides resources and support to Michigan's road-owning agencies, and serves as a liaison in data collection requirements between agencies and the state.

¹⁴ Inventory-based Rating System for Gravel Roads: Training Manual

¹⁵ Inventory-based Rating System for Gravel Roads: Training Manual

¹⁶ Inventory-based Rating System for Gravel Roads: Training Manual

Michigan Transportation Fund: Also known as MTF, this is a source of transportation funding supported by vehicle registration fees and the state's per-gallon gas tax.

Microsurface treatment: An asphalt pavement treatment method that involves applying modified liquid asphalt, small stones, water, and portland cement for the purpose of protecting a pavement from damage caused by water and sunlight.

Mill and hot-mix asphalt overlay: Also known as a mill and HMA overlay, this is a surface treatment that involves the removal of the top layer of pavement by milling and the replacement of the removed layer with a new HMA layer.

Mix-of-fixes: A strategy of maintaining roads and bridges that includes generally prioritizes the spending of money on routine maintenance and capital preventive maintenance treatments to impede deterioration and then, as money is available, performing reconstruction and rehabilitation.

MTF: See *Michigan Transportation Fund*.

National Bridge Inspection Standards: Also known as NBIS, standards created by the Federal Highway Administration to locate and evaluate existing bridge deficiencies in the federal-aid highway system to ensure the safety of the traveling public. The standards define the proper safety for inspection and evaluation of all highway bridges.¹⁷

National Center for Pavement Preservation: Also known as the NCPP, a center that offers education, research, and outreach in current and innovative pavement preservation practices. This collaborative effort of government, industry, and academia entities was established at Michigan State University.

National highway system: Also known as NHS, this is a network of roads that includes the interstate highway system and other major roads managed by state and local agencies that serve major airports, marine, rail, pipelines, truck terminals, railway stations, military bases, and other strategic facilities.

NBIS: See *National Bridge Inspection Standards*.

NCPP: See *National Center for Pavement Preservation*.

NCPP Quick Check: A system created by the National Center for Pavement Preservation that works under the premise that a one-mile road segment loses one year of life each year that it is not treated with a maintenance, rehabilitation, or reconstruction project.

Non-trunkline: A local road intended to be used over short distances but not recommended for long-distance travel.

Other funds: Expenditures for equipment, capital outlay, debt principal payment, interest expense, contributions to adjacent governmental units, principal, interest and bank fees, and miscellaneous for cities and villages.

PA: See *Michigan Public Act 51, Michigan Public Act 325, and/or Michigan Public Act 499*.

Partial-depth concrete repair: A concrete pavement treatment method that involves removing spalled or delaminated areas of concrete pavement, usually near joints and cracks, and replacing with new concrete.

¹⁷ <https://www.fhwa.dot.gov/bridge/nbis/>

This is done to provide a new wearing surface in isolated areas, to slow down water infiltration, and to help delay further freeze-thaw damage.

PASER: See *Pavement Surface Evaluation and Rating system*.

Pavement reconstruction: A complete removal of the old pavement and base and construction of an entirely new road. This is the most expensive rehabilitation of the roadway and also the most disruptive to traffic patterns.

Pavement Surface Evaluation and Rating system: Also known as the PASER system, the PASER system rates surface condition on a 1-10 scale, where 10 is a brand new road with no defects, 5 is a road with distress but that is structurally sound and requires only preventative maintenance, and 1 is a road with extensive surface and structural distresses that is in need of total reconstruction. This system provides a simple, efficient, and consistent method for evaluating the condition of paved roads.¹⁸

Pothole: A defect in a road that produces a localized depression.¹⁹

Preventive maintenance: Planned treatments to an existing asset to prevent deterioration and maintain functional condition. This can be a more effective use of funds than the costly alternative of major rehabilitation or replacement.

Proactive preventive maintenance: Also known as PPM, a method of performing capital preventive maintenance treatments very early in a pavement's life, often before it exhibits signs of pavement defect.

Public Act 51: See *Michigan Public Act 51 of 1951*

Public Act 325: See *Michigan Public Act 325 of 2018*

Public Act 499: See *Michigan Public Act 499 of 2002*

Reconstruction and rehabilitation programs: Programs intended to reconstruct and rehabilitate a road.

Restricted load postings: A restriction enacted on a bridge structure when is incapable of transporting a state's legal vehicle loads.

Rights-of-way ownership: The owning of the right-of-way, which is the land over which a road or bridge travels. In order to build a road, road agencies must own the right-of-way or get permission to build on it.

Rigid pavement: See *concrete pavement*.

Road infrastructure: An agency's road network and assets necessary to make it function, such as traffic signage and ditches.

Road: The area consisting of the roadway (i.e., the travelled way or the portion of the road on which vehicles are intended to drive), shoulders, ditches, and areas of the right of way containing signage.²⁰

Roadsoft: An asset management software suit that enables agencies to manage road and bridge related infrastructure. The software provides tools for collecting, storing, and analyzing data associated with transportation infrastructure. Built on an optimum combination of database engine and GIS mapping

¹⁸ Adapted from Inventory-based Rating System for Gravel Roads: Training Manual

¹⁹ Inventory-based Rating System for Gravel Roads: Training Manual

²⁰ Inventory-based Rating System for Gravel Roads: Training Manual

tools, Roadsoft provides a quick, smooth user experience and almost unlimited data handling capabilities.²¹

Ruts/rutting: Deformation of a road that usually forms as a permanent depression concentrated under the wheel path parallel to the direction of travel.²²

Scheduled maintenance: Low-cost, day-to-day activities applied to bridges on a scheduled basis that mitigates deterioration.²³

Sealcoat pavement: A gravel road that has been sealed with a thin asphalt binder coating that has stone chips spread on top.

Service life: Time from when a road or treatment is first constructed to when it reaches a point where the distresses present change from age-related to structural-related (also known as the critical distress point).²⁴

Slurry seal: An asphalt pavement treatment method that involves applying liquid asphalt, small stones, water, and portland cement in a very thin layer with the purpose of protecting an existing pavement from being damaged by water and sunlight.

Structural improvement: Pavement treatment that adds strength to the pavement. Roads requiring structural improvement exhibit alligator cracking and rutting and are considered poor by the TAMC definitions for condition.

Subsurface infrastructure: Infrastructure maintained by local agencies that reside underground, for example, drinking water distribution systems, wastewater collection systems, and storm sewer systems.

TAMC: See *Michigan Transportation Asset Management Council*.

TAMC pavement condition dashboard: Website for viewing graphs of pavement and bridge conditions, traffic and miles travelled, safety statistics, maintenance activities, and financial data for Michigan's cities and villages, counties, and regions, as well as the state of Michigan.

TAMC's good/fair/poor condition classes: Classification of road conditions defined by the Michigan Transportation Asset Management Council based on bin ranges of PASER scores and similarities in defects and treatment options. Good roads have PASER scores of 8, 9, or 10, have very few defects, and require minimal maintenance. Fair roads have PASER scores of 5, 6, or 7, have good structural support but a deteriorating surface, and can be maintained with CPM treatments. Poor roads have PASER scores of 1, 2, 3, or 4, exhibit evidence that the underlying structure is failing, such as alligator cracking and rutting. These roads must be rehabilitated with treatments like heavy overlay, crush and shape, or total reconstruction.

Tax millages: Local tax implemented to supplement an agency's budget, such as road funding.

²¹ Inventory-based Rating System for Gravel Roads: Training Manual

²² Inventory-based Rating System for Gravel Roads: Training Manual

²³ Inventory-based Rating System for Gravel Roads: Training Manual

²⁴ Inventory-based Rating System for Gravel Roads: Training Manual

Thin hot-mix asphalt overlay: Application of a thin layer of hot-mix asphalt on an existing road to re-seal the road and protect it from damage caused by water. This also improves the ride quality and provides a smoother, uniform appearance that improves visibility of pavement markings.²⁵

Transportation infrastructure: All of the elements that work together to make the surface transportation system function including roads, bridges, culverts, traffic signals, and signage.

Trigger: When a PASER score gives insight to the preferred timeline of a project for applying the correct treatment at the correct time.

Trunkline abbreviations: The prefixes *M-*, *I-*, and *US* indicate roads in Michigan that are part of the state trunkline system, the Interstate system, and the US Highway system. These roads consist of anything from 10-lane urban freeways to two-lane rural highways and even one non-motorized highway; they cover 9,668 centerline miles. Most of the roads are maintained by MDOT.

Trunkline bridges: Bridge present on a trunkline road, which typically connects cities or other strategic places and is the recommended route for long-distance travel.²⁶

Trunkline maintenance funds: Expenditures under a maintenance agreement with MDOT for maintenance activities performed on MDOT trunkline routes.

Trunkline: Major road that typically connects cities or other strategic places and is the recommended route for long-distance travel.²⁷

Washboarding: Ripples in the road surface that are perpendicular to the direction of travel.²⁸

Wedge/patch sealcoat treatment: An asphalt pavement treatment method that involves correcting the damage frequently found at the edge of a pavement by installing a narrow, 2- to 6-foot-wide wedge along the entire outside edge of a lane and layering with HMA. This extends the life of an HMA pavement or chip seal overlay by adding strength to significantly settled areas of the pavement.

Worst-first strategy: Asset management strategy that treats only the problems, often addressing the worst problems first, and ignoring preventive maintenance. This strategy is the opposite of the “mix of fixes” strategy. An example of a worst-first approach would be purchasing a new automobile, never changing the oil, and waiting till the engine fails to address any deterioration of the car.

List of Acronyms

CPM: capital preventive maintenance

FHWA: Federal Highway Administration

HMA: hot-mix asphalt

I: trunkline abbreviation for routes on the Interstate system

²⁵ [second sentence] <http://www.kentcountyroads.net/road-work/road-treatments/ultra-thin-overlay>

²⁶ https://en.wikipedia.org/wiki/Trunk_road

²⁷ https://en.wikipedia.org/wiki/Trunk_road

²⁸ Inventory-based Rating System for Gravel Roads: Training Manual

IBR: Inventory-based Rating

M: trunkline abbreviation for Michigan state highways

MDOT: Michigan Department of Transportation

MTF: Michigan Transportation Fund

NBIS: National Bridge Inspection Standards

NCPP: National Center for Pavement Preservation

NHS: National Highway System

PA 51: Michigan Public Act 51 of 1951

PASER: Pavement Surface Evaluation and Rating

R&R: reconstruction and rehabilitation programs

TAMC: (Michigan) Transportation Asset Management Council

US: trunkline abbreviation for routes on the US Highway system



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect Requested

REQUEST: Additional Expenditures for Turf Maintenance.

DEPARTMENT: Department of Public Works & Facilities, in conjunction with Purchasing

BRIEF DESCRIPTION: Request for authorization to add funds to the existing Turf Maintenance Contract, as a result of a change in the Scope of Work.

PRIOR COUNCIL ACTION: C.R. 4-164 23 - Approved (1) Two season contract with (1) Two season renewal to Parrott Landscaping for Turf Maintenance.

BACKGROUND: The Department of Public Works & Facilities, in conjunction with Purchasing, recommends adding \$56,218 to the existing Contract with Parrott Landscaping. The added funding is required in order to continue turf maintenance in the existing line up of City buildings and parks.

These locations include CSOs, public buildings, parks, and fall cleanups. The additional funds cover the cost of 5 more cuts per location.

FISCAL IMPACT: \$ 56,218

COMMUNITY IMPACT: These locations are visible to the public and representative of the City. The vendor will continue to keep the turf in pristine condition and remove leaves and other debris during fall clean-up to ensure a clean appearance come winter.

IMPLEMENTATION TIMELINE: Service will continue through the length of the contract.

COMPLIANCE/PERFORMANCE METRICS: DPW staff will continue to oversee contractor compliance.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Additional Expenditures for Turf Maintenance at Large City Parks
DATE: October 2, 2024

Budget Information

Adopted Budget:	\$596,000
Available Budget:	\$162,285
Requested Amount:	\$ 56,218
Funding Source:	General Fund, Public Works, Parks Division, Maintenance, Contractual Services
Supplemental Budget:	N/A

Summary of Request

The City currently has a contract with Parrott Landscaping for turf maintenance at large city parks. Purchasing has received a request from the Department of Public Works and Facilities to seek approval for a not-to-exceed amount of \$56,218 to allow for the additional cuts to CSO, Public Buildings, Parks, and for Fall Clean up.

It is respectfully requested that Council authorize the additional expenditures with immediate effect in order to expedite the plan for Fall Clean up. The resulting purchase order will not be binding until executed.

Background and Justification

The Department of Public Works is seeking additional funds for Parrott Landscaping to continue to maintain the grounds at City buildings and parks. The additional funds cover the cost of 5 cuts per location.

This funding will provide the City of Dearborn with a qualified vendor to provide high quality turf maintenance services for many of the City's buildings and parks. These locations are visible to the public and representative of the City. The vendor will keep the turf in pristine condition and remove leaves and other debris during fall clean up to ensure a clean appearance come winter.

Procurement Process

Process: Continuity of Professional Services

The procurement process was in accordance with Section 2-568A (13) Sole Source, of the Procurement Ordinance and all internal policies and procedures.

The Purchasing Division requests approval to proceed with the procurement.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Prepared By:

Signed by:

Rosette Fisher

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Rosette Fisher, Buyer

Department Approval:

DocuSigned by:

Tim Hawkins

35BABC85BED3435...

Tim Hawkins, DPW Director

Budget Approval:

DocuSigned by:

Michael Kennedy

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Initial

MK

Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

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Jeremy J. Romer, Corporation Counsel



Immediate Effect is Requested

REQUEST: Approval of Contract for Fuel Management from EKOS

DEPARTMENT: The Department of Public Works & Facilities and IT, in conjunction with Purchasing

BRIEF DESCRIPTION: Purchasing, on behalf of the Department of Public Works & Facilities and the IT Department, recommends the purchase of Fuel management services from EKOS. The five (5) year contract shall be valid November 1, 2024 through December 30, 2029 with one (1), five-year renewal option.

PRIOR COUNCIL ACTION: 4-186-24 – Approved \$106,374 install of new (8) fuel pumps - (3) Diesel and (5) Gas.

BACKGROUND: EKOS is a Fuel management system. It is designed to oversee all city vehicles. It covers maintenance tracking, fuel reporting, vehicle usage, parts inventory, inspections and preventative maintenance. EKOS is the only vendor compatible with our new fuel pump system GasBoy.

FISCAL IMPACT: \$164,904 (\$149,904 annually + \$15,000 one-time set up fee)

COMMUNITY IMPACT: Utilizing EKOS to maintain our city vehicle fleet will allow us to have up to date information on all vehicles in the fleet at any given moment. This will allow us to keep them up on maintenance and repairs and ensure that vehicles can spend less time out of service. Having less vehicles out of service will allow DPW to better and more efficiently serve the residents of Dearborn.

IMPLEMENTATION TIMELINE: Immediate effect is requested

COMPLIANCE/PERFORMANCE METRICS: The IT department & DPW will manage this contract.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Approval of Contract for Fuel Management from EKOS
DATE: October 3, 2024

Budget Information

Adopted Budget: \$164,904
Amended Budget: \$164,904
Requested Amount: \$164,904 (\$149,904 annually + \$15,000 one-time set up fee)
Funding Source: General Fund, Public Works, Fleet R&M Operations, Supplies,
EDP Support/Software Non-Capital
Supplemental Budget: N/A

Summary of Request

Purchasing, on behalf of the Department of Public Works & Facilities and the IT Department, recommends the purchase of fuel management software from EKOS. At the cost of \$149,904 annually (\$12,492 per month), this five (5) year contract shall be valid November 1, 2024 through December 30, 2029, with one (1) five-year renewal option. There is a one-time set up fee of \$15,000.

It is respectfully requested that Council authorize the Purchase with immediate effect in order to allow time for execution of the agreement prior to its effective date. The resulting contract shall not be binding until fully executed.

Background and Justification

EKOS is a fuel management system. It covers maintenance tracking, fuel reporting, vehicle usage, parts inventory, inspections and preventative maintenance.

EKOS is the only vendor with software compatible with our new fuel pump system GasBoy.

Process

This procurement is in accordance with Section 2-568(b) (6) b, Sole Source Procurement, of the Code of the City of Dearborn.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Prepared By:

DocuSigned by:
Mark Rozinsky
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Mark Rozinsky, Purchasing Manager

Department Approval:

DocuSigned by:
Tim Hawkins
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Tim Hawkins, Director of Public Works & Facilities

Budget Approval:

DocuSigned by:
Michael Kennedy
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Initial
MK

Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

DocuSigned by:
Jeremy Romer
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Jeremy J. Romer, Corporation Counsel

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