

REGULAR MEETING OF THE COUNCIL

November 19, 2024

AGENDA

1. ROLL CALL
2. INVOCATION BY Pastor Dan Ramthun of Guardian Lutheran Church.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT
5. RESOLUTION IN NEED OF OFFER AND SUPPORT – Approving all items on the Consent Agenda and requesting immediate effect.

CONSENT AGENDA

6. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ALSAWAFY –
Authorizing to modify Council Resolution 7-373-24 to allow an outdoor holiday tent for covered outdoor seating within the existing outdoor patio located at 720 Town Center Dr. through February 28, 2025 and requesting immediate effect.
7. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ENOS – Approving a Statement of Qualifications (SOQ) list of 16 Qualified Architects and Engineering Contractors, to be competitively solicited for related services valued under the Council Threshold amount, which will be maintained for a five-year period.
8. RESOLUTION BY COUNCILMEMBERS HERRICK AND HAMMOUD – Awarding a contract to Spalding DeDecker Associates, Inc. in the amount of \$38,000 for Phase 3 of the Transportation Equity Study for the South End-Salina Community and requesting immediate effect.

9. RESOLUTION BY COUNCILMEMBERS ENOS AND HAMMOUD – Awarding a contract to Partnr House in the amount of \$136,557.50 for the Purchase and Installation of Flooring for DPW Building Updates and requesting immediate effect.
10. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND ENOS – Awarding a contract to Kiesler Police Supply in the amount of \$261,439, which includes the trade-in value of current pistols, for the Purchase of New Firearms and Accessories for the Police Department and requesting immediate effect.
11. RESOLUTION BY COUNCILMEMBERS PARIS AND HERRICK – Awarding a contract to DiClemente Siegel Design Inc. in the amount of \$43,500, which will be funded in the amount of \$40,000 by the Wayne County Land Grant, for Architectural & Engineering Services for a Fire Department Training and Emergency Management Facility.
12. RESOLUTION BY COUNCILMEMBERS HERRICK AND ALSAWAFY – Awarding a contract to D/A Central in the amount of \$53,185 for Updated Network Video Recorders (NVR) at City Parks and requesting immediate effect.
13. RESOLUTION BY COUNCILMEMBERS HERRICK AND ENOS – Awarding a contract to Conti in the amount of \$257,482.79 for audiovisual system and video technology upgrades in the Dearborn City Council Chambers and authorizing a cooperative contract purchase from American Interiors, via the Omnia Partners Cooperative Contract, in the amount of \$7,349.64 for the purchase of eleven (11) Chairs for use along the Dias; also authorizing the Finance Director to appropriate General Fund Restricted PEG fees balance in the amount of \$264,833 to the Communications, Telecommunications Division in the General Fund and to transfer funds in the amount of \$257,483 from the General Fund to the 631 Fund in Project ZT2301 and to recognize and appropriate the transfer in the 631 Fund in Project ZT2301 and requesting immediate effect.
14. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ALSAWAFY – Authorizing the second and final, one-year renewal option with Stevenson Company (C.R. 11-618-22) (broker) through Housing Authority Insurance (carrier) in the amount of \$133,517 for Insurance at Suzanne Sareini East and John B. O'Reilly, Jr. West from December 1, 2024 through November 30, 2025 and requesting immediate effect.

- 15. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND ENOS – Authorizing additional expenditures to the purchase order with Truck & Trailer Specialties (C.R. 2-91-23) in an amount not to exceed \$79,126 for Meter Shop Van Upgrades and requesting immediate effect.

END OF CONSENT AGENDA

- 16. RESOLUTION BY COUNCILMEMBERS HERRICK AND ENOS – Approving the minutes of the previous regular meeting of October 22, 2024.
- 17. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND PARIS – Approving the minutes of the previous special meeting of October 23, 2024.
- 18. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND ALSAWAFY – Approving the minutes of the previous special meeting of October 29, 2024.
- 19. ORDINANCE ON THE TABLE – ORDINANCE NO. 24-1829 – “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 BY COUNCILMEMBERS HERRICK AND ENOS – To take from the table for its final reading.
- 20. ORDINANCE ON THE TABLE – ORDINANCE NO. 24-1830 – “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 BY COUNCILMEMBERS HERRICK AND HAMMOUD – To take from the table for its final reading.
- 21. ORDINANCE NO. 24-1831 – INTRODUCED BY COUNCILMEMBER ALSAWAFY.
SYNOPSIS – “An Ordinance to amend the Zoning Ordinance of the City of Dearborn by amending Section 17.03 of Article 17.00, Entitled ‘Development Standards’.”
RESOLUTION BY COUNCILMEMBERS HAMMOUD AND HERRICK – To table the Ordinance.

22. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND ENOS – Authorizing the use and closure of West Village Dr. between Howard and Tenny St., between the East and West Parking Structures, and to close the basement of the East Parking Deck from 7:00 A.M. to 9:00 P.M. on Saturday, December 14, 2024 for the WDDDA (West Dearborn Downtown Development Authority’s) 2nd Annual Jingle Bell Bash taking place from 2:00 P.M. to 7:00 P.M.; also authorizing a noise waiver for the duration of the event and that the Department of Economic Development and the Police Chief be authorized to approve future extensions for this road closure for this event on a yearly basis and requesting immediate effect.
23. RESOLUTION BY COUNCILMEMBERS HERRICK AND ABRAHAM – Authorizing a sole source purchase from Universal Laundry Machinery in the amount of \$72,089 for the purchase of Turnout Gear Extractor Machines for the Fire Department and requesting immediate effect.
24. RESOLUTION BY COUNCILMEMBERS ENOS AND ALSAWAFY – Authorizing to renew the contract with Klochko Equipment Rental Co. (C.R. 10-523-23) in the amount of \$159,400 for Bulk Leaf Pickup and Hauling for the Fall Season and requesting immediate effect.
25. RESOLUTION BY COUNCILMEMBERS PARIS AND ALSAWAFY – Authorizing to renew the contract with the Michigan State Police (MSP) in an amount not to exceed \$200,000 for Armed Police Service at Camp Dearborn from October 1, 2024 through November 1, 2029 and requesting immediate effect.
26. RESOLUTION BY COUNCILMEMBERS HERRICK AND PARIS – Approving the application of Zambelli Fireworks, 120 Marshall Dr., Warrendale, PA 15086, for a Special Events Permit in order to conduct fireworks displays at Greenfield Village 2024 Holiday Nights Fireworks Shows on December 5-8, 12-15, 17-23, and December 26-28, 2024; also authorizing the Fire Chief to set rain dates as needed and requesting immediate effect.
27. RESOLUTION BY COUNCILMEMBERS HERRICK AND ENOS – Approving a resolution to allow a new Art Mural to be painted on the north side exterior wall of the Ford Community and Performing Arts Center by the Detroit Institute of Arts (DIA) Partners in Public Art (PiPA) grant and requesting immediate effect.

28. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND PARIS – Authorizing the Finance Director to complete various budget adjustments and appropriations to the Fiscal Year 2025 Budget by decreasing the General Fund Total Revenue in the amount of \$387,120 and decreasing the General Fund Total Expenditures in the amount of \$468,829; also authorizing to convert three (3) part-time Code Enforcement Officer positions totaling 2.07 FTE’s to one additional full-time Code Enforcement Officer position.

29. RESOLUTION BY COUNCIL PRESIDENT PRO TEM HERRICK SUPPORTED UNANIMOUSLY– Offering condolences to the family of Melanie Mily and requesting immediate effect.

30. RESOLUTION BY COUNCILMEMBERS HERRICK AND ALSAWAFY – Granting permission for Goodfellows volunteers to sell newspapers at intersections in the streets throughout Dearborn from December 6 through December 8, 2024 for the annual “No Child Without a Christmas” collection and requesting immediate effect.

31. RESOLUTION BY COUNCILMEMBERS HERRICK AND ENOS – Authorizing the Mayor to renew the city-wide annual membership with the Downriver Community Conference (DCC) in the amount of \$21,419.71 for the period of October 2023 to September 2024 and requesting immediate effect.

32. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND HAMMOUD – Concurring in the appointment of Ali Farhat to the Housing Commission with a term ending June 30, 2027 and requesting immediate effect.

PUBLIC COMMENT WILL FOLLOW ANY WALK-ON ITEMS



**PARKS
& RECREATION**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Approval of Michigan State Police Contract at Camp Dearborn

DEPARTMENT:

Parks & Recreation

BRIEF DESCRIPTION:

It is respectfully requested that City Council authorize the renewal-contract for the Michigan State Police Services at Camp Dearborn. The contract is back-dated to October 1, 2024, and runs through November 1, 2029 for a duration of 5 years.

PRIOR COUNCIL ACTION:

CR: 9-485-23

BACKGROUND:

Michigan State Police has provided Armed Police Services at Camp Dearborn since 2018. They provide coverage 24/7 from Memorial Day through Labor Day, including coverage on all Friday's and Saturdays in the month of October. The contract covers all MSP officer wages, OT Costs, as well as mileage to and from Camp Dearborn.

FISCAL IMPACT:

\$200,000 approved as part of the FY25 Budget for Recreation - Camp Dearborn

COMMUNITY IMPACT:

Approval of the contract will allow for uninterrupted coverage of Police Services at Camp Dearborn for the 2025 camping season, as well as future camping seasons in 2026, 2027, 2028 and 2029.



**PARKS
& RECREATION**

EXECUTIVE SUMMARY AND MEMORANDUM

IMPLEMENTATION TIMELINE:

Immediate Effect is Requested.

COMPLIANCE/PERFORMANCE METRICS:

Parks & Recreation will work with the Michigan State Police to ensure full compliance of the contract.



**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 Michigan State Police contract for Camp Dearborn
DATE: 11/4/2024

Budget Information

Adopted Budget: \$200,000
Amended Budget: 200,000
Requested Amount: N/A
Funding Source: General Fund
Supplemental Budget: N/A

Summary of Request

It is respectfully requested that City Council authorize the renewal-contract for the Michigan State Police Services at Camp Dearborn. The contract is back dated to October 1, 2024, and runs through November 1, 2029. Michigan State Police has provided Armed Police Services at Camp Dearborn since 2018. They provide coverage 24/7 from Memorial Day through Labor Day, including coverage on all Friday's and Saturday's in the month of October. The contract covers all MSP officer wages, OT Costs, as well as mileage to and from Camp Dearborn.



**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

0B249F0C7B4A4D3...

Daniel Plamondon 11/4/2024

Assistant Director of Parks & Recreation

DocuSigned by:

Sean R Fletcher

503098961A7C461...

Sean R Fletcher 11/4/2024

Director of Parks & Recreation

DocuSigned by:

Issa Shahin

1053E1C7585A436...

Issa Shahin 11/5/2024

Police Chief

DocuSigned by:

Jeremy Romer 11/5/2024

E7A573BA25E3460...

Jeremy Romer

Corporation Counsel

CONTRACTUAL SERVICES AGREEMENT
between the
THE MICHIGAN DEPARTMENT OF STATE POLICE
and
The City of Dearborn

This Agreement is entered into this 9th day of October, 2024, by and between the Michigan Department of State Police ("the MSP") and City of Dearborn ("Dearborn"). The MSP and Dearborn are collectively referred to as "the Parties."

The Parties desire to enter into a contract for the purpose of the MSP providing law enforcement services to Dearborn in connection with police services at Camp Dearborn and to set forth the terms, conditions, and obligations of the Parties.

I. The Parties agree as follows:

1. The MSP will provide law enforcement services in connection with scheduled Camp Dearborn police services. Such services may include traffic control, crowd management, and enforcement of the laws of the State of Michigan.
2. Dearborn shall pay the MSP for all costs incurred in providing law enforcement services in connection with Camp Dearborn for the period beginning October 1, 2024 and ending November 1, 2029. All costs include, but are not limited to, personnel overtime wages, retirement costs per hour per officer, command officer, or support staff. In addition, Dearborn shall pay for any and all patrol car mileage incurred at the actual mileage rate as approved by the Vehicle and Travel Services Division of the Michigan Department of Technology, Management and Budget at the time of service. Use of MSP Aircraft (if any) shall be reimbursed at a fixed rate at the time of service.
3. Except as provided in this Agreement, Dearborn shall not be obligated to contribute any money toward the expense of MSP officers, command officers, or support staff for services provided under this Agreement.
4. The MSP agrees to provide such law enforcement services as are mutually agreeable to the Parties, except that, nothing in this Agreement shall be construed as in any way limiting the authority of the MSP's personnel to enforce the laws of the State of Michigan.
5. The MSP is obligated to provide law enforcement services in connection with this Agreement only to the extent that personnel resources are reasonably available to work the assignment and the MSP Commander or their representative shall have the right to withdraw some or all MSP personnel from this assignment in case of an emergency. Dearborn shall not be responsible for compensating the MSP for the costs of MSP personnel for the time they are withdrawn from the assignment described in this Agreement.
6. While providing services pursuant to this Agreement, MSP personnel may generate police reports, citations, operational plans, activity reports, or other documents required by law or MSP policy and all such documents shall be retained by the MSP consistent with the MSP's policies and procedures.
7. MSP personnel shall not be, nor deemed to be, employees or agents of Dearborn for any purpose whatsoever. Dearborn personnel shall not be, nor deemed to be, employees or agents of the MSP for any purpose whatsoever; each party shall retain and maintain supervisory control over its employees. Any and all liability for acts or omissions of each party's personnel will be the sole responsibility of the person and the party involved. The Parties do not expressly or impliedly assume any liability for the acts or omissions of the other party or the other party's personnel.
8. The MSP shall provide, and maintain exclusive control of, law enforcement related equipment to be used by MSP personnel. Dearborn may provide meeting space, access to restrooms, and other facilities mutually agreed upon by the Parties as necessary to carry out the MSP's responsibilities under this Agreement.
9. The Parties will hold special conferences upon the request of either party for the purposes of resolving any mutual problems that may arise in the enforcement of this Agreement. Any portion of this Agreement that may be subject to interpretation will be addressed at said special conferences.
10. The terms for this Agreement may be renegotiated at any time upon the written request of either party. This Agreement may only be amended by a written document signed by the Parties, by and through their duly authorized representatives.

11. Either party may terminate this Agreement for any reason, provided that at least 30 days advance written notice of termination is given to the non-terminating party by the terminating party.
12. This Agreement is the complete and exclusive statement of the agreement between the Parties with respect to the subject matter thereof, and supersedes all prior negotiations, representations, proposals, and other communications between the Parties either oral or written.
13. This Agreement is legally binding and will be enforced according to the laws of the state of Michigan.
14. This Agreement does not create any right in any third party to bring any action under this Agreement or any action to enforce this Agreement.
15. This Agreement is effective when signed by the Parties, by and through their duly authorized representatives, in Section III below.

II. Approval and Execution of Agreement by MSP

Worksite Commander Signature	Worksite: MSP Metro North Post	Date
Printed or Typed Name F/Lt. Keyonn Whitfield		

District or Division Commander Signature	District or Division: Second District Headquarters	Date
Printed or Typed Name Captain Phillip Menna		

III. Approval and Execution of Agreement by City of Dearborn

Address 16901 Michigan Ave.			
City Dearborn	State MI	Zip 48126	General Phone Number with Area Code
Billing Contact Name	Billing Contact Email Address		Billing Contact Phone Number with Area Code
Billing Street Address (if different from above)	City	State	ZIP Code
Signature of Organization Representative	Title		Date
Printed or Typed Name of Organization Representative			



**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Temporary Use of Land: 720 Town Center

CITY CLERK, DEARBORN MI
2024 NOV 12 AM 10:02

DEPARTMENT: Economic Development

BRIEF DESCRIPTION:

- 720 Town Center is currently operating under a temporary land use approval which allows food trucks on the property.
 - They are requesting to modify their previous approval to include a holiday tent that would be located within the existing outdoor patio. They are requesting to use this tent for outdoor seating until February 28, 2025.
-

PRIOR COUNCIL ACTION:

Council granted a temporary use of land approval permitting food trucks to operate on this property for up to a year (Council Resolution #7-373-24).

BACKGROUND:

No parking spaces will be displaced by the tent as it will be located within the enclosed outdoor patio.

FISCAL IMPACT: N/A

COMMUNITY IMPACT:

The proposed temporary use of land would help activate the Midtown area and provide a desirable placemaking opportunity within the City.

IMPLEMENTATION TIMELINE:

Immediate effect requested.

COMPLIANCE/PERFORMANCE METRICS:

The subject property is not delinquent on any taxes or municipal bills.



**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Economic Development

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Temporary Use of Land: 720 Town Center

DATE: November 14, 2024 (COW)

Summary of Request

City Council previously approved a temporary use of land for this property to permit six food trucks on the property for a duration not to exceed 12-months (until August 1, 2025).

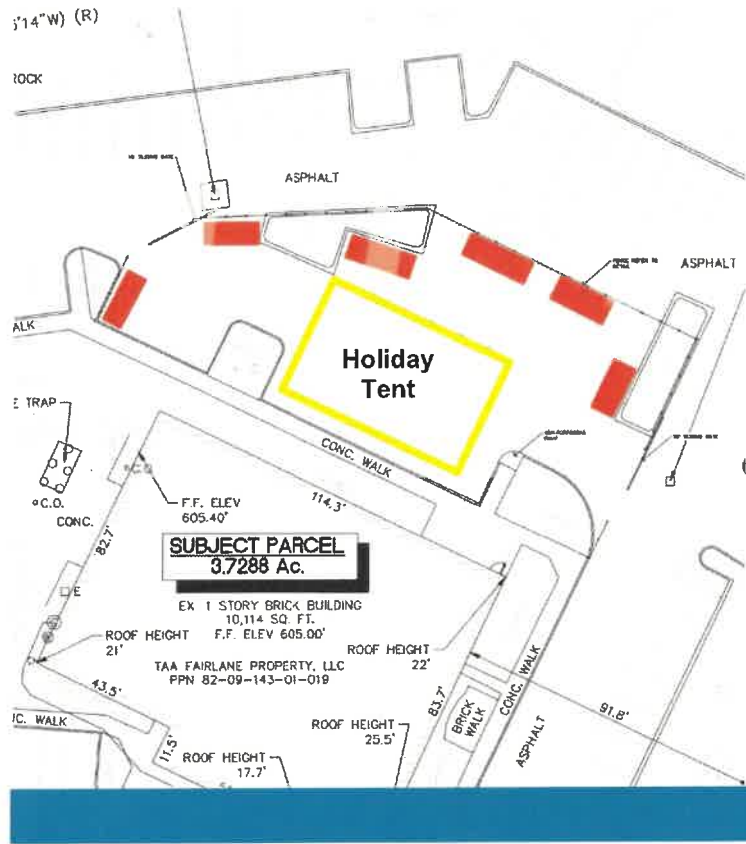
They are requesting a modification to their previous approval to have an outdoor holiday tent for covered outdoor seating. They are requesting to use this tent until February 28, 2025. The proposed tent would be located within the existing outdoor patio area and would not displace any parking spaces.

Background Information

- Section 2.07 of the Zoning Ordinance permits City Council to approve temporary uses subject to the following conditions:
 - Adequate off-street parking shall be provided.
 - The applicant shall specify the exact duration of the temporary use.
 - Electrical and utility connections shall be approved by the building official.
 - The City may require a performance bond to assure proper cleanup.
- The subject property is not delinquent on any taxes or municipal bills.
- No parking spaces will be displaced by the outdoor tent as it will be located within the large enclosed outdoor patio.
- The previous approval from City Council limited the hours of operation for the food trucks as follows:
 - Sunday to Thursday: 11 AM - 11 PM
 - Friday and Saturday: 11 AM - 1 AM



EXECUTIVE SUMMARY AND MEMORANDUM



PROPOSED LAYOUT

Signature Page

Prepared by:

Kaileigh Bianchini

KAILEIGH BIANCHINI, AICP
Planning and Zoning Manager

Approved:

Signed by:

1C7ADC7466A843C...

JORDAN TWARDY
Economic Development Director

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

720 TOWN CENTER DRIVE - Aerial View



Legend

 Subject Property

Parcel Size:
3.73 acres

Zoning:
BC - General Business
District



Note: minor deviations may exist among aerial imagery and parcel lines

By Hammoud supported by Paris.

7-373-24. WHEREAS: The tenant and property owner of the property located at 720 Town Center Dr. are requesting a temporary use of land in order to allow six food trucks to utilize the property for a duration not to exceed twelve-months from August 1, 2024 to August 1, 2025, and

WHEREAS: Section 2.07 of the Zoning Ordinance permits City Council to approve temporary uses subject to certain conditions, and

WHEREAS: The property currently has approved permits to utilize the building as a coffee and juice bar with indoor seating and outdoor patio seating; and

WHEREAS: The proposed temporary use of land would improve the Midtown area and provide a desirable placemaking opportunity within the City; therefore be it

RESOLVED: That the tenant and property owner of the property located at 720 Town Center Drive be and are hereby authorized to obtain a temporary use of land permit to allow six (6) food trucks to operate on the property for a duration of time not to exceed twelve-months from August 1, 2024 to August 1, 2025; be it further

RESOLVED: That the food trucks be and are hereby authorized to operate during the following hours of operation: Sunday to Thursday from 11:00 A.M. to 11:00 P.M.; Friday and Saturday from 11:00 A.M. to 1:00 A.M., contingent upon the building remaining open during those same hours of operation; be it further

RESOLVED: That the food trucks within the site must comply with all local and state law requirements during the one-year period and must remain movable and operational at all times; be it further

RESOLVED: That the building and site must obtain all relevant city approvals, including but not limited to, a valid Certificate of Operation before the temporary use can begin operating on the site; be it further

RESOLVED: That food trucks are only permitted to operate using electrical and utility hookups that are approved by the Building Official, and no electrical hookups using extension cords are permitted; be it further

RESOLVED: That the proposed temporary use of land must remain compliant with all other ordinance requirements, including but not limited to, the noise ordinance during the full duration of the proposed use; be it further

RESOLVED: That this resolution be given immediate effect.

The resolution was unanimously adopted.

Resolution

WHEREAS: The tenant and owner of the property located at 720 Town Center Dr. have a previous temporary land use approval from City Council which allows food trucks to operate on the property, and

WHEREAS: The previous approval allowed six food trucks on the property for a duration not to exceed 12-months (August 1, 2024 to August 1, 2025); and

WHEREAS: The property owner is requesting to modify their previous approval to include a holiday tent for covered outdoor seating within their existing patio; and

WHEREAS: Section 2.07 of the Zoning Ordinance permits City Council to approve temporary uses subject to certain conditions, and

WHEREAS: The proposed temporary use of land would improve the Midtown area and provide a desirable placemaking opportunity within the City; therefore be it

RESOLVED: That the previous City Council Resolution 7-373-24 is hereby amended to allow the property owner and tenant to have an outdoor holiday tent for covered seating within their existing patio; be it further,

RESOLVED: That the proposed holiday tent is permitted to be located on the property until February 28, 2025 subject to final approvals and inspections by the City; be it further

RESOLVED: That the property owner and tenant must remain compliant with all conditions outlined in Council Resolution 7-373-24; be it further

RESOLVED: That the proposed temporary use of land must remain compliant with all other ordinance requirements, including but not limited to, the noise ordinance during the full duration of the proposed use; be it further

RESOLVED: That this resolution be given immediate Effect.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect Requested

REQUEST:

Award of contract to Conti for audiovisual (AV) system and video technology upgrades in the Dearborn City Council Chambers, and a cooperative purchase from American Interiors of eleven (11) new desk chairs for the Council Chambers. Appropriation of restricted Public, Education, and Government (PEG) funds in the amount of \$264,833.00

DEPARTMENT:

Communications Department - CDTV Division in conjunction with the Purchasing Division and Department of Innovation & Technology.

BRIEF DESCRIPTION:

The Communications Department recommends that the Dearborn City Council authorize an appropriation of \$264,833.00 in PEG funds to upgrade the AV system, video technology, and Dias chairs in the City's Council Chambers. AV and video improvements will be provided by Conti. Chairs will be sourced from American Interiors.

PRIOR COUNCIL ACTION:

The Council Chambers AV system and video technology were partially updated in 2011, 2014 and 2021. Upgrades were completed by Conti.

The chairs along the Dias are at least 15 years old and in need of replacement.

BACKGROUND:

Proposed upgrades to the Council Chambers include:

- New microphones for the Dias and at both lecterns.
- Addition of a microphone control system.
- Replacement of the audio mixer used in the CDTV control room.
- New audio and video distribution system.
- New lecterns.
- Replacement of video display monitors to the left and right side of the Dias.
- Total refresh/update of video production, audio production, AV presentation, and lighting systems in Council Chambers and Control Room.
- 11 new faux leather chairs for use along the dias, at the Clerk's desk, and at the Mayor's desk.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

FISCAL IMPACT:

Total Cost: \$264,832.43

- Microphone/Audio System Replacement \$64,534.23
- Video Technology Replacement \$192,948.56
- Chairs: \$7,349.64

PEG funds will be used for this purchase.

COMMUNITY IMPACT:

By completing these much-needed upgrades to the Council Chambers, improving - most notably - improving the audio and video quality of the space, the City will make it easier and more accessible for members of Dearborn community to engage in Council activities and meetings both remotely and in person.

IMPLEMENTATION TIMELINE:

Pending Council approval, this project is expected to kick off immediately. Chairs are estimated to arrive in 8 - 10 weeks. AV system and video upgrades are expected to be delivered by Conti in 2025 (barring any delays with the supply chain).

COMPLIANCE/PERFORMANCE METRICS:

Craig Schuler, Broadcast Technical Specialist, of the Communications Department (CDTV) will work closely with Conti, American Interiors, the Council Office, and the Department of Innovation & Technology to ensure proper installation and implementation with a project plan and specific timeline.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Award of Contract and Co-op Purchase for Council Chamber Upgrades
DATE: Nov. 1, 2024

Budget Information

Project:	ZT2301 – Council Chambers A/V Upgrade
Total Approved Project Budget:	\$0
Available Project Budget:	\$0
Requested Amount:	\$257,482.79
Funding Source:	Innovation & Technology Fund, Capital Project Support, Capital Equipment
Supplemental Budget:	Appropriation of PEG Fees balance in the General Fund and subsequent Transfer from the General Fund to the Innovation & Technology Fund in ZT2301
Adopted Budget:	\$0
Amended Budget:	\$0
Requested Amount:	\$7,349.64
Funding Source:	General Fund, Communications, Equipment – Non-Capital
Supplemental Budget:	Appropriation of PEG Fees balance in the General Fund

Summary of Request

Purchasing, on behalf of the Communications Department (CDTV Division) and the Department of Innovation & Technology (IT) recommends the award of a contract to Conti for audiovisual system and video technology upgrades in the Dearborn City Council Chambers. The value of the contract is \$257,482.79.

In addition, we recommend a purchase via a cooperative contract of eleven (11) chairs from American Interiors for use along the Dias, Mayor’s Desk, and Clerk’s Desk. The value of the purchase is \$7,349.64.

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

Additionally, it is respectfully requested the Finance Director be authorized to appropriate \$264,833 of General Fund Restricted PEG fees balance to the Communications, Telecommunications Division in the General Fund, and then transfer \$257,483 from the General Fund to the 631 Fund in Project ZT2301 and to recognize and appropriate the transfer in the 631 Fund in Project ZT2301. **Immediate effect is requested.**



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Background and Justification

The Council Chambers have operated with the same AV and video technology for over 10 years, and have used the same chairs along the Dias for over 23 years. Apart from the length of time that has passed between upgrades, audio and video quality in the Chambers have drastically diminished over time and have increasingly caused challenges for sound and display during meetings in recent years.

Therefore, the Communications Department proposes the following upgrades be made to the Council Chambers:

- New microphones for the Dias and at both lecterns.
- Addition of a microphone control system.
- Replacement of the audio mixer used in the CDTV control room.
- New audio and video distribution system.
- New lecterns.
- Replacement of video display monitors to the left and right side of the Dias.
- Total refresh/update of video production, audio production, AV presentation, and lighting systems in Council Chambers and Control Room.
- 11 new faux leather chairs for use along the dias, at the Clerk's desk, and at the Mayor's desk.

By completing these much-needed upgrades to the Council Chambers, improving - most notably - improving the audio and video quality of the space, the City will make it easier and more accessible for members of Dearborn community to engage in Council activities and meetings both remotely and in person.

Process

Process for Conti: Continuity of Professional Services

Process for American Interiors: 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, Omnia Partners Contract #R191811 CDA#30003736 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.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Prepared By:

DocuSigned by:
Mark Rozinsky
D17FF0C142E34C3...
Mark Rozinsky, Purchasing Manager

Department Approval:

Signed by:
Kathryn Doyal
D8863E125D804EC...
Katie Doyal, Communications Director

Budget Approval:

DocuSigned by:
Michael Kennedy
E77919D1423447F...
Michael Kennedy, Finance Director /Treasurer

Initial
MM

Corporation Counsel Approval:

DocuSigned by:
Jeremy Romer
E7A573BA25E3480...
Jeremy J. Romer, Corporation Counsel



EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Request for a street closure on West Village Drive between Howard St and Tenney St (in between the parking structures), the closure of the basement of the East Parking Deck for vendor parking, and for a waiver of the noise ordinance for the Jingle Bell Bash event on December 14 from 7am-9pm. It is also requested that the City Council authorize the Department of Economic Development and the Chief of Police to administratively approve any future extensions for this road closure for event purposes on a yearly basis.

DEPARTMENT: Economic Development and West Dearborn Downtown Development Authority (WDDDA)

BRIEF DESCRIPTION: This is a request for the closure and use of West Village Drive between Howard and Tenney between the East and West Parking Structures, from 7am-9-pm for the WDDDA's Jingle Bell Bash event taking place in Peace Park West on Saturday, December 14, 2024. It is requested to close and use the basement of the East Parking Deck for vendor parking during the same time frame.

Additionally, it is requested for City Council to waive the noise ordinance during the same event date and for authorization for the Department of Economic Development and the Chief of Police to administratively approve any future extensions for this road closure for this event on a yearly basis.

PRIOR COUNCIL ACTION:

City Council previously approved the closure of roads within the West Downtown area for similar events.

BACKGROUND:

The West Dearborn DDA will hold its second annual Jingle Bell Bash on December 14, 2024 from 2-7pm. This holiday event will feature a variety of family-friendly activities, such as face painting and photos with Santa, food, and entertainment for visitors.

To protect pedestrian safety and accessibility between Peace Park West and West Village Commons Plaza during the event, it is requested for West Village Drive between Howard and Tenney to be temporarily closed between the entrance/exit points of the adjacent parking decks from 7am-9pm. This will ensure that guests can walk safely between the grand opening activities within Peace Park West and any potential programming at West Village Commons Plaza.



EXECUTIVE SUMMARY AND MEMORANDUM

It is also requested for City Council to waive the noise ordinance during the same event date.

Additionally, the Department requests the closure and use of the basement of the East Parking Deck for vendor parking throughout the duration of the event. This is requested from 7am-9pm on December 14th.

The Police Department, Fire Department, and Department of Public Works have all approved the event site plan and the subsequent street closure. There will also be one police detail present during the event.

FISCAL IMPACT:

This event is funded through the West Dearborn Downtown Development Authority budget, which is approved by City Council each year.

COMMUNITY IMPACT:

- Increased community vitality and vibrancy
 - Increases patronage to nearby businesses in the West DDDA
 - Attracts varied visitors to Dearborn
-

IMPLEMENTATION TIMELINE:

Immediate effect is requested.

COMPLIANCE/PERFORMANCE METRICS:

City staff evaluates the performance of events on an annual basis, including but not limited to: audience reach, attendance, sponsorships, social media, news media reach, and community surveys to ensure that the events are impactful.



**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Laura Aceves-Sanchez, Program Manager, Economic Development

VIA: Angela Fortino, Deputy Director, Economic Development

SUBJECT: Request for a street closure on West Village Drive between Howard St and Tenney St (in between the parking structures) for the Jingle Bell Bash event on December 14 from 7am-9pm and for closure of the basement of the East Parking Deck for vendor parking

DATE: November 19, 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

This is a request for a street closure on West Village Drive between Howard St and Tenney St (in between the parking structures), the closure of the basement of the East Parking Deck for vendor parking, and for a waiver of the noise ordinance for the Jingle Bell Bash event on December 14 from 7am-9pm. It is also requested that the City Council authorize the Department of Economic Development and the Chief of Police to administratively approve any future extensions for this road closure for event purposes on a yearly basis.

Background and Justification

The West Dearborn DDA will hold its second annual Jingle Bell Bash on December 14, 2024 from 2-7pm. This holiday event will feature a variety of family-friendly activities, food, and entertainment for visitors.

To protect pedestrian safety and accessibility between Peace Park West and West Village Commons Plaza during the event, it is requested for West Village Drive between Howard and Tenney to be temporarily closed between the entrance/exit points of the adjacent parking decks. This will ensure that guests can walk safely between the grand opening activities within Peace Park West and any potential programming at West Village



**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

Commons Plaza. It is also requested for City Council to waive the noise ordinance during the same event date.

Additionally, the departments request the closure and use of the basement of the East Parking Deck for vendor parking throughout the duration of the event. This is requested from 7am-9pm on December 14th.

The Police Department, Fire Department, and Department of Public Works have all approved the event site plan and the subsequent street closure. There will also be one police detail present during the event.

It is also requested that the City Council authorize the Department of Economic Development to administratively approve any future extensions for this road closure for event purposes on a yearly basis.

Please see the approved site plan below for more event details:



EXECUTIVE SUMMARY AND MEMORANDUM

Site Plan – Jingle Bell Bash West Village Dr Road Closures



Jingle Bell Bash
 Event Date: December 14th, 2024
 Event Time: 2pm-7pm
 Staff Setup Time: 8am - 2pm
 Vendor Setup Time: 12pm-2pm

Road Closure: 7am
Road Re-Opening: After event approx. 10pm

Parking Deck Closures: No full closures needed - Partial Closure of basement spots in EAST parking deck for supporting vendor parking.

- Activity Space
Vendors
Activities
Games
- INFO Tent 10x10
- West Village Plaza
 - Activities programmed and executed by the businesses within the plaza.
- Road Closure/
Barricades/ Barrels
- Fire Lane
- Fire Extinguishers
- CLOSED TO THROUGH TRAFFIC SIGN(S)
- Vintage Cars -
Museum provided

- Event Programming to Include:**
- Face Painting & Glitter Tattoos
 - Ice Sculpture Live Carving + x2 Pre-carved sculptures
 - Photos with Santa
 - Music
 - Treats + Beverages
 - DHM Vintage Cars
- Programming still being finalized*
- ** Please note park diagram used for sizing is used to show relationship to West Village Drive - park final layout has been altered.**

Clear search results

Scheduled Police Detail Car parked as additional security on street.



Signature Page

DocuSigned by:

A handwritten signature in black ink, appearing to be "Dan G.", enclosed in a blue DocuSign signature box.

1C7ADC7466A843C...

Economic Development Director

DocuSigned by:

A handwritten signature in black ink, "Tim Hawkins", enclosed in a blue DocuSign signature box.

35BABC5BED3455...

Director of Public Works & Facilities

DocuSigned by:

A handwritten signature in black ink, "Joseph Murray", enclosed in a blue DocuSign signature box.

03FD550B1D2F4D0...

Fire Chief

DocuSigned by:

A handwritten signature in black ink, "Issa Shakin", enclosed in a blue DocuSign signature box.

1053E1C7585A436...

Police Chief

DocuSigned by:

A handwritten signature in black ink, "Jeremy Romer", enclosed in a blue DocuSign signature box.

E7A573BA25E3460...

Corporation Counsel



EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Zoning Language Amendment: East Downtown Public Parking Exemption

DEPARTMENT: Economic Development

BRIEF DESCRIPTION:

- The proposed amendment would create a public parking exemption area in the East Downtown. This mirrors the parking exemption that exists in the West Downtown.
 - Planning Commission recommends approval of this amendment
 - Staff recommended approval of the amendment to the Planning Commission
-

PRIOR COUNCIL ACTION: N/A

BACKGROUND:

- There are approximately 2,750 public parking spaces in the East Downtown.
 - A recent study showed only a 36% occupancy for public parking in this area, meaning that the supply of public parking exceeds current demand.
-

FISCAL IMPACT: N/A

COMMUNITY IMPACT:

- The proposed amendment would have an immediate impact in the East Downtown by eliminating a significant barrier to opening a business within this area.
-

IMPLEMENTATION TIMELINE:

Requires two readings by City Council.

COMPLIANCE/PERFORMANCE METRICS: N/A

**EXECUTIVE SUMMARY AND MEMORANDUM**

TO: City Council

FROM: Planning Commission

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Zoning Amendment: East Downtown Public Parking Exemption

DATE: November 14, 2024 (COW)

Background and Justification

Currently the East Downtown is regulated via a zoning overlay, known as the BD – Downtown Business District, which provides specific design standards that are applicable on top of the typical zoning requirements. These requirements are similar in nature to the Form-Based Code regulations that exist in the West Downtown District.

While the intent is to replicate a similar form-based code ordinance in the East Downtown, this will occur after the comprehensive Master Plan update. This is because one of the deliverables of that process is a sub-area plan for the East Downtown.

However, there is one specific amendment that staff is recommending to implement now since it is one of the primary barriers to occupying existing buildings within the East Downtown. This barrier is the required parking minimums.

One of the most beneficial regulations that was a part of the West Downtown District updates is the creation of the public parking exemption areas. This provision allows property owners to utilize the existing public parking lots to meet parking requirements as opposed to having to develop their own separate, private parking lots. This is not only a good urban design principle, but it also helps create a more walkable downtown by creating established parking nodes.

Analysis

- As shown in Exhibit B, there is public parking available throughout the entirety of the district. There are approximately 2,750 public parking spaces available to the general public within this area.
- A recent independent parking study, performed by Walker Consultants, demonstrated a low occupancy for parking in this area of the City as shown in Exhibit C and in the graphic below.
 - Notably, public parking spaces averaged a 36% occupancy. This means the supply of public parking exceed current demand.



EXECUTIVE SUMMARY AND MEMORANDUM

East Dearborn Parking Occupancy Rates



Source: Walker Consultants

- One of the biggest barriers that exists to occupying existing buildings in the East Downtown is the parking requirements.
 - A simple change of use from office to retail often cannot be administratively approved. Instead, they must apply to the Zoning Board of Appeals to request a parking variance. These variances are usually approved because of the availability of nearby public parking.
 - The proposed amendment would streamline occupancy of existing buildings within the East Downtown and help support a vibrant, walkable district.
- Certain uses that may create more parking demand such as banquet/rental halls and multiple-family housing are still classified as Special Land Uses (SLU). Those projects would be reviewed on a case-by-case basis by the Planning Commission.
 - Ultimately, the SLU could be denied if it was determined that the lack of private parking would negatively impact adjacent property owners and conflict with the Special Land Use standards outlined in Section 32.03.
- Adopting this ordinance amendment would be consistent with the Parking Study’s recommendations of amending parking minimums and improving the downtown walking culture.



**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

Recommendation:

After due consideration and a public hearing on May 13th, 2024 the following recommendation was made by the Planning Commission:

A motion was made by Commissioner Abdallah, supported by Commissioner Kadouh to approve the matter of amending the Zoning Ordinance of the City of Dearborn by Amending Section 17 "Downtown Business District." Upon roll call the following vote was taken: Ayes: (6) (Commissioners Abdallah, Aljahmi, Easterly, Fadlallah, Kadouh, and King). Absent: (2) (Commissioners Yaffai and Sobh). The motion was adopted.

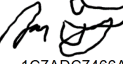
Signature Page

Prepared by:

Kaileigh Bianchini

KAILEIGH BIANCHINI, AICP
Planning and Zoning Manager

Approved:

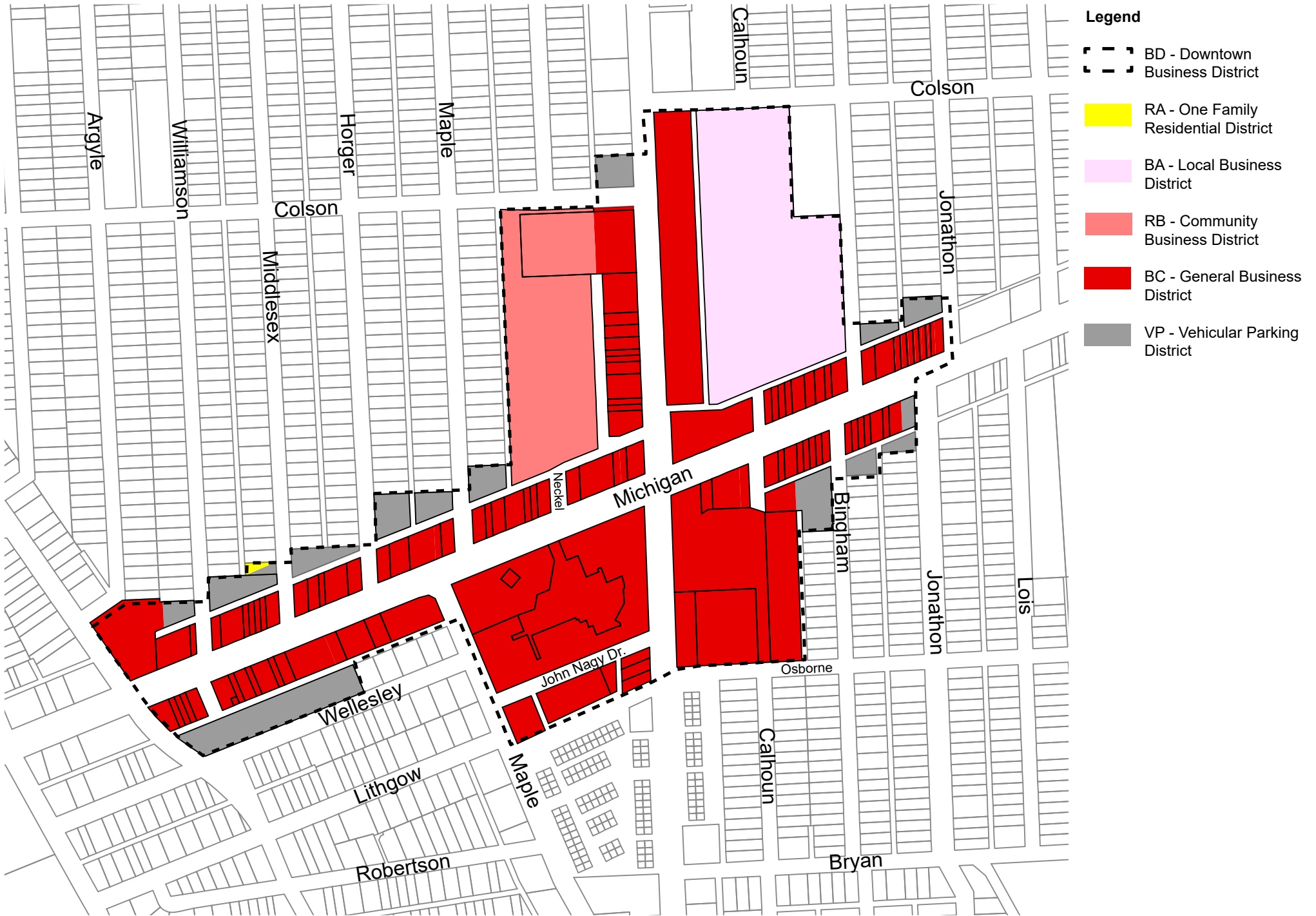
Signed by:


1C7ADC7466A843C...
JORDAN TWARDY
Economic Development Director

DocuSigned by:
Jeremy Romer

E7A573BA25E3460...
JEREMY ROMER
Corporation Counsel

Existing Zoning - BD District



BD Zoning District - Public Parking Availability

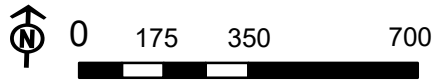
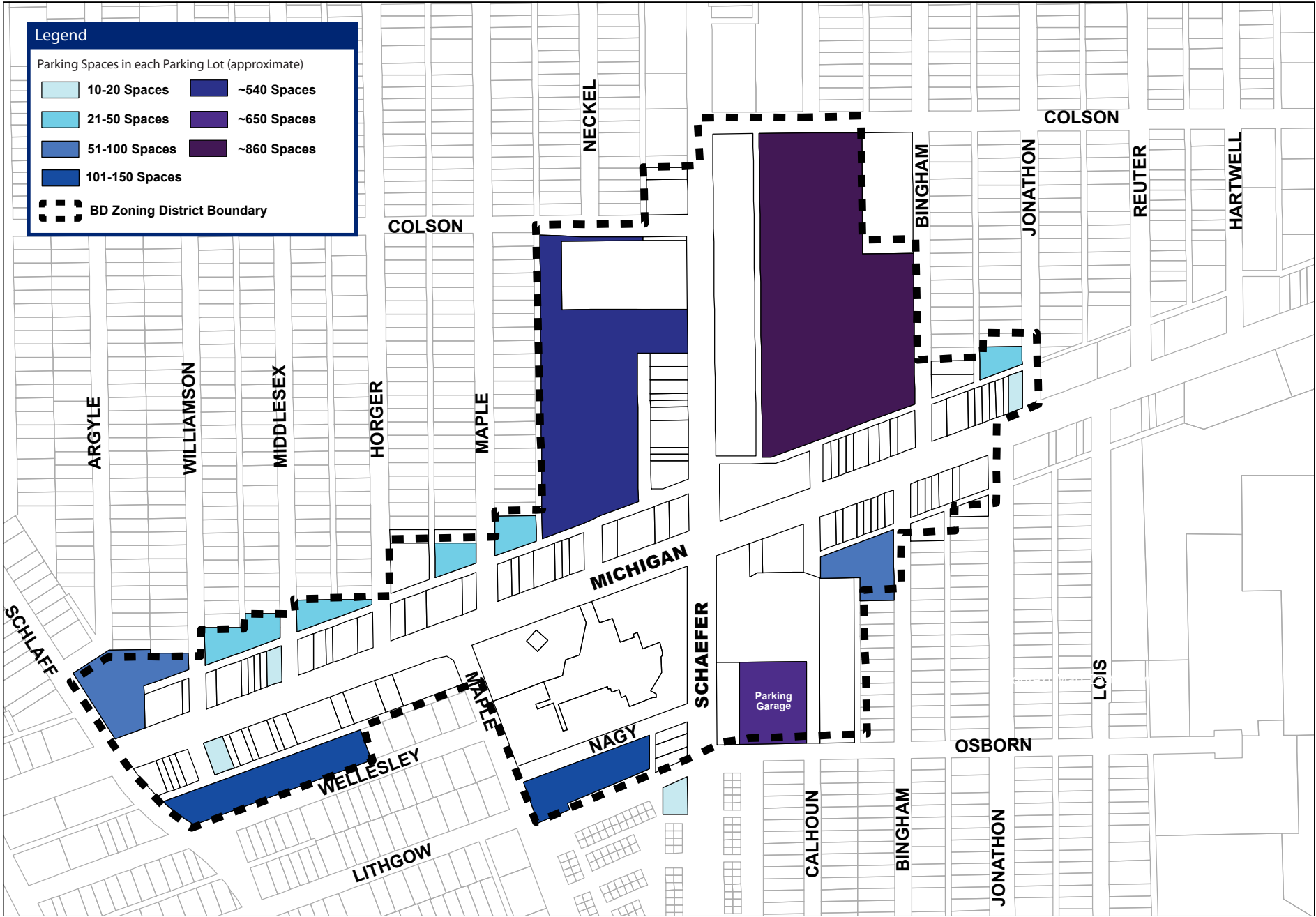




Figure 17: Observed Off-Street Parking Occupancy – East Dearborn



Source: Walker Consultants

ORDINANCE NO. xx-xx
AN ORDINANCE TO AMEND THE ZONING ORDINANCE
OF THE CITY OF DEARBORN BY AMENDING SECTION
17.03 OF ARTICLE 17.00, ENTITLED “DEVELOPMENT STANDARDS”

THE CITY OF DEARBORN ORDAINS TO:

Amend Section 17.03 of Article 17.00 of the Zoning Ordinance of the City of Dearborn to include the following:

Sec. 17.03. - Development standards.

A. Required conditions. Unless otherwise noted, buildings and uses in the B-D, Downtown Business District shall comply with the following requirements:

1. All permitted retail or services establishments shall deal directly with customers. Manufacturing of products for wholesale distribution off of the premises is not permitted.

2. All business, services, or processing, except off-street parking and loading, shall be conducted within a completely enclosed building, unless otherwise specifically permitted.

3. There shall be no outside storage of any goods, inventory, or equipment. Any storage must be clearly accessory to the principal permitted use.

4. Commercially used or commercially licensed vehicles used in the normal operation of a permitted retail or service use on the site may be parked in the rear only. This provision shall apply to operable vehicles that are moved on and off of the site on a regular basis.

5. Parking or storage of damaged or disabled vehicles shall be prohibited. Vehicles parked on a site shall not be used principally for storage, sales, or advertising.

6. All sites shall be maintained in compliance with the open space and landscaping requirements of Section 5.03.

B. Site plan review. Site plan review and approval by the city planner is required for all uses in the B-D, Downtown Business District in accordance with Article 32.00.

C. Area, height, bulk, and placement requirements. Buildings and uses in the B-D, Downtown Business District are subject to the area, height, bulk, and placement requirements in Article 29.00, Schedule of Regulations.

D. Planned Unit Development Mixed Use. Planned Unit Development Mixed Use may be permitted as a means to achieve the basic intent of this district, in accordance with the guidelines in Article 23.00.

E. General development standards. Buildings and uses in the B-A, Local Business District; B-B, Community Business District; and B-C, General Business District shall be subject to all applicable standards and requirements set forth in this ordinance, including the following:

Article	Topic
Article 1.00	Definitions
Article 2.00	General Provisions
Article 4.00	Off-Street Parking and Loading
Article 5.00	Landscaping
Article 6.00	Walls
Article 7.00	Site Development Standards
Article 29.00	Schedule of Regulations

(F) Off-street parking requirements.

It is the intent of these off-street parking requirements to regulate parking supply and demand in a way that supports the unique character and transportation choices in a downtown urban area.

Due to the strong presence of the existing public parking facilities, properties within the district are not required to provide any private parking. However, new projects and developments are encouraged to supply parking if feasible for their anticipated demand.

The Planning Commission, in its review of any proposed Special Land Uses or Site Plan, shall specifically consider how the proposed project aligns with the parking standards outlined in the table below or as explicitly regulated in Article 4.00.

- Office 3.0 Parking Spaces/1,000 square feet
- Retail 1.0 Parking Spaces/1,000 square feet
- Restaurant 9.0 Parking Spaces/1,000 square feet
- Medical 4.0 Parking Spaces/1,000 square feet
- Community .5 Parking Spaces/1,000 square feet
- Fraternal Lodges .5 Parking Spaces/1,000 square feet
- Motel 1.0 Parking Spaces/1,000 square feet
- Residential Apts. 1.0 Parking Spaces/1,000 square feet

~~These requirements reflect amounts based on gross square footage. In this district, the gross square footage shall not be reduced to eighty percent (80%) for purposes of this calculation. If a building has multiple uses then the appropriate parking requirement would be applied to that square footage of the building.~~



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Approve Phase 3 of the Transportation Equity Study for the South End-Salina Community with Spalding DeDecker

DEPARTMENT: Economic Development, in conjunction with Purchasing

BRIEF DESCRIPTION: The project to identify solutions for mitigating trucking traffic impacts was organized into three phases, the first phase was completed in December 2023 and the second phase is slated for completion in November 2024. Funding is available for the third and final phase, which can be completed by January 31, 2025 if the phase is launched in November 2024.

PRIOR COUNCIL ACTION: 7-378-23 - Approval of contract for Phase 1 with Spalding DeDecker for Transportation Equity Study for the South End-Salina Community

2-68-24 – Approval of Contract for Phase 2.

BACKGROUND: Efficient truck movement to the Salina Community's commercial and industrial properties is understood to be important to regional and local economic vitality, but also poses serious challenges to the management and upkeep of public infrastructure and conflicts with other modes of transportation and residential neighborhood and commercial areas within the study area. This phase of the project will provide concept designs and cost estimates for deploying recommendations, including redesign/changes to Dix and Vernor and other future right-of-way, pavement marking, signage, pedestrian crossings, and other improvements that will improve walkability and mitigate the impact of trucking activity on the area.

FISCAL IMPACT: \$38,000

COMMUNITY IMPACT: Phase 3 activities will complete this multi-year project, providing the City with concrete concepts for area improvements that can be undertaken in the short, medium, and long-term to the betterment of the community.

IMPLEMENTATION TIMELINE: Phase 3 will run through January 2025.

COMPLIANCE/PERFORMANCE METRICS: Completion of the scope of work will be the primary metric, alongside efficacy of the recommendations provided as monitored by the ED Department.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Approval of Phase 3 – Transportation Equity Study
DATE: October 28, 2024

Budget Information

Project: ARPA70 – Economic Development
Total Approved Project Budget: \$12,560,639
Available Project Budget: \$11,400,104
Requested Amount: \$38,000
Funding Source: General Capital Improvement Fund, Economic Development, Capital Project Support, Other Professional Services
Supplemental Budget: N/A

Summary of Request

Purchasing, on behalf of the Economic & Community Development Department, recommends Phase 3 of the Transportation Equity Study for Southeast Dearborn from Spalding DeDecker Associates, Inc. The value of the contract for Phase 3 is \$38,000.

It is respectfully requested that Council authorize the awarding of the contact for these services. The resulting contract shall not be binding until fully executed.

Background and Justification

Efficient truck movement to the Salina Community's commercial and industrial properties is understood to be important to regional and local economic vitality, but also poses serious challenges to the management and upkeep of public infrastructure and conflicts with other modes of transportation and residential neighborhood and commercial areas within the study area. This phase of the project will provide concept designs and cost estimates for deploying recommendations, including redesign/changes to Dix and Vernor and other future right-of-way, pavement marking, signage, pedestrian crossings, and other improvements that will improve walkability and mitigate the impact of trucking activity on the area.

Procurement Process

The procurement process was in accordance with Competition Exceptions Section 2-568(6)(e), Continuity of Professional Services, of the Procurement Ordinance, and all internal policies and procedures.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Prepared By:

DocuSigned by:
Mark Rozinsky
D17F5326-2642-4E75-8008-622F4B9DD9F4
Mark Rozinsky, Purchasing Manager

Department Approval:

Signed by:
Jordan Twardy
1C749DCT4B68999C
Jordan Twardy, Economic Development Director

Budget Approval:

DocuSigned by:
Michael Kennedy
F77919D14214475
Michael Kennedy, Finance Director/Treasurer

Initial
MM

Corporation Counsel Approval:

DocuSigned by:
Jeremy Romer
F7A513D48E3468
Jeremy J. Romer, Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: FY2025 Budget Adjustments

DEPARTMENT: Finance

BRIEF DESCRIPTION: Request Council authorization for various budget adjustments and appropriations to the FY2025 Budget.

PRIOR COUNCIL ACTION: CR 6-293-24 FY2025 Budget Adoption

BACKGROUND: The FY2025 Budget was adopted on June 11, 2024. During the final stages of the budget review process, and presented to City Council during the study session on May 29, 2024, it was noted that additional budget adjustments would be needed to reflect the funding needs of employee contract ratifications, as well as updates for the LCSA and State Shared funding estimates.

FISCAL IMPACT: Various budget adjustments resulting in a continued balanced budget for Fiscal Year 2025.

COMMUNITY IMPACT: Continued fiscal responsibility, and efficient allocation of City resources.

IMPLEMENTATION TIMELINE: Budget adjustments will be completed after approval is received from City Council.

COMPLIANCE/PERFORMANCE METRICS: The Finance department will continue to monitor departmental budgets, per the normal process and procedures. Any additional Governmental Budget appropriations will be brought forth to Council for approval. Total General Fund appropriations for the fiscal year will continue to be provided in the Quarterly Financial packets.



TO: City Council
FROM: Michael Kennedy, Finance Director and Treasurer
VIA: Mayor Abdullah H. Hammoud
SUBJECT: FY2025 Budget Adjustments
DATE: November 5, 2024

On June 11, 2024, The City Council adopted a balanced General Fund for Fiscal Year 2025, with an estimated \$173,632 contribution to the General Fund fund balance. Due to outstanding results from employee contract negotiations, animal shelter contract negotiations, and additional updates to State revenue sources for FY2025 being anticipated, the City Council was advised at the May 29, 2024 City Council budget study session that an additional budget amendment to address these issues should be anticipated during the fiscal year.

The following outlines the requested changes to the revenue and expenditure budgets for FY2025:

Revenues:

1. **Local Community Stabilization Act (LCSA):** \$2,841,432 General Fund Budgetary Revenue Decrease

LCSA funds are received bi-annually and are a replacement for the Personal Property taxable value declines. Funding amounts received from the State are calculated based on City millage rates. In November of 2021, the City of Dearborn residents voted not to renew the 3.5 mills of supplemental tax millage. Due to tax years for the LCSA funding being a year behind the City's Fiscal Year, the effects on LCSA funding from the non-renewal was not fully seen until May 2024, when the second payment was received for the fiscal year. The FY2025 Budget was not adjusted prior to adoption, as multiple in-depth discussions were being had with the State of Michigan regarding the calculation used to allocate the funding. It was determined after the budget was adopted that the State's calculation and reduced amounts received in FY2024 were accurate.

A budget cancellation is being requested in the amount of \$2,841,432, which would reduce the FY2025 budget to the FY2024 amount with a 3% inflationary factor.

2. **State Shared Revenue (Sales Tax):** \$499,109 General Fund Budgetary Revenue decrease

The adopted budget included what was thought to be a conservative estimate of 3% based on initial January State revenue consensus near 5% increase as well as other suggested legislative proposals up to 8% over FY2024 actuals; however, the most recent State Revenue sharing estimates in September 2024 indicates no increase in revenue sharing compared to FY2024 actuals. The Revenue Sharing estimates from the State of MI will continue to be tracked and communicated throughout the year.

A budget cancellation is being requested in the amount of \$499,109.



3. **Investment Income:** \$2,753,421 General Fund Budgetary Revenue Increase

CR12-677-22 authorized the creation of five capital projects in order to allocate the approximate \$47.2M in funding received from the American Rescue Plan Act (ARPA). Subsequent CR6-265-23 authorized the allocation of the \$47.2M in accordance with guidance from the US Treasury as General Fund lost revenue, which allowed available General Fund funding as opposed to ARPA funds, to be used to fund the five capital projects authorized with CR12-677-22. General Fund funding was then transferred to the General Capital Improvement fund, Management Information Systems fund, Facility fund, and Fleet fund, increasing the cash balances in those funds, along with the allocation percentage of the pooled cash investments.

In addition to the planned Federal Reserve interest rate reductions not happening in fiscal year 2024, \$3,156,076 in excess investment income over the FY2024 budgeted amount was received in the above stated funds (*please see **Attachment A** for breakdown*). It is being requested that the excess income be transferred back to the operating funds along with associated budget adjustments in accordance with Generally Accepted Accounting Principles, with \$2,753,421 being transferred to the General Fund.

4. **Recreation Rates and Fees:** \$200,000 General Fund Budgetary Revenue Increase

As part of each fiscal year's budget process, departments review rates and fees in accordance with market comparable, market trends, associated operating costs, etc., and updates are made as needed. As part of the Recreation department's review for FY2025, multiple fees were identified for future increases beginning July 1, 2025. After careful consideration, it was determined that increases for some of the fees could be moved up to January 1, 2025 (see ***Attachment B** for the rates and increases*).

It is projected that an additional \$200,000 in General Fund revenue will be generated in FY2025 with the rate changes, and it is requested that the additional revenue be recognized in the associated accounts.

Expenditures:

1. **Employee Contracts:** \$2,080,558 General Fund Budgetary Expenditure Increase

As noted in the introduction, employee contract negotiations and review of the classification study was underway during the budget finalization process. While annual 3% step increases for applicable individuals in position classifications at the time along with a 2.5% additional increase were built into the FY2025 budget, it is estimated that an additional \$2,080,558 in funding is needed to incorporate all changes for full-time staff and appointees.

Please see ***Attachment C*** for projected increases by fund and employee group for Full Time. As of the date of this memo, all groups have ratified with the exception of Police, though an estimate is included. It is requested that \$871,575 (\$2,080,558 total net of the reallocations



noted in #2 and #3) in General Fund appropriation be authorized to applicable personnel accounts. It is also requested that appropriations be authorized in Non-General Fund funds as needed to the applicable personnel accounts

2. Full Time Budget Reductions: \$708,983 General Fund Budgetary Expenditure Decrease

The approved Fiscal Year 2025 Full Time positions were budgeted in full for the fiscal year. As with each fiscal year, there were inevitably personnel turnover and vacancy timings that resulted in budgetary savings. The position vacancies over the first four months have resulted in budgetary savings of approximately \$708,983 in wages and associated benefits. It is requested that the budget savings be reallocated across departments in order to offset increases from the employee contracts noted in expenditure note number one. See **Attachment D** for breakdown of vacancy savings by department.

3. Part-Time Budget Reductions: \$500,000 General Fund Budgetary Expenditure Decrease

As part of the overall FY2025 review process, adopted part-time budgets were reviewed in comparison to prior years, along with current staffing levels and trends. It was determined that reductions could be made to the part time budgets for the 19th District Court (\$150,000), Police (\$200,000), and Fire (\$150,000) Departments. It is requested that the associated budget for these reductions be reallocated across departments in order to offset increase from employee contracts noted in expenditure note number one.

4. Allocation of PA121 of 2024 Funding to Police Expenditures: \$1,340,404 General Fund Expenditure Budgetary Decrease

State of Michigan PA121 Sec. 1054(1)(6) allocates funding to the City of Dearborn for public safety, health and security infrastructure upgrades. The City's FY2025 Adopted Budget allocated General Fund resources of \$1,032,000 for Police Fleet, and \$308,404 for Police car, body, and interview room cameras. It is requested that \$1,340,404 of the grant funding be recognized and used for the Police Fleet and Cameras, and General Fund resources be returned and canceled.

5. Code Enforcement Officers: \$0 General Fund Budgetary effect

Organizational charts and operating structures were also reviewed during the ongoing budgetary examination. The FY2025 adopted budget included 5 part-time code enforcement officers totaling 3.45 FTE's (in addition to 6 full time code enforcement officers, see **Attachment E**). It is being requested that 3 part-time code enforcement officer positions totaling 2.07 FTEs be converted to 1 additional full time code enforcement officer position. With the reductions, there will be a \$0 budgetary effect. This will allow the City to be divided into seven districts, with one full-time code enforcement officer assigned per district to enforce both commercial and residential. The switch to seven districts was piloted during the second half of the summer, and it was found to have better coverage and ability to follow-up with residents and business owners.

**General Fund Summary:****Revenue Changes**

		Budgetary Effect
CVTRS Revenue Updates - Reduction	\$ (499,109)	Revenue Budget Cancellation
LCSA Revenue Updates - Reduction	(2,841,432)	Revenue Budget Cancellation
Recreation Rates & Fees Adjustments	200,000	Revenue Budget Recognition
FY2024 Excess Interest Revenue:		
General Capital Improvement	1,080,285	Revenue Budget Recognition & Cash Transfer to General Fund
Facilities Fund	1,027,488	Revenue Budget Recognition & Cash Transfer to General Fund
IT Fund	375,832	Revenue Budget Recognition & Cash Transfer to General Fund
Fleet Fund	269,816	Revenue Budget Recognition & Cash Transfer to General Fund
Total Revenue Decrease:	(\$387,120)	

Expenditure Changes

Employee Contract Changes	\$ (2,080,558)	Budget Appropriation & Reallocation From Other Personnel Accounts
Full Time Vacancies	708,983	Budget Reallocation to Other Personnel Accounts
Vacancy Adjustments PT:		
19th District Court	150,000	Budget Reallocation to Other Personnel Accounts
Police	200,000	Budget Reallocation to Other Personnel Accounts
Fire	150,000	Budget Reallocation to Other Personnel Accounts
Police Fleet	1,032,000	Budget Cancellation
Police Cameras - FY25	308,404	Budget Cancellation
Total Expenditures Decrease:	\$468,829	



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Respectfully Submitted,

DocuSigned by:

Michael Kennedy

F77919D1421447F...

Michael Kennedy
Finance Director / Treasurer

DocuSigned by:

Corey Jarocki

3923DB0ED71E40A...

Corey Jarocki
Deputy Finance Director

DocuSigned by:

Jeremy J. Romer

E7A573BA25E3460...

Jeremy J. Romer
Corporation Counsel

Attachment A

**FY2024 Pooled Cash Investment Income
Variance to Budget**

Fund	Description	FY2024 Budget	FY2024 Actual	FY2024 Actual vs. Budget	FY2025 Allocation to General Fund	FY2025 Allocation to Non-General Funds
401	General Capital Improvement	\$ 150,078	\$ 1,230,363	\$ 1,080,285	\$ 1,080,285	\$ -
631	Management Information Systems (IT)	250,423	729,923	479,500	375,832	103,668
634	Facilities Fund	276,024	1,602,499	1,326,475	1,027,488	298,986
668	Fleet Fund	95,838	365,654	269,816	269,816	-
Totals:		\$ 772,363	\$ 3,928,438	\$ 3,156,075	\$ 2,753,421	\$ 402,654

FY2024 Investment Income budget estimates developed for funds listed based on lower pooled cash balances (prior to funding of ARPA projects), and conservative combined return of rate of 2% (based on anticipated interest rate reductions by Federal Reserve).

Actual combined rate of return on Pooled Cash investments was 5.11% for FY2024.

Attachment B

Department	Division	Description of Rate/Fee	Current FY2025 Rate	Proposed January 1 Increase	FY25 Adopted Revenue	Additional Revenue with January 1 price Increase
Recreation	Camp-3065	Gate Fees Cars	\$10	\$2	\$ 90,000	\$ 31,000
Recreation	Camp-3065	Resort Cabin AC/Heat per night	\$165	\$5	182,325	60,000
Recreation	Center Indoor Pool-3044	Indoor Swim Lessons: Residents	\$70	\$5	28,950	7,000
Recreation	City Parks-3014	Picnic Site: 0-50 people -Resident	\$80	\$10	6,300	1,000
Recreation	Dearborn Hills G. C.-3080	Admission Fees-League Greens fees	\$18	\$2	14,615	2,000
Recreation	Dearborn Hills G. C.-3080	Riding 9 Holes Weekday	\$25	\$1	14,615	2,000
Recreation	Dearborn Hills G. C.-3080	Riding 9 Holes Weekend	\$25	\$1	14,615	2,000
Recreation	Dearborn Hills G. C.-3080	Riding 18 Holes Weekday	\$34	\$1	14,615	2,000
Recreation	Dearborn Hills G. C.-3080	Riding 18 Holes Weekend	\$34	\$1	14,615	2,000
Recreation	Dearborn Hills G. C.-3080	Senior Riding 9 Holes All Week	\$22	\$1	14,615	2,000
Recreation	Dearborn Hills G. C.-3080	Senior Riding 18 Holes All Week	\$27	\$1	14,615	2,000
Recreation	Dearborn Hills G. C.-3080	Senior Walking 9 Holes All Week	\$17	\$1	14,615	2,000
Recreation	Dearborn Hills G. C.-3080	Senior Walking 18 Holes All Week	\$22	\$1	14,615	2,000
Recreation	Dearborn Hills G. C.-3080	Walking 9 Holes Weekday	\$20	\$1	14,615	2,000
Recreation	Dearborn Hills G. C.-3080	Walking 9 Holes Weekend	\$20	\$1	14,615	2,000
Recreation	Dearborn Hills G. C.-3080	Walking 18 Holes Weekday	\$26	\$1	14,615	2,000
Recreation	Dearborn Hills G. C.-3080	Walking 18 Holes Weekend	\$26	\$1	14,615	2,000
Recreation	DISC-3060	DISC Skating Lessons Resident-Per Class	\$13	\$1	60,000	2,000
Recreation	DISC-3060	General Admission Public Skating Evening Non-Resident	\$8	\$1	101,000	12,000
Recreation	DISC-3060	Ice Rental Non-Prime Time per hr	\$220	\$10	879,600	26,000
Recreation	DISC-3060	Intro to Hockey per Class: Non-Resident	\$14	\$1	2,880	1,000
Recreation	Facility Administration-3056	Additional Child Fee	\$10	\$5	15,922	4,000
Recreation	Mystic Creek G.C.-3079	Banquet Room rental-5 hours	\$750	\$250	6,000	3,000
Recreation	Mystic Creek G.C.-3079	Banquet Room rental-6 hours	\$1,000	\$250	6,000	7,000
Recreation	Mystic Creek G.C.-3079	General Admission Greens Fees	\$35	\$3	992,500	7,000
Recreation	Outdoor Pools-3045	Pool Tags: Senior - Resident	\$60	\$5	3,900	5,000
Recreation	Outdoor Pools-3050	Dunworth Pool Daily Admissions - Non-Resident	\$15	\$1	50,000	8,000
					\$2,615,372	\$200,000

Attachment C

Summary of Class Comp base/proposed adjustments

Full-Time																						
	Current Salary	Proposed New Salary	Old to New Base Jul 2024 Increase	Percentage Increase	Total Needed Base Inc + 2025 Calc STEP @3.04	In Budget 5.5% estimated	Needed	Less All Other Funds	General Fund 101	Dix-Vernor 250	Warren 251	MIDC 260	Library 271	WDDDA 296	EDDDA 297	Senior Apartments 535	Sewer 590	Water 591	IT 631	Facility 634		
Operative	6,899,301	7,433,004	\$533,703	7.74%	\$671,719	379,462	\$292,257	\$ (121,669)	\$ 170,588	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,121	\$ 29,285	\$ 49,048	\$ -	\$ 24,215		
STP	5,540,980	5,994,150	\$453,170	8.18%	\$558,997	304,754	\$254,243	\$ (116,425)	\$ 137,818	\$ -	\$ -	\$ 4,441	\$ 32,173	\$ -	\$ -	\$ 22,635	\$ 6,388	\$ 38,347	\$ 1,610	\$ 10,831		
Appointees	2,217,044	2,372,928	\$155,884	7.03%	\$155,884	121,937	\$33,947	\$ 15,247	\$ 18,700							\$ 2,339	\$ 1,122	\$ 1,403	\$ 9,354	\$ 1,029		
E&A	7,562,356	8,165,479	\$603,123	7.98%	\$769,170	415,930	\$353,240	\$ (86,897)	\$ 266,343	\$ 1,881	\$ 5,981	\$ 1,673	\$ 16,521	\$ 3,585	\$ 3,390	\$ 2,525	\$ 4,501	\$ 25,563	\$ 19,155	\$ 2,122		
Clerical	4,764,995	5,155,939	\$390,944	8.20%	\$477,979	262,075	\$215,905	\$ (68,175)	\$ 147,729			\$ 5,003	\$ 24,780			\$ 9,987		\$ 27,145	\$ 1,261			
Dispatch - Communications - Supervisors	408,558	449,412	\$40,854	10.00%	\$ 40,854.24	22,471	\$18,384	\$ -	\$ 18,384	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dispatch - Communications - Dispatchers	\$1,579,406	\$1,737,339	\$157,933	10.00%	\$167,140	86,867	\$80,272	\$ -	\$ 80,272	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19th District Court	\$1,881,155	\$2,067,435	\$186,280	9.90%	\$223,458	103,464	\$119,994	\$ -	\$ 119,994	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$30,853,794	\$33,375,686	\$2,521,892	8.20%	\$3,065,201	\$1,696,959	\$1,368,242	(\$377,920)														
Public Safety	Current Salary	Proposed New Salary	Proposed Cost	Percentage Increase	Calculated Increases	In Budget 5.5% estimated	Needed	Less All Other Funds	General Fund 101													
Police	17,085,470	18,110,598	1,025,128	6.00%	\$1,025,128	427,137	\$597,991	\$ -	\$597,991	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Fire	11,814,280	12,593,682	779,403	6.60%	\$1,007,310	484,571	\$522,739	\$ -	\$522,739	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$28,899,750	\$30,704,280	\$1,804,531	6.20%	\$2,032,438	\$911,708	\$1,120,730	\$0														
ALL Total	\$59,753,544	\$64,079,966	\$4,326,423	7.20%	\$5,097,639	\$2,608,666	\$2,488,972	(\$377,920)	\$ 2,080,558	\$ 1,881	\$ 5,981	\$ 11,118	\$ 73,474	\$ 3,585	\$ 3,390	\$ 56,606	\$ 41,296	\$ 141,506	\$ 31,380	\$ 38,197		

Attachment D

**General Fund:
FY2025 Vacancy Savings**

Department	Division	Vacancy Savings Through October 31, 2024	
Economic Development	City Planning	\$	31,231
Economic Development	Permit Services		67,090
Economic Development	Community Development		28,019
Finance	Accounting		40,859
Finance	Purchasing		18,178
Fire	Fire		37,733
Human Resources	Human Resources		17,875
Philanthropy & Grants	Philanthropy & Grants		49,302
Police	Administration		128,790
Police	Animal Control		14,844
Police	Dispatch		110,973
Public Works & Facilities	Public Services		60,332
Public Works & Facilities	Motor Transport		42,346
Recreation	Theater		15,133
Recreation	Camp Dearborn		46,278
		\$	708,983

Attachment E

CITY OF DEARBORN
Fiscal Year 2025 (7/1/2024 - 6/30/2025) Budgeted Personnel Positions

Increase or (Decrease)		FISCAL YEAR 2025						FISCAL YEAR 2024			
		Full Time FTE	Part Time FTE	Full Time Slots	Full Time FTE	Part Time Slots	Part Time FTE	Full Time Slots	Full Time FTE	Part Time Slots	Part Time FTE
								ECONOMIC DEVELOPMENT NEIGHBORHOOD SERVICES 101 2914 663			
								OFFICE ASSISTANT I			
								OFFICE ASSISTANT III			
6.00				6.00	6.00	CODE ENFORCEMENT OFFICER					
				2.00	2.00			2.00	2.00		
				0.17	0.17	ENVIRONMENTAL TECHNICIAN II					
				1.00	1.00	RESIDENTIAL SERVICES DIRECTOR					
						DIR OF ECONOMIC & COMMUNITY DEVELOPMENT					
						CODE ENFORCMENET MANAGER					
						FIELD INSPECTOR (PT)					
		3.45								CODE ENFORCEMENT OFFICER	
6.00		3.45		9.17	9.17	5.00	3.45	TOTAL NEIGHBORHOOD SERVICES			
								3.17	3.17		



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Approval of Statement of Qualifications List for Architectural & Engineering Services

DEPARTMENT: Purchasing Department, in conjunction with DPWF and Economic Development

BRIEF DESCRIPTION: Requesting approval of the list of qualified firms that applied to be on the City's SOQ list for Architectural & Engineering projects in the City

PRIOR COUNCIL ACTION: CR 9-492-17 approved a previous list of 17 firms in September of 2017.

BACKGROUND: Over the years, architect and engineering services have been needed for various projects. Under this program and in order to shorten the time to process acquisition for these services, the Purchasing Division will process solicitations using pre-qualified vendors who are placed on the list.

FISCAL IMPACT: All services expected to exceed the Council Threshold will be brought to Council for approval.

COMMUNITY IMPACT: The approval of this list will expedite the completion of projects throughout the City, leading to more efficient, as well as cost effective, solutions.

IMPLEMENTATION TIMELINE: This list will be available for use by the Purchasing Department immediately after approval by Council.

COMPLIANCE/PERFORMANCE METRICS: The Purchasing Department will monitor each solicitation individually, and ensure each firm is fulfilling their requirements. In addition, firms may be added to the list should they meet the original requirements in the SOQ.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Award of Qualified Architectural & Engineering Vendors
DATE: October 28, 2024

Summary of Request

Purchasing recommends the approval of a list of qualified architects and engineering contractors to be competitively solicited for related services. This list will be maintained for a five-year period.

It is respectfully requested that Council authorize the list. The resulting contract/purchase orders issued as a result of competitive solicitations shall not be binding until fully executed. Solicitations exceeding Council threshold will be presented to Council for approval.

Background and Justification

Over the years, architect and engineering services have been needed for various projects. Under this program and in order to shorten the time to process acquisition for these services, the Purchasing Division will process solicitations using pre-qualified vendors who are placed on the list as long as the anticipated services needed are under the Council Threshold. All services expected to exceed the Council Threshold will be brought to Council for approval.

Procurement Process

Purchasing solicited responses with process details as follows:

Process: Statement of Qualifications
 Issue Date: July 9th, 2024
 Deadline Date: August 1st, 2024
 Vendors Solicited: 1475
 Solicitations Obtained: 143
 Proposals Received: 20

The responses were evaluated on a pass/fail basis, based on each individual proposal, by DPW, Engineering, and Economic Development, respectively. The results are as follows:

RESPONDER	Pass/Fail
A3C Collaborative Architecture	Pass
CDPA Architects & Planners	Pass
DiClemente Siegel Design Inc.	Pass
Ghafari Associates, LLC	Fail
Hennessey Engineers	Pass
The Mannik & Smith Group, Inc.	Pass



FINANCE


EXECUTIVE SUMMARY AND MEMORANDUM


Matrix Consulting Engineers, Inc.	Fail
Metco Consulting Engineers	Pass
OHM Advisors	Pass
Peter Basso Associates	Fail
PEA Group	Pass
Progressive AE	Pass
Rich & Associates	Pass
Spicer Group, Inc.	Pass
Straub Pettitt Yaste Architects	Pass
Stantec Consulting Michigan Inc.	Pass
TYLin International Great Lakes, Inc.	Pass
Tetra Tech of Michigan PC	Pass
TMP Architecture	Pass
Wakely Associates Inc.	Fail

The above list represents the following areas of expertise: General Architects, Civil Engineers, Mechanical Engineers, Landscape Architects, and Recreational Architects.

All of the above-listed Pass vendors were found to have submitted the most responsive and responsible responses. 2 vendors received 2 or more fails from the (3) reviewers and were deemed fail. 2 additional vendors took exception to our terms and conditions and were deemed fail. The procurement process was in accordance with the Procurement Ordinance and all internal policies and procedures. The Purchasing Division requests approval to proceed with any procurement under the Council Threshold and using only those vendors listed.

Prepared By:


Signed by:

 702E1C2C4D68410...
 Jason Pich, Buyer

DocuSigned by:

 8FDE4119937F442...
 Soud El-Jamaly, City Engineer

DocuSigned by:

 D3A06B021BDB4E9...
 Angela Fortino, Deputy Director, Economic Development

Department Approval:

DocuSigned by:

 33B70C838ED03453...
 Tim Hawkins, Director of Public Works & Facilities

Budget Approval:

DocuSigned by:

 F17919D1421447F...
 Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

DocuSigned by:

 E7A573BA2E3480...
 Jeremy J. Romer, Corporation Counsel



EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST:

Greenfield Village is seeking City Council approval of a fireworks show on December 5,6,7,8,12,13,14,15,17,18,19,20,21,22,23,26,27,28, 2024 at 10 pm each night. The display will take place at 20900 Oakwood, (map attached). Also requesting the Fire Chief be allowed to set a rain dates as needed and temporary waiver of the noise ordinance.

DEPARTMENT:

Fire Department

BRIEF DESCRIPTION:

Greenfield Village is seeking City Council approval of a fireworks show on December 5, 6, 7, 8, 12, 13, 14, 15, 17, 18 ,19, 20, 21, 22 ,23, 26, 27, 28, 2024 at 10pm each night. The display will take place at 20900 Oakwood, (map attached). Also requesting the Fire Chief be allowed to set a rain date as needed. (See attached back up info). The Fire Marshal has reviewed the plan and has approved of the set up and emergency planning.

PRIOR COUNCIL ACTION:

This is an annual event, with many prior Council approvals.

BACKGROUND

Greenfield Village is seeking City Council approval of a fireworks show on December 5, 6, 7, 8, 12, 13, 14, 15, 17, 18 ,19, 20, 21, 22 ,23, 26, 27, 28, 2024 at 10pm each night. The display will take place at 20900 Oakwood on Greenfield Village property, (map attached). Also requesting the Fire Chief be allowed to set a rain date as needed and temporary waiver of the noise ordinance. (See attached back up info). The Fire Marshal has reviewed the plan and has approved of the set up and emergency planning.

FISCAL IMPACT:

\$200 application fee.

COMMUNITY IMPACT:

Recreational activity for the community.

IMPLEMENTATION TIMELINE:

Event planned for December 5, 6, 7, 8, 12, 13, 14, 15, 17, 18 ,19, 20, 21, 22 ,23, 26, 27, 28, 2024 at 10pm each night.



EXECUTIVE SUMMARY AND MEMORANDUM

COMPLIANCE/PERFORMANCE METRICS:

The Fire Department will monitor the event and ensure compliance with attached plans.

TO: City Council

FROM: Fire Chief Joseph Murray

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Greenfield Village Request for Fireworks Display

DATE November 4, 2024

Budget Information

Add info or N/A if not applicable

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

Summary of Request

Greenfield Village is seeking City Council approval of a fireworks show on December 5, 6, 7, 8, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 26, 27, 28, 2024 at 10pm each night. The display will take place at 20900 Oakwood on Greenfield Village, (map attached). Also requesting the Fire Chief be allowed to set rain dates as needed and temporary waiver of the noise ordinance. (See attached back up info). The Fire Marshal has reviewed the plan and has approved of the set up and emergency planning.

Background and Justification

Greenfield Village is seeking City Council approval of a fireworks show on December 5, 6, 7, 8, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 26, 27, 28, 2024 at 10pm each night. The display will take place at 20900 Oakwood on Greenfield Village, (map attached). Also requesting the Fire Chief be allowed to set rain dates as needed and temporary waiver of the noise ordinance. (See attached back up info). The Fire Marshal has reviewed the plan and has approved of the set up and emergency planning.



EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

DocuSigned by:
Joseph Murray
03FD550B1D2F4D0...
Joseph Murray
Fire Chief

DocuSigned by:
Jeremy Romer
E7A573BA25E3460...
Jeremy Romer
Corporation Counsel



CITY OF DEARBORN

Home Town of Henry Ford

FIRE DEPARTMENT

Joseph Murray
Fire Chief

Abdullah H. Hammoud
Mayor

ADMINISTRATION
313-943-2277

EMERGENCY MANAGEMENT
313-943-5470

EMERGENCY MEDICAL SERVICE
313-943-2016

FIRE MARSHAL DIVISION
313-943-2839

Fire Works Display

Name of Applicant: Zambelli Fireworks Mfg. CO.

Date: December 5-28, 2024

Address of Display: Northeast Corner of Greenfield Village

Shooting Site

- The shooting site shall be isolated
- No smoking within 50' of the pyrotechnics and or fireworks
- If 6" mortars are used, the shooter shall be 75' away behind a sturdy barricade
- Where only electrical ignition is used, the shooter shall be 75' away behind a sturdy barrier

Mortars

- Sizes shall not be intermixed if reloading
- Same size mortars shall be placed in groups
- No debris/water in mortars
- Proper positioning
- Cast iron, stove pipe, corrugated culvert, clay, bamboo, and wood shall not be used
- If mortars are seamed, all seams shall face the same direction
- Shall be buried to a depth of at least two thirds their length
- Separated from each other by at least the diameter of the mortar unless electrically fired
- Where cardboard mortars are buried for more than 12 hours they shall be placed in a water-resistant bag or otherwise protected
- Weather resistant coverings shall be in place when applicable
- Any mortars over 6" shall be pre-loaded

Mortar Racks

- Single break shells not exceeding 6" are permitted to be fired from a securely positioned rack
- Single break shells greater than 8in or multiple break shells shall not be fired from mortar racks
- 7" and 8" shells fired from mortar racks must meet the following criteria:
 - o The mortar is non-metallic
 - o Electrical or equivalent means of remote ignition is used to fire the shell
 - o The Shell is not chain fused to any others
- Mortar racks shall be secure

Chain Fused Mortar Requirements

- 3" or less maximum of 15 mortars
- 4" maximum of 12 mortars
- 5" to 6" maximum of 10 mortars
- Greater than 6" is not allowed
- The above does not apply to boxed finale items 2.5" or less

*****If there is doubt of the integrity of the rack, double the spectator distance separation**

Operation

- Only the operator, authorized assistants and inspectors shall be allowed in the display site during firing
- All personnel in the discharge site shall wear
 - o Head protection
 - o Eye protection
 - o Hearing protection
 - o Foot protection
 - o Cotton, wool, or similarly flame-resistant, long-sleeved, long-legged clothing
- The AHJ shall stop firing if any hazardous condition exists such as:
 - o High winds
 - o Crowd control problems
 - o Adverse weather
- One or more spotters shall watch the flight and behavior of aerial shells and other aerial fireworks to verify that they are functioning as intended
 - o Firing shall be stopped if hazardous debris is observed
 - o Spotter shall be in direct communication with the shooter

Firing Methods

- Shells greater than 6" shall be electrically fired
- If a combination of firing methods is used, the mortars shall be separated by 25'
- Manual electric firing shall include a key operated switch
 - o Two positive actions are required
 - o A light or beeper shall activate when the system is armed
 - o Shooter shall have a clear line of sight to the mortars, unless a spotter in direct communication is used

Misfires

- Mortars shall be marked
- If manually fired, the mortar tube shall be filled with water after a minimum of 15 minutes has elapsed

Linda Cook

Applicant Signature

10/22/24

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/17/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Graham Company, a Marsh & McLennan Agency, LLC company One Penn Square West Philadelphia PA 19102	CONTACT NAME: Dina Daniele PHONE (A/C No., Ext): 215-567-6300 FAX (A/C No.): 215-525-0236 E-MAIL ADDRESS: DANIELE_UNIT@grahamco.com INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Argonaut Insurance Company 19801 INSURER B: PinnaclePoint Insurance Company 15137 INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____
INSURED Zambelli Fireworks Manufacturing Co. 120 Marshall Drive Warrendale PA 15086	ZAMBIFIR-01

COVERAGES **CERTIFICATE NUMBER: 1141683833** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INBR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: _____					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ _____ \$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED AUTOS ONLY NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ _____ \$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ _____ \$
A B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N N/A	WC929078697544 WCP7001893	2/1/2024 2/1/2024	2/1/2025 2/1/2025	X PER STATE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Fireworks Display Dates: December 5,6,7,8,12,13,14,15,17,18,19,20,21,23,26,27,28,2024
 Location: Greenfield Village

CERTIFICATE HOLDER The Henry Ford- Marcus Klinger 20900 Oakwood Blvd Dearborn MI 48124	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

2024 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY

DATE PERMIT(S) EXPIRES:

Authority: 2011 PA 288	The LEGISLATIVE BODY OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to the Legislative Body of City, Village or Township Board.	DATE PERMIT(S) EXPIRES:
-------------------------------	---	-------------------------

TYPE OF PERMIT(S) (Select all applicable boxes)

Agricultural or Wildlife Fireworks
 Articles Pyrotechnic
 Display Fireworks
 Public Display
 Private Display
 Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT Zambelli Fireworks Mfg. CO		ADDRESS OF APPLICANT 120 Marshall Drive	AGE OF APPLICANT 18 YEARS OR OLDER <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER Sal Lanara		ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER Same as above	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR Todd Reiber		ADDRESS OF PYROTECHNIC OPERATOR 26683 Blue Heron, Flat Rock, MI 48134	AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER <input type="checkbox"/> YES <input type="checkbox"/> NO
NO. YEARS EXPERIENCE 22+	NO. DISPLAYS 130+	WHERE Throughout Michigan	
NAME OF ASSISTANT		ADDRESS OF ASSISTANT	AGE OF ASSISTANT 18 YEARS OR OLDER <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF OTHER ASSISTANT		ADDRESS OF OTHER ASSISTANT	AGE OF OTHER ASSISTANT 18 YEARS OR OLDER <input type="checkbox"/> YES <input type="checkbox"/> NO

EXACT LOCATION OF PROPOSED DISPLAY
Greenfield Village

DATE OF PROPOSED DISPLAY Dec, 5, 6, 7, 8, 12, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 26, 27, 28, 2024
 TIME OF PROPOSED DISPLAY
10:00 pm

MANNER AND PLACE OF STORAGE. SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1125 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT

AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) \$10 Million	NAME OF BONDING CORPORATION OR INSURANCE COMPANY Acrisure, LLC dba Britton Gallagher & Associates
--	---

ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY

NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)
120	3" Aerial Display Shells (PER NIGHT)
54	4" Aerial Display Shells (PER NIGHT)
50	5" Aerial Display Shells (PER NIGHT)

SIGNATURE OF APPLICANT Sal Lanara (S)	DATE 10/22/24
---	-------------------------

Instructions for Application for Fireworks Other Than Consumer or Low Impact

Applications shall be submitted to the legislative body of a city, village or township board. A permit may be issued as a result of official action by the legislative body. A permit shall be valid only for use within the limits of the jurisdiction of the legislative body of a city, village or township board.

1. **Type of Permit – check all boxes that may apply to the type of permit needed. You may select several permit types depending on your fireworks display. You may check with your legislative body of a city, village or township board for assistance when making your selection. Please review the following definitions to determine which type of permit to select:**
 - **Agricultural or Wildlife Fireworks – devices distributed to farmers, ranchers, and growers through a wildlife management program administered by the US Department of Interior or Michigan DNR.**
 - **Articles Pyrotechnic – 1.4G fireworks for professional use only that is classified as UN0431 or UN0432.**
 - **Display Fireworks – 1.3G fireworks for professional use only**
 - **Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes – devices with a combination of chemical elements or compounds capable of burning independently of the oxygen of the atmosphere and designed and intended to produce an audible, visual, mechanical or thermal effect for pest or animal control.**
 - **Public Display – a fireworks display that is open to all persons for viewing.**
 - **Private Display – a fireworks display that is not open to the general public for viewing.**
2. **Name of applicant – list the name of the applicant. The applicant may be a person representing an organization, group, firm or corporation, or self. If the applicant is also the operator, enter the same name in the operator's section.**
3. **Address of applicant – complete the address of the applicant; include the street address, city, state and zip code.**
4. **Name of person or resident agent representing corporation, LLC, DBA or other – list the name of the person or resident agent that represents the corporation, LLC, DBA or other.**
5. **Address of person or resident agent that represents the corporation, LLC, DBA or other – list the address of the person or resident agent representing the corporation, LLC, DBA or other.**
6. **Non-resident applicant – list the name of the non-resident applicant. A non-resident applicant shall appoint a Michigan attorney or Michigan resident agent in writing to be the applicant's legal representative upon whom all service of process in any action or proceeding may be served.**
7. **Name of pyrotechnic operator – list the name of the pyrotechnic operator. The pyrotechnic operator is the person in charge of the display. The legislative body of a city, village or township board shall rule on the competency and qualifications of the operator before granting a permit and may require an affidavit from the applicant as to the operator's experience, former pyrotechnic accidents, criminal record, sobriety, etc.**
8. **Address of pyrotechnic operator – list the address of the pyrotechnic operator; include the street address, city, state and zip code.**
9. **Age of the pyrotechnic operator – list the age of the pyrotechnic operator; the operator must be 18 years of age or older.**
10. **Name of assistant – list the name of the assistant to the pyrotechnic operator;**
11. **Address of assistant – list the address of the assistant; include the street address, city, state and zip code. If there is more than one assistant, please list additional assistants on a separate sheet and include the address and age of those additional assistants.**
12. **Age of assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.**
13. **Name of other assistant – list the name of other assistant to the pyrotechnic operator.**
14. **Age of other assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.**
15. **Exact location of proposed display – list the address of the exact location of the proposed fireworks display.**
16. **Date of proposed display – indicate the date of the proposed fireworks display; only one display date can be used per application.**
17. **Time of proposed display – indicate the time of the proposed fireworks display.**
18. **Manner and place of storage - indicate the manner and place of storage within the legislative body of a city, village or township board of fireworks that are ready for display, just prior to the display in the area of exhibition. The legislative body of a city, village or township board shall obtain approval from the local fire authorities of the manner and place of storage before any permit is issued.**

2024 Permit for Fireworks Other than Consumer or Low Impact

Authority: 2011 PA 288	The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to the Legislative Body of City, Village or Township Board.
-------------------------------	--

This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only through permit expiration date.

TYPE OF PERMIT(S) (Select all applicable boxes) <input type="checkbox"/> Agricultural or Wildlife Fireworks <input type="checkbox"/> Articles Pyrotechnic <input checked="" type="checkbox"/> Display Fireworks <input checked="" type="checkbox"/> Public Display <input type="checkbox"/> Private Display <input type="checkbox"/> Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes	FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY. PERMIT(S) EXPIRATION DATE (ENTER DATE OF EXPIRATION)
---	--

NAME OF PERSON PERMIT ISSUED TO Zambelli Fireworks Mfg. Co	AGE (18 YEARS OR OLDER) <input type="checkbox"/> YES <input type="checkbox"/> NO
---	---

ADDRESS OF PERSON PERMIT ISSUED TO 120 Marshall Drive, Warrendale Pa 15086

NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION Henry Ford Museum

ADDRESS 20900 Oakwood Blvd, Dearborn, MI 48124

NUMBER AND TYPES OF FIREWORKS (Please attach additional pages if necessary) See Attached

EXACT LOCATION OF DISPLAY OR USE Northeast Corner of Greenfield Village
--

CITY, VILLAGE, TOWNSHIP Dearborn, MI	DATE Dec. 5, 6, 7, 8, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 26, 27, 28, 2024	TIME 0:00pm
---	--	-------------

BOND OR INSURANCE FILED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	AMOUNT
--	--------

Issued by action of the Legislative Body of the <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township of _____ on the _____ day of _____, 2024. _____ (Signature and Title of Legislative Body Representative)
--

THIS FORM IS VALID UNTIL THE DATE OF EXPIRATION OF PERMIT



DEPARTMENT OF JUSTICE

Bureau of Alcohol, Tobacco,
Firearms and Explosives

Martinsburg, WV 25405

July 10, 2024

ZAMBELLI FIREWORKS MANUFACTURING CO
ZAMBELLI FIREWORKS INTERNATIONALE
120 MARSHALL DRIVE
WARRENDALE, PA 15086

901090: MH/CMS
5400
File Number: 8-PA-02043

Premises Address: 120 MARSHALL DRIVE WARRENDALE, PA 15086

Dear Sir/Madam:

This letter acknowledges receipt of your timely application to renew your Federal explosives license/permit.

The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is not able to process your application prior to the expiration date of your license/permit. However, Federal law allows you to continue operations under your current license/permit until such time as ATF completes processing your application. See 5 U.S.C. § 558. This letter, or as explained below, a follow-up letter, will serve as your license/permit until we complete action on your renewal. It is referred to as a Letter of Authorization (LOA).

Since we have not completed processing your application, you may supply a copy of this letter to other licensees/permittees, e.g., your distributors, for the next six months (or until we complete action on your renewal, if that occurs in less than six months) as evidence of your licensed/permitted status. If we have not completed processing your application for renewal within six months of the date of this letter, we will send you another letter, which will also be valid for six months (or until we complete action on your renewal, if that occurs in less than six months). This is of course contingent upon your remaining entitled to continue operations under your current license/permit.

Please direct questions or concerns regarding this letter to Chanon Shipman (304)616-4436.

Sincerely,

Marna Howard

Chief, Federal Explosives Licensing Center

ATF web address: www.atf.gov

U.S. Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives

Federal Explosives License/Permit (18 U.S.C. Chapter 40)

ATF Form 5400.14/5400.15 Part I
Revised September 2011

In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF Correspondence To ATF - Chief, FELC 244 Needy Road Martinsburg, WV 25405-9431	License/Permit Number 8-PA-003-20-4B-02043
Chief, Federal Explosives Licensing Center (FELC) <i>Mama Howard</i>	Expiration Date February 1, 2024

Name
ZAMBELLI FIREWORKS INTERNATIONALE

Previous Address (Changes? Notify the FELC at least 10 days before the move.)
**120 MARSHALL DRIVE
WARRENDALE, PA 15086**

Type of License or Permit
20-MANUFACTURER OF HIGH EXPLOSIVES

Purchasing Certification Statement

The licensee or permittee named above shall use a copy of this license or permit to assist a transferee of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

Mailing Address (Changes? Notify the FELC of any changes.)

**ZAMBELLI FIREWORKS MANUFACTURING CO
ZAMBELLI FIREWORKS INTERNATIONALE
120 MARSHALL DRIVE
WARRENDALE, PA 15086**

Ralph E. McFarland
Licensee/Permittee Responsible Person Signature

Ralph E. McFarland
Printed Name

Mama Howard
Position/Title

2-15-2022
Date

Previous Edition is Obsolete

ATF Form 5400.14/5400.15 Part I
Revised September 2011

Federal Explosives License (FEL) Customer Service Information

Federal Explosives Licensing Center (FELC)
244 Needy Road
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352
Fax Number: (304) 616-4401
E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

Change of Address (27 CFR 555.54(a)(1)). Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. (The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)

Right of Succession (27 CFR 555.59). (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

(Continued on reverse side)

Cut Here X

Federal Explosives License/Permit (FEL) Information Card

License/Permit Name: **ZAMBELLI FIREWORKS MANUFACTURING CO**

Business Name: **ZAMBELLI FIREWORKS INTERNATIONALE**

License/Permit Number: **8-PA-003-20-4B-02043**

License/Permit Type: **20-MANUFACTURER OF HIGH EXPLOSIVES**

Expiration: **February 1, 2024**

Please Note: Not Valid for the Sale or Other Disposition of Explosives.



DEPARTMENT OF JUSTICE

Bureau of Alcohol, Tobacco,
Firearms and Explosives

Martinsburg, WV 25403

July 10, 2024

**ZAMBELLI FIREWORKS MANUFACTURING CO
ZAMBELLI FIREWORKS INTERNATIONALE
120 MARSHALL DRIVE
WARRENDALE, PA 15086**

**901090: MH/CMS
5400
File Number: 8-PA-02044**

Premises Address: 120 MARSHALL DRIVE WARRENDALE, PA 15086

Dear Sir/Madam:

This letter acknowledges receipt of your timely application to renew your Federal explosives license/permit.

The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is not able to process your application prior to the expiration date of your license/permit. However, Federal law allows you to continue operations under your current license/permit until such time as ATF completes processing your application. See 5 U.S.C. § 558. This letter, or as explained below, a follow-up letter, will serve as your license/permit until we complete action on your renewal. It is referred to as a Letter of Authorization (LOA).

Since we have not completed processing your application, you may supply a copy of this letter to other licensees/permittees, e.g., your distributors, for the next six months (or until we complete action on your renewal, if that occurs in less than six months) as evidence of your licensed/permitted status. If we have not completed processing your application for renewal within six months of the date of this letter, we will send you another letter, which will also be valid for six months (or until we complete action on your renewal, if that occurs in less than six months). This is of course contingent upon your remaining entitled to continue operations under your current license/permit.

Please direct questions or concerns regarding this letter to Chanon Shipman (304)616-4436.

Sincerely,

Marna Howard

Chief, Federal Explosives Licensing Center

ATF web address: www.atf.gov

U.S. Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives

Federal Explosives License/Permit
(18 U.S.C. Chapter 40)

In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53. See "WARNINGS" and "NOTICES" on reverse.

Direct ATF Correspondence To ATF - Chief, FELC 244 Needy Road Martinsburg, WV 25405-9431	License/Permit Number 8-PA-003-23-4B-02044
Chief, Federal Explosives Licensing Center (FELC) <i>Mama Howard</i>	Expiration Date February 1, 2024

Name
ZAMBELLI FIREWORKS INTERNATIONALE

Previous Address (Changes? Notify the FELC at least 10 days before the move.)
**120 MARSHALL DRIVE
WARRENDALE, PA 15086**

Type of License or Permit
23-IMPORTER OF HIGH EXPLOSIVES

Purchasing Certification Statement
The licensee or permittee named above shall use a copy of this license or permit to assist a transferee of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A fitted, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives License (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

Mailing Address (Changes? Notify the FELC of any changes.)

**ZAMBELLI FIREWORKS MANUFACTURING CO
ZAMBELLI FIREWORKS INTERNATIONALE
120 MARSHALL DRIVE
WARRENDALE, PA 15086**

Ralph E. McFarland
Licensee/Permittee Responsible Person Signature
RALPH E. MCFARLAND
Printed Name

Mama
Position/Title
2-15-2022
Date

Previous Edition is Obsolete. Submit all license applications to the National Explosives Licensing Center, 244 Needy Road, Martinsburg, WV 25405-9431.

ATF Form 5400.14/5400.15 Part 1
Revised September 2011

Federal Explosives License (FEL) Customer Service Information

Federal Explosives Licensing Center (FELC)
244 Needy Road
Martinsburg, WV 25405-9431

Toll-Free Telephone Number: (877) 283-3352
Fax Number: (304) 616-4401
E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

Change of Address (27 CFR 555.54(a)(1)). Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. (The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)

Rights of Succession (27 CFR 555.59). (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

(Continued on reverse side)

Get Here X

Federal Explosives License/Permit (FEL) Information Card

License/Permit Name: **ZAMBELLI FIREWORKS MANUFACTURING CO**

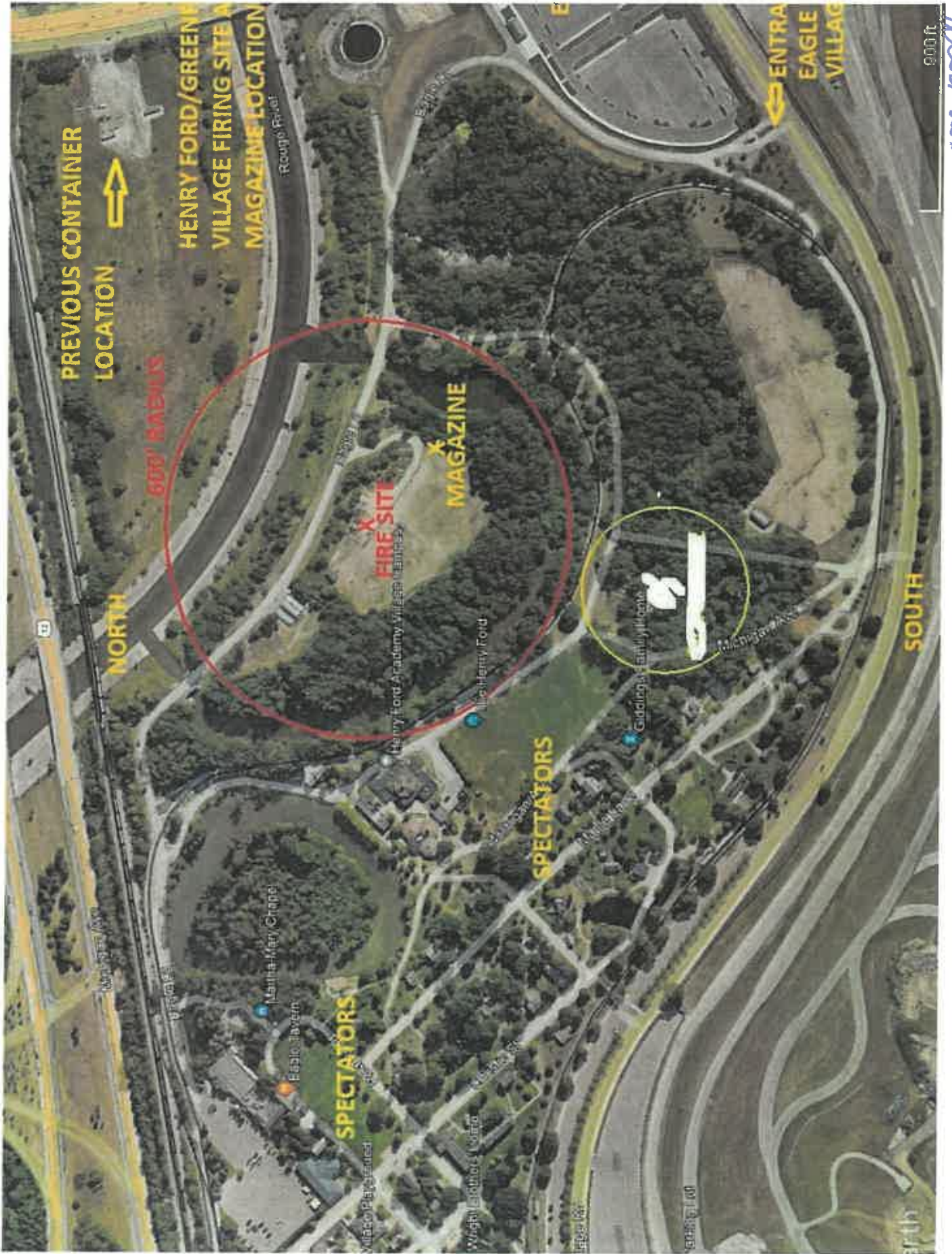
Business Name: **ZAMBELLI FIREWORKS INTERNATIONALE**

License/Permit Number: **8-PA-003-23-4B-02044**

License/Permit Type: **23-IMPORTER OF HIGH EXPLOSIVES**

Expiration: **February 1, 2024**

Please Note: Not Valid for the Sale or Other Disposition of Explosives.



APPROVED 10/29/24
[Signature]
 ALLIANCE DFD

NFA 1123
 TABLE 5.1.3.1



Work Order

Henry Ford Museum	Dearborn, MI	Total Squibs: 99	5" Racks: 10
Show Date: 12/5/2024	Show Type: Standard	2" Racks: 0	6" Racks: 0
Salesperson: Salvatore Lanara	Current Revision: 3	2.5" Racks: 0	7" Racks: 0
Firing Method: Pin Board	Duration: 5 min @ 10:00pm	3" Racks: 13	8" Racks: 0
Mortar Allocation: Preload Racks	Magazine:	4" Racks: 9	10" Racks: 0
Pack from: Edinburg			
Ship to Facility: Dearborn, MI			

<u>Item #</u>	<u>Shell Class</u>	<u>Qty</u>	<u>Item Description</u>	<u>Rev</u>
---------------	--------------------	------------	-------------------------	------------

Show Comments: Please pack as listed. Customer checks. Replace following electrical at Dearborn mag. Send a power pack, 15 - 16 foot 30 pin slats and 15 cables. Old equipment will be returned to plant.

Opening Finale				
- 085FN030002	3 Inch Finale	20	3 Finale - Assorted Colored Chrys and Peonies w/ Tail (60)	
- 085FN0306007	3 Inch Finale	10	3 Finale - Crackling Spider w/ Tail (60)	
- 085FN0409011	4 Inch Finale	6	4 Finale - Long Duration Kamuro's w/ Tail (30)	
Body				
- 125PP040A1	4 Inch PP	36	4 Dominator Prestige A1 Assortment - 24 Effects w/ Tails (36)	
- 125PP050A2	5 Inch PP	18	5 Dominator Prestige A2 Assortment - 18 Effects - No Tails (18)	
- 159PP050	5 Inch PP	24	5 Assorted Prepack (24)	
<i>Comment: Customer requested special shells</i>				
- 125SF050E896-BW	5 Inch	1	5 Strobe Waterfalls - Brocade to White Strobe	
- 159SF05061803	5 Inch	1	5 Red Heart	
- 159SF05061540	5 Inch	1	5 Smiling Face Pattern	
Grand Finale				
- 085FN030002	3 Inch Finale	40	3 Finale - Assorted Colored Chrys and Peonies w/ Tail (60)	
- 085FN0306007	3 Inch Finale	50	3 Finale - Crackling Spider w/ Tail (60)	
- 085FS030025	3 Inch Finale Sal	10	3 Finale - Titanium Salutes w/ Tails (60)	
- 085FN0402304T	4 Inch Finale	12	4 Finale - Rainbow Dahlia w/ Tail (30)	
- 085FN0509011	5 Inch Finale	5	5 Finale - Long Duration Kamuro w/ Tail (15)	
8 - Ignition Items - 102SQ060FW	Squibs	105	6' Firewire Initiator (40)	



Work Order

Henry Ford Museum	Dearborn, MI	Total Squibs: 99	5" Racks: 10
Show Date: 12/6/2024	Show Type: Standard	2" Racks: 0	6" Racks: 0
Salesperson: Salvatore Lanara	Current Revision: 3	2.5" Racks: 0	7" Racks: 0
Firing Method: Pin Board	Duration: 5 min @ 10:00pm	3" Racks: 13	8" Racks: 0
Mortar Allocation: Preload Racks	Magazine:	4" Racks: 9	10" Racks: 0
Pack from: Edinburg			
Ship to Facility: Dearborn, MI			

<u>Item #</u>	<u>Shell Class</u>	<u>Qty</u>	<u>Item Description</u>	<u>Rev</u>
---------------	--------------------	------------	-------------------------	------------

Show Comments: Pack as listed. Customer checks.

Opening Finale				
- 085FN0302304T	3 Inch Finale	20	3 Finale - Rainbow Dahlias w/ Tail (60)	
- 085FN0308505T	3 Inch Finale	10	3 Finale - Twinkling Crown Kamuro w/ Tail (60)	
- 085FN0409011	4 Inch Finale	6	4 Finale - Long Duration Kamuro w/ Tail (30)	
Body				
- 085PP040	4 Inch PP	36	4 Assorted Prepack (36)	
- 125PP050A1	5 Inch PP	18	5 Dominator Prestige A1 Assortment - 18 Effects w/ Tails (18)	
- 159PP050	5 Inch PP	24	5 Assorted Prepack (24)	
<i>Comment: Customer requested special shells</i>				
- 159SF05061803	5 Inch	1	5 Red Heart	
- 159SF05061540	5 Inch	1	5 Smiling Face Pattern	
- 125SF050E896-BW	5 Inch	1	5 Strobe Waterfalls - Brocade to White Strobe	
Grand Finale				
- 085FN0302304T	3 Inch Finale	40	3 Finale - Rainbow Dahlias w/ Tail (60)	
- 085FN0308505T	3 Inch Finale	50	3 Finale - Twinkling Crown Kamuro w/ Tail (60)	
- 085FS030025	3 Inch Finale Sal	10	3 Finale - Titanium Salutes w/ Tails (60)	
- 085FN0406007	4 Inch Finale	12	4 Finale - Crackling Spider w/ Tail (30)	
- 085FN0509011	5 Inch Finale	5	5 Finale - Long Duration Kamuro w/ Tail (15)	
8 - Ignition Items - 102SQ060FW	Squibs	105	6' Firewire Initiator (40)	



520510

Work Order

Henry Ford Museum	Dearborn, MI	Total Squibs: 99	5" Racks: 10
Show Date: 12/7/2024	Show Type: Standard	2" Racks: 0	6" Racks: 0
Salesperson: Salvatore Lanara	Current Revision: 3	2.5" Racks: 0	7" Racks: 0
Firing Method: Pin Board	Duration: 5 min @ 10:00pm	3" Racks: 13	8" Racks: 0
Mortar Allocation: Preload Racks	Magazine:	4" Racks: 9	10" Racks: 0
Pack from: Edinburg			
Ship to Facility: Dearborn, MI			

<u>Item #</u>	<u>Shell Class</u>	<u>Qty</u>	<u>Item Description</u>	<u>Rev</u>
Opening Finale				
- 085FN030002	3 Inch Finale	20	3 Finale - Assorted Colored Chrys and Peonies w/ Tail (60)	
- 085FN0306007	3 Inch Finale	10	3 Finale - Crackling Spider w/ Tail (60)	
- 085FN0409011	4 Inch Finale	6	4 Finale - Long Duration Kamuro w/ Tail (30)	
Body				
- 125PP040A1	4 Inch PP	36	4 Dominator Prestige A1 Assortment - 24 Effects w/ Tails (36)	
- 125PP050A2	5 Inch PP	18	5 Dominator Prestige A2 Assortment - 18 Effects - No Tails (18)	
- 159PP050	5 Inch PP	24	5 Assorted Prepack (24)	
<i>Comment: Customer requested special shells</i>				
- 125SF050E896-BW	5 Inch	1	5 Strobe Waterfalls - Brocade to White Strobe	
- 159SF05061803	5 Inch	1	5 Red Heart	
- 159SF05061540	5 Inch	1	5 Smiling Face Pattern	
Grand Finale				
- 085FN030002	3 Inch Finale	40	3 Finale - Assorted Colored Chrys and Peonies w/ Tail (60)	
- 085FN0306007	3 Inch Finale	50	3 Finale - Crackling Spider w/ Tail (60)	
- 085FS030025	3 Inch Finale Sal	10	3 Finale - Titanium Salutes w/ Tails (60)	
- 085FN0402304T	4 Inch Finale	12	4 Finale - Rainbow Dahlia w/ Tail (30)	
- 085FN0509011	5 Inch Finale	5	5 Finale - Long Duration Kamuro w/ Tail (15)	
8 - Ignition Items - 102SQ060FW	Squibs	105	6' Firewire Initiator (40)	



520511

Work Order

Henry Ford Museum	Dearborn, MI	Total Squibs: 99	5" Racks: 10
Show Date: 12/8/2024	Show Type: Standard	2" Racks: 0	6" Racks: 0
Salesperson: Salvatore Lanara	Current Revision: 3	2.5" Racks: 0	7" Racks: 0
Firing Method: Pin Board	Duration: 5 min @ 10:00pm	3" Racks: 13	8" Racks: 0
Mortar Allocation: Preload Racks	Magazine:	4" Racks: 9	10" Racks: 0
Pack from: Edinburg			
Ship to Facility: Dearborn, MI			

<u>Item #</u>	<u>Shell Class</u>	<u>Qty</u>	<u>Item Description</u>	<u>Rev</u>
Opening Finale				
- 085FN0302304T	3 Inch Finale	20	3 Finale - Rainbow Dahlias w/ Tail (60)	
- 085FN0308505T	3 Inch Finale	10	3 Finale - Twinkling Crown Kamuro w/ Tail (60)	
- 085FN0409011	4 Inch Finale	6	4 Finale - Long Duration Kamuro w/ Tail (30)	
Body				
- 085PP040	4 Inch PP	36	4 Assorted Prepack (36)	
- 125PP050A1	5 Inch PP	18	5 Dominator Prestige A1 Assortment - 18 Effects w/ Tails (18)	
- 159PP050	5 Inch PP	24	5 Assorted Prepack (24)	
<i>Comment: Customer requested special shells</i>				
- 159SF05061803	5 Inch	1	5 Red Heart	
- 159SF05061540	5 Inch	1	5 Smiling Face Pattern	
- 125SF050E896-BW	5 Inch	1	5 Strobe Waterfalls - Brocade to White Strobe	
Grand Finale				
- 085FN0302304T	3 Inch Finale	40	3 Finale - Rainbow Dahlias w/ Tail (60)	
- 085FN0308505T	3 Inch Finale	50	3 Finale - Twinkling Crown Kamuro w/ Tail (60)	
- 085FS030025	3 Inch Finale Sal	10	3 Finale - Titanium Salutes w/ Tails (60)	
- 085FN0406007	4 Inch Finale	12	4 Finale - Crackling Spider w/ Tail (30)	
- 085FN0509011	5 Inch Finale	5	5 Finale - Long Duration Kamuro w/ Tail (15)	
8 - Ignition Items - 102SQ060FW	Squibs	105	6' Firewire Initiator (40)	



520512

Work Order

Henry Ford Museum	Dearborn, MI	Total Squibs: 99	5" Racks: 10
Show Date: 12/12/2014	Show Type: Standard	2" Racks: 0	6" Racks: 0
Salesperson: Salvatore Lanara	Current Revision: 3	2.5" Racks: 0	7" Racks: 0
Firing Method: Pin Board	Duration: 5 min @ 10:00pm	3" Racks: 13	8" Racks: 0
Mortar Allocation: Preload Racks	Magazine:	4" Racks: 9	10" Racks: 0
Pack from: Edinburg			
Ship to Facility: Dearborn, MI			

<u>Item #</u>	<u>Shell Class</u>	<u>Qty</u>	<u>Item Description</u>	<u>Rev</u>
Opening Finale				
- 085FN030002	3 Inch Finale	20	3 Finale - Assorted Colored Chrys and Peonies w/ Tail (60)	
- 085FN0306007	3 Inch Finale	10	3 Finale - Crackling Spider w/ Tail (60)	
- 085FN0409011	4 Inch Finale	6	4 Finale - Long Duration Kamuro w/ Tail (30)	
Body				
- 125PP040A1	4 Inch PP	36	4 Dominator Prestige A1 Assortment - 24 Effects w/ Tails (36)	
- 125PP050A2	5 Inch PP	18	5 Dominator Prestige A2 Assortment - 18 Effects - No Tails (18)	
- 159PP050	5 Inch PP	24	5 Assorted Prepack (24)	
<i>Comment: Customer requested special shells</i>				
- 125SF050E896-BW	5 Inch	1	5 Strobe Waterfalls - Brocade to White Strobe	
- 159SF05061803	5 Inch	1	5 Red Heart	
- 159SF05061540	5 Inch	1	5 Smiling Face Pattern	
Grand Finale				
- 085FN030002	3 Inch Finale	40	3 Finale - Assorted Colored Chrys and Peonies w/ Tail (60)	
- 085FN0306007	3 Inch Finale	50	3 Finale - Crackling Spider w/ Tail (60)	
- 085FS030025	3 Inch Finale Sal	10	3 Finale - Titanium Salutes w/ Tails (60)	
- 085FN0402304T	4 Inch Finale	12	4 Finale - Rainbow Dahlia w/ Tail (30)	
- 085FN0509011	5 Inch Finale	5	5 Finale - Long Duration Kamuro w/ Tail (15)	
8 - Ignition Items - 102SQ060FW	Squibs	105	6' Firewire Initiator (40)	



Work Order

Henry Ford Museum	Dearborn, MI	Total Squibs: 99	5" Racks: 10
Show Date: 12/13/2024	Show Type: Standard	2" Racks: 0	6" Racks: 0
Salesperson: Salvatore Lanara	Current Revision: 3	2.5" Racks: 0	7" Racks: 0
Firing Method: Pin Board	Duration: 5 min @ 10:00pm	3" Racks: 13	8" Racks: 0
Mortar Allocation: Preload Racks	Magazine:	4" Racks: 9	10" Racks: 0
Pack from: Edinburg			
Ship to Facility: Dearborn, MI			

<u>Item #</u>	<u>Shell Class</u>	<u>Qty</u>	<u>Item Description</u>	<u>Rev</u>
Opening Finale				
- 085FN0302304T	3 Inch Finale	20	3 Finale - Rainbow Dahlias w/ Tail (60)	
- 085FN0308505T	3 Inch Finale	10	3 Finale - Twinkling Crown Kamuros w/ Tail (60)	
- 085FN0409011	4 Inch Finale	6	4 Finale - Long Duration Kamuros w/ Tail (30)	
Body				
- 085PP040	4 Inch PP	36	4 Assorted Prepack (36)	
- 125PP050A1	5 Inch PP	18	5 Dominator Prestige A1 Assortment - 18 Effects w/ Tails (18)	
- 159PP050	5 Inch PP	24	5 Assorted Prepack (24)	
<i>Comment: Customer requested special shells</i>				
- 159SF05061803	5 Inch	1	5 Red Heart	
- 159SF05061540	5 Inch	1	5 Smiling Face Pattern	
- 125SF050E896-BW	5 Inch	1	5 Strobe Waterfalls - Brocade to White Strobe	
Grand Finale				
- 085FN0302304T	3 Inch Finale	40	3 Finale - Rainbow Dahlias w/ Tail (60)	
- 085FN0308505T	3 Inch Finale	50	3 Finale - Twinkling Crown Kamuros w/ Tail (60)	
- 085FS030025	3 Inch Finale Sal	10	3 Finale - Titanium Salutes w/ Tails (60)	
- 085FN0406007	4 Inch Finale	12	4 Finale - Crackling Spider w/ Tail (30)	
- 085FN0509011	5 Inch Finale	5	5 Finale - Long Duration Kamuro w/ Tail (15)	
8 - Ignition Items - 102SQ060FW	Squibs	105	6' Firewire Initiator (40)	



Work Order

Henry Ford Museum	Dearborn, MI	Total Squibs: 99	5" Racks: 10
Show Date: 12/14/2024	Show Type: Standard	2" Racks: 0	6" Racks: 0
Salesperson: Salvatore Lanara	Current Revision: 3	2.5" Racks: 0	7" Racks: 0
Firing Method: Pin Board	Duration: 5 min @ 10:00pm	3" Racks: 13	8" Racks: 0
Mortar Allocation: Preload Racks	Magazine:	4" Racks: 9	10" Racks: 0
Pack from: Edinburg			
Ship to Facility: Dearborn, MI			

<u>Item #</u>	<u>Shell Class</u>	<u>Qty</u>	<u>Item Description</u>	<u>Qty</u>
Opening Finale				
- 085FN030002	3 Inch Finale	20	3 Finale - Assorted Colored Chrys and Peonies w/ Tail (60)	
- 085FN0306007	3 Inch Finale	10	3 Finale - Crackling Spider w/ Tail (60)	
- 085FN0409011	4 Inch Finale	6	4 Finale - Long Duration Kamuro w/ Tail (30)	
Body				
- 125PP040A1	4 Inch PP	36	4 Dominator Prestige A1 Assortment - 24 Effects w/ Tails (36)	
- 125PP050A2	5 Inch PP	18	5 Dominator Prestige A2 Assortment - 18 Effects - No Tails (18)	
- 159PP050	5 Inch PP	24	5 Assorted Prepack (24)	
<i>Comment: Customer requested special shells</i>				
- 125SF050E896-BW	5 Inch	1	5 Strobe Waterfalls - Brocade to White Strobe	
- 159SF05061803	5 Inch	1	5 Red Heart	
- 159SF05061540	5 Inch	1	5 Smiling Face Pattern	
Grand Finale				
- 085FN030002	3 Inch Finale	40	3 Finale - Assorted Colored Chrys and Peonies w/ Tail (60)	
- 085FN0306007	3 Inch Finale	50	3 Finale - Crackling Spider w/ Tail (60)	
- 085FS030025	3 Inch Finale Sal	10	3 Finale - Titanium Salutes w/ Tails (60)	
- 085FN0402304T	4 Inch Finale	12	4 Finale - Rainbow Dahlia w/ Tail (30)	
- 085FN0509011	5 Inch Finale	5	5 Finale - Long Duration Kamuro w/ Tail (15)	
8 - Ignition Items - 102SQ060FW	Squibs	105	6' Firewire Initiator (40)	



Work Order

Henry Ford Museum	Dearborn, MI	Total Squibs: 99	5" Racks: 10
Show Date: 12/15/2024	Show Type: Standard	2" Racks: 0	6" Racks: 0
Salesperson: Salvatore Lenara	Current Revision: 3	2.5" Racks: 0	7" Racks: 0
Firing Method: Pin Board	Duration: 5 min @ 10:00pm	3" Racks: 13	8" Racks: 0
Mortar Allocation: Preload Racks	Magazines:	4" Racks: 9	10" Racks: 0
Pack from: Edinburg			
Ship to Facility: Dearborn, MI			

<u>Item #</u>	<u>Shell Class</u>	<u>Qty</u>	<u>Item Description</u>	<u>Rev</u>
Opening Finale				
- 085FN0302304T	3 Inch Finale	20	3 Finale - Rainbow Dahlias w/ Tail (60)	
- 085FN0308505T	3 Inch Finale	10	3 Finale - Twinkling Crown Kamuro w/ Tail (60)	
- 085FN0409011	4 Inch Finale	6	4 Finale - Long Duration Kamuro w/ Tail (30)	
Body				
- 085PP040	4 Inch PP	36	4 Assorted Prepack (36)	
- 125PP050A1	5 Inch PP	18	5 Dominator Prestige A1 Assortment - 18 Effects w/ Tails (18)	
- 159PP050	5 Inch PP	24	5 Assorted Prepack (24)	
<i>Comment: Customer requested special shells</i>				
- 159SF05061803	5 Inch	1	5 Red Heart	
- 159SF05061540	5 Inch	1	5 Smiling Face Pattern	
- 125SF050E896-BW	5 Inch	1	5 Strobe Waterfalls - Brocade to White Strobe	
Grand Finale				
- 085FN0302304T	3 Inch Finale	40	3 Finale - Rainbow Dahlias w/ Tail (60)	
- 085FN0308505T	3 Inch Finale	50	3 Finale - Twinkling Crown Kamuro w/ Tail (60)	
- 085FS030025	3 Inch Finale Sal	10	3 Finale - Titanium Salutes w/ Tails (60)	
- 085FN0406007	4 Inch Finale	12	4 Finale - Crackling Spider w/ Tail (30)	
- 085FN0509011	5 Inch Finale	5	5 Finale - Long Duration Kamuro w/ Tail (15)	
8 - Ignition Items - 102SQ060FW	Squibs	105	6' Firewire Initiator (40)	



Work Order

Henry Ford Museum	Dearborn, MI	Total Squibs: 99	5" Racks: 10
Show Date: 12/17/2024	Show Type: Standard	2" Racks: 0	6" Racks: 0
Salesperson: Salvatore Lanara	Current Revision: 3	2.5" Racks: 0	7" Racks: 0
Firing Method: Pin Board	Duration: 5 min @ 10:00pm	3" Racks: 13	8" Racks: 0
Mortar Allocation: Preload Racks	Magazine:	4" Racks: 9	10" Racks: 0
Pack from: Edinburg			
Ship to Facility: Dearborn, MI			

<u>Item #</u>	<u>Shell Class</u>	<u>Qty</u>	<u>Item Description</u>	<u>Rev</u>
Opening Finale				
- 085FN030002	3 Inch Finale	20	3 Finale - Assorted Colored Chrys and Peonies w/ Tail (60)	
- 085FN0306007	3 Inch Finale	10	3 Finale - Crackling Spider w/ Tail (60)	
- 085FN0409011	4 Inch Finale	6	4 Finale - Long Duration Kamuro w/ Tail (30)	
Body				
- 125PP040A1	4 Inch PP	36	4 Dominator Prestige A1 Assortment - 24 Effects w/ Tails (36)	
- 125PP050A2	5 Inch PP	18	5 Dominator Prestige A2 Assortment - 18 Effects - No Tails (18)	
- 159PP050	5 Inch PP	24	5 Assorted Prepack (24)	
<i>Comment: Customer requested special shells</i>				
- 125SF050E896-BW	5 Inch	1	5 Strobe Waterfalls - Brocade to White Strobe	
- 159SF05061803	5 Inch	1	5 Red Heart	
- 159SF05061540	5 Inch	1	5 Smiling Face Pattern	
Grand Finale				
- 085FN030002	3 Inch Finale	40	3 Finale - Assorted Colored Chrys and Peonies w/ Tail (60)	
- 085FN0306007	3 Inch Finale	50	3 Finale - Crackling Spider w/ Tail (60)	
- 085FS030025	3 Inch Finale Sal	10	3 Finale - Titanium Salutes w/ Tails (60)	
- 085FN0402304T	4 Inch Finale	12	4 Finale - Rainbow Dahlia w/ Tail (30)	
- 085FN0509011	5 Inch Finale	5	5 Finale - Long Duration Kamuro w/ Tail (15)	
8 - Ignition Items - 102SQ060FW	Squibs	105	6' Firewire Initiator (40)	



Work Order

Henry Ford Museum	Dearborn, MI	Total Squibs: 99	5" Racks: 10
Show Date: 12/18/2024	Show Type: Standard	2" Racks: 0	6" Racks: 0
Salesperson: Salvatore Lanara	Current Revision: 3	2.5" Racks: 0	7" Racks: 0
Firing Method: Pin Board	Duration: 5 min @ 10:00pm	3" Racks: 13	8" Racks: 0
Mortar Allocation: Preload Racks	Magazine:	4" Racks: 9	10" Racks: 0
Pack from: Edinburg			
Ship to Facility: Dearborn, MI			

<u>Item #</u>	<u>Shell Class</u>	<u>Qty</u>	<u>Item Description</u>	<u>Rev</u>
Opening Finale				
- 085FN0302304T	3 Inch Finale	20	3 Finale - Rainbow Dahlias w/ Tail (60)	
- 085FN0308505T	3 Inch Finale	10	3 Finale - Twinkling Crown Kamuros w/ Tail (60)	
- 085FN0409011	4 Inch Finale	6	4 Finale - Long Duration Kamuros w/ Tail (30)	
Body				
- 085PP040	4 Inch PP	36	4 Assorted Prepack (36)	
- 125PP050A1	5 Inch PP	18	5 Dominator Prestige A1 Assortment - 18 Effects w/ Tails (18)	
- 159PP050	5 Inch PP	24	5 Assorted Prepack (24)	
<i>Comment: Customer requested special shells</i>				
- 159SF05061803	5 Inch	1	5 Red Heart	
- 159SF05061540	5 Inch	1	5 Smiling Face Pattern	
- 125SF050E896-BW	5 Inch	1	5 Strobe Waterfalls - Brocade to White Strobe	
Grand Finale				
- 085FN0302304T	3 Inch Finale	40	3 Finale - Rainbow Dahlias w/ Tail (60)	
- 085FN0308505T	3 Inch Finale	50	3 Finale - Twinkling Crown Kamuros w/ Tail (60)	
- 085FS030025	3 Inch Finale Sal	10	3 Finale - Titanium Salutes w/ Tails (60)	
- 085FN0406007	4 Inch Finale	12	4 Finale - Crackling Spider w/ Tail (30)	
- 085FN0509011	5 Inch Finale	5	5 Finale - Long Duration Kamuro w/ Tail (15)	
8 - Ignition Items - 102SQ060FW	Squibs	105	6 Firewire Initiator (40)	



520518

Work Order

Henry Ford Museum	Dearborn, MI	Total Squibs: 99	5" Racks: 10
Show Date: 12/19/2024	Show Type: Standard	2" Racks: 0	6" Racks: 0
Salesperson: Salvatore Lanara	Current Revision: 3	2.5" Racks: 0	7" Racks: 0
Firing Method: Pin Board	Duration: 5 min @ 10:00pm	3" Racks: 13	8" Racks: 0
Mortar Allocation: Preload Racks	Magazine:	4" Racks: 9	10" Racks: 0
Pack from: Edinburg			
Ship to Facility: Dearborn, MI			

<u>Item #</u>	<u>Shell Class</u>	<u>Qty</u>	<u>Item Description</u>	<u>Rev</u>
Opening Finale				
- 085FN030002	3 Inch Finale	20	3 Finale - Assorted Colored Chrys and Peonies w/ Tail (60)	
- 085FN0306007	3 Inch Finale	10	3 Finale - Crackling Spider w/ Tail (60)	
- 085FN0409011	4 Inch Finale	6	4 Finale - Long Duration Kamuro w/ Tail (30)	
Body				
- 125PP040A1	4 Inch PP	36	4 Dominator Prestige A1 Assortment - 24 Effects w/ Tails (36)	
- 125PP050A2	5 Inch PP	18	5 Dominator Prestige A2 Assortment - 18 Effects - No Tails (18)	
- 159PP050	5 Inch PP	24	5 Assorted Prepack (24)	
<i>Comment: Customer requested special shells</i>				
- 125SF050E896-BW	5 Inch	1	5 Strobe Waterfalls - Brocade to White Strobe	
- 159SF05061803	5 Inch	1	5 Red Heart	
- 159SF05061540	5 Inch	1	5 Smiling Face Pattern	
Grand Finale				
- 085FN030002	3 Inch Finale	40	3 Finale - Assorted Colored Chrys and Peonies w/ Tail (60)	
- 085FN0306007	3 Inch Finale	50	3 Finale - Crackling Spider w/ Tail (60)	
- 085FS030025	3 Inch Finale Sal	10	3 Finale - Titanium Salutes w/ Tails (60)	
- 085FN0402304T	4 Inch Finale	12	4 Finale - Rainbow Dahlia w/ Tail (30)	
- 085FN0509011	5 Inch Finale	5	5 Finale - Long Duration Kamuro w/ Tail (15)	
8 - Ignition Items - 102SQ060FW	Squibs	105	6' Firewire Initiator (40)	



520519

Work Order

Henry Ford Museum	Dearborn, MI	Total Squibs: 99	5" Racks: 10
Show Date: 12/20/2024	Show Type: Standard	2" Racks: 0	6" Racks: 0
Salesperson: Salvatore Lanara	Current Revision: 3	2.5" Racks: 0	7" Racks: 0
Firing Method: Pin Board	Duration: 5 min @ 10:00pm	3" Racks: 13	8" Racks: 0
Mortar Allocation: Preload Racks	Magazine:	4" Racks: 9	10" Racks: 0
Pack from: Edinburg			
Ship to Facility: Dearborn, MI			

<u>Item #</u>	<u>Shell Class</u>	<u>Qty</u>	<u>Item Description</u>	<u>Rev</u>
Opening Finale				
- 085FN0302304T	3 Inch Finale	20	3 Finale - Rainbow Dahlias w/ Tail (60)	
- 085FN0308505T	3 Inch Finale	10	3 Finale - Twinkling Crown Kamuros w/ Tail (60)	
- 085FN0409011	4 Inch Finale	6	4 Finale - Long Duration Kamuros w/ Tail (30)	
Body				
- 085PP040	4 Inch PP	36	4 Assorted Prepack (36)	
- 125PP050A1	5 Inch PP	18	5 Dominator Prestige A1 Assortment - 18 Effects w/ Tails (18)	
- 159PP050	5 Inch PP	24	5 Assorted Prepack (24)	
<i>Comment: Customer requested special shells</i>				
- 159SF05061803	5 Inch	1	5 Red Heart	
- 159SF05061540	5 Inch	1	5 Smiling Face Pattern	
- 125SF050E896-BW	5 Inch	1	5 Strobe Waterfalls - Brocade to White Strobe	
Grand Finale				
- 085FN0302304T	3 Inch Finale	40	3 Finale - Rainbow Dahlias w/ Tail (60)	
- 085FN0308505T	3 Inch Finale	50	3 Finale - Twinkling Crown Kamuros w/ Tail (60)	
- 085FS030025	3 Inch Finale Sal	10	3 Finale - Titanium Salutes w/ Tails (60)	
- 085FN0406007	4 Inch Finale	12	4 Finale - Crackling Spider w/ Tail (30)	
- 085FN0509011	5 Inch Finale	5	5 Finale - Long Duration Kamuro w/ Tail (15)	
8 - Ignition Items - 102SQ060FW	Squibs	105	6' Firewire Initiator (40)	



Work Order

Henry Ford Museum	Dearborn, MI	Total Squibs: 99	5" Racks: 10
Show Date: 12/21/2024	Show Type: Standard	2" Racks: 0	6" Racks: 0
Salesperson: Salvatore Lanara	Current Revision: 3	2.5" Racks: 0	7" Racks: 0
Firing Method: Pin Board	Duration: 5 min @ 10:00pm	3" Racks: 13	8" Racks: 0
Mortar Allocation: Preload Racks	Magazine:	4" Racks: 9	10" Racks: 0
Pack from: Edinburg			
Ship to Facility: Dearborn, MI			

<u>Item #</u>	<u>Shell Class</u>	<u>Qty</u>	<u>Item Description</u>	<u>Rev</u>
Opening Finale				
- 085FN030002	3 Inch Finale	20	3 Finale - Assorted Colored Chrys and Peonies w/ Tail (60)	
- 085FN0306007	3 Inch Finale	10	3 Finale - Crackling Spider w/ Tail (60)	
- 085FN0409011	4 Inch Finale	6	4 Finale - Long Duration Kamuro's w/ Tail (30)	
Body				
- 125PP040A1	4 Inch PP	36	4 Dominator Prestige A1 Assortment - 24 Effects w/ Tails (36)	
- 125PP050A2	5 Inch PP	18	5 Dominator Prestige A2 Assortment - 18 Effects - No Tails (18)	
- 159PP050	5 Inch PP	24	5 Assorted Prepack (24)	
<i>Comment: Customer requested special shells</i>				
- 125SF050E896-BW	5 Inch	1	5 Strobe Waterfalls - Brocade to White Strobe	
- 159SF05061803	5 Inch	1	5 Red Heart	
- 159SF05061540	5 Inch	1	5 Smiling Face Pattern	
Grand Finale				
- 085FN030002	3 Inch Finale	40	3 Finale - Assorted Colored Chrys and Peonies w/ Tail (60)	
- 085FN0306007	3 Inch Finale	50	3 Finale - Crackling Spider w/ Tail (60)	
- 085FS030025	3 Inch Finale Sal	10	3 Finale - Titanium Salutes w/ Tails (60)	
- 085FN0402304T	4 Inch Finale	12	4 Finale - Rainbow Dahlia w/ Tail (30)	
- 085FN0509011	5 Inch Finale	5	5 Finale - Long Duration Kamuro w/ Tail (15)	
8 - Ignition Items - 102SQ060FW	Squibs	105	6' Firewire Initiator (40)	



520521

Work Order

Henry Ford Museum	Dearborn, MI	Total Squibs: 99	5" Racks: 10
Show Date: 12/22/2024	Show Type: Standard	2" Racks: 0	6" Racks: 0
Salesperson: Salvatore Lanara	Current Revision: 3	2.5" Racks: 0	7" Racks: 0
Firing Method: Pin Board	Duration: 5 min @ 10:00pm	3" Racks: 13	8" Racks: 0
Mortar Allocation: Preload Racks	Magazine:	4" Racks: 9	10" Racks: 0
Pack from: Edinburg			
Ship to Facility: Dearborn, MI			

<u>Item #</u>	<u>Shell Class</u>	<u>Qty</u>	<u>Item Description</u>	<u>Rev</u>
Opening Finale				
- 085FN0302304T	3 Inch Finale	20	3 Finale - Rainbow Dahlias w/ Tail (60)	
- 085FN0308505T	3 Inch Finale	10	3 Finale - Twinkling Crown Kamuro w/ Tail (60)	
- 085FN0409011	4 Inch Finale	6	4 Finale - Long Duration Kamuro w/ Tail (30)	
Body				
- 085PP040	4 Inch PP	36	4 Assorted Prepack (36)	
- 125PP050A1	5 Inch PP	18	5 Dominator Prestige A1 Assortment - 18 Effects w/ Tails (18)	
- 159PP050	5 Inch PP	24	5 Assorted Prepack (24)	
<i>Comment: Customer requested special shells</i>				
- 159SF05061803	5 Inch	1	5 Red Heart	
- 159SF05061540	5 Inch	1	5 Smiling Face Pattern	
- 125SF050E896-BW	5 Inch	1	5 Strobe Waterfalls - Brocade to White Strobe	
Grand Finale				
- 085FN0302304T	3 Inch Finale	40	3 Finale - Rainbow Dahlias w/ Tail (60)	
- 085FN0308505T	3 Inch Finale	50	3 Finale - Twinkling Crown Kamuro w/ Tail (60)	
- 085FS030025	3 Inch Finale Sal	10	3 Finale - Titanium Salutes w/ Tails (60)	
- 085FN0406007	4 Inch Finale	12	4 Finale - Crackling Spider w/ Tail (30)	
- 085FN0509011	5 Inch Finale	5	5 Finale - Long Duration Kamuro w/ Tail (15)	
8 - Ignition Items - 102SQ060FW	Squibs	105	6' Firewire Initiator (40)	



Work Order

Henry Ford Museum		Dearborn, MI	Total Squibs: 99	5" Racks: 10
Show Date:	12/23/2024	Show Type: Standard	2" Racks: 0	6" Racks: 0
Salesperson:	Salvatore Lanara	Current Revision: 3	2.5" Racks: 0	7" Racks: 0
Firing Method:	Pin Board	Duration: 5 min @ 10:00pm	3" Racks: 13	8" Racks: 0
Mortar Allocation:	Preload Racks	Magazine:	4" Racks: 9	10" Racks: 0
Pack from:	Edinburg			
Ship to Facility:	Dearborn, MI			

<u>Item #</u>	<u>Shell Class</u>	<u>Qty</u>	<u>Item Description</u>	<u>Rev</u>
Opening Finale				
- 085FN030002	3 Inch Finale	20	3 Finale - Assorted Colored Chrys and Peonies w/ Tail (60)	
- 085FN0306007	3 Inch Finale	10	3 Finale - Crackling Spider w/ Tail (60)	
- 085FN0409011	4 Inch Finale	6	4 Finale - Long Duration Kamuro w/ Tail (30)	
Body				
- 125PP040A1	4 Inch PP	36	4 Dominator Prestige A1 Assortment - 24 Effects w/ Tails (36)	
- 125PP050A2	5 Inch PP	18	5 Dominator Prestige A2 Assortment - 18 Effects - No Tails (18)	
- 159PP050	5 Inch PP	24	5 Assorted Prepack (24)	
<i>Comment: Customer requested special shells</i>				
- 125SF050E896-BW	5 Inch	1	5 Strobe Waterfalls - Brocade to White Strobe	
- 159SF05061803	5 Inch	1	5 Red Heart	
- 159SF05061540	5 Inch	1	5 Smiling Face Pattern	
Grand Finale				
- 085FN030002	3 Inch Finale	40	3 Finale - Assorted Colored Chrys and Peonies w/ Tail (60)	
- 085FN0306007	3 Inch Finale	50	3 Finale - Crackling Spider w/ Tail (60)	
- 085FS030025	3 Inch Finale Sal	10	3 Finale - Titanium Salutes w/ Tails (60)	
- 085FN0402304T	4 Inch Finale	12	4 Finale - Rainbow Dahlia w/ Tail (30)	
- 085FN0509011	5 Inch Finale	5	5 Finale - Long Duration Kamuro w/ Tail (15)	
8 - Ignition Items - 102SQ060FW	Squibs	105	6' Firewire Initiator (40)	



Work Order

Henry Ford Museum	Dearborn, MI	Total Squibs: 99	5" Racks: 10
Show Date: 12/26/2024	Show Type: Standard	2" Racks: 0	6" Racks: 0
Salesperson: Salvatore Lanara	Current Revision: 3	2.5" Racks: 0	7" Racks: 0
Firing Method: Pin Board	Duration: 5 min @ 10:00pm	3" Racks: 13	8" Racks: 0
Mortar Allocation: Preload Racks	Magazine:	4" Racks: 9	10" Racks: 0
Pack from: Edinburg			
Ship to Facility: Dearborn, MI			

<u>Item #</u>	<u>Shell Class</u>	<u>Qty</u>	<u>Item Description</u>	<u>Rev</u>
Opening Finale				
- 085FN0302304T	3 Inch Finale	20	3 Finale - Rainbow Dahlias w/ Tail (60)	
- 085FN0308505T	3 Inch Finale	10	3 Finale - Twinkling Crown Kamuro w/ Tail (60)	
- 085FN0409011	4 Inch Finale	6	4 Finale - Long Duration Kamuro w/ Tail (30)	
Body				
- 085PP040	4 Inch PP	36	4 Assorted Prepack (36)	
- 125PP050A1	5 Inch PP	18	5 Dominator Prestige A1 Assortment - 18 Effects w/ Tails (18)	
- 159PP050	5 Inch PP	24	5 Assorted Prepack (24)	
<i>Comment: Customer requested special shells</i>				
- 159SF05061803	5 Inch	1	5 Red Heart	
- 159SF05061540	5 Inch	1	5 Smiling Face Pattern	
- 125SF050E896-BW	5 Inch	1	5 Strobe Waterfalls - Brocade to White Strobe	
Grand Finale				
- 085FN0302304T	3 Inch Finale	40	3 Finale - Rainbow Dahlias w/ Tail (60)	
- 085FN0308505T	3 Inch Finale	50	3 Finale - Twinkling Crown Kamuro w/ Tail (60)	
- 085FS030025	3 Inch Finale Sal	10	3 Finale - Titanium Salutes w/ Tails (60)	
- 085FN0406007	4 Inch Finale	12	4 Finale - Crackling Spider w/ Tail (30)	
- 085FN0509011	5 Inch Finale	5	5 Finale - Long Duration Kamuro w/ Tail (15)	
8 - Ignition Items - 102SQ060FW	Squibs	105	6 Firewire Initiator (40)	



Work Order

Henry Ford Museum	Dearborn, MI	Total Squibs: 99	5" Racks: 10
Show Date: 12/27/2024	Show Type: Standard	2" Racks: 0	6" Racks: 0
Salesperson: Salvatore Lanara	Current Revision: 3	2.5" Racks: 0	7" Racks: 0
Firing Method: Pin Board	Duration: 5 min @ 10:00pm	3" Racks: 13	8" Racks: 0
Mortar Allocation: Preload Racks	Magazine:	4" Racks: 9	10" Racks: 0
Pack from: Edinburg			
Ship to Facility: Dearborn, MI			

<u>Item #</u>	<u>Shell Class</u>	<u>Qty</u>	<u>Item Description</u>	<u>Rev</u>
Opening Finale				
- 085FN030002	3 Inch Finale	20	3 Finale - Assorted Colored Chrys and Peonies w/ Tail (60)	
- 085FN0306007	3 Inch Finale	10	3 Finale - Crackling Spider w/ Tail (60)	
- 085FN0409011	4 Inch Finale	6	4 Finale - Long Duration Kamuro w/ Tail (30)	
Body				
- 125PP040A1	4 Inch PP	36	4 Dominator Prestige A1 Assortment - 24 Effects w/ Tails (36)	
- 125PP050A2	5 Inch PP	18	5 Dominator Prestige A2 Assortment - 18 Effects - No Tails (18)	
- 159PP050	5 Inch PP	24	5 Assorted Prepack (24)	
<i>Comment: Customer requested special shells</i>				
- 125SF050E896-BW	5 Inch	1	5 Strobe Waterfalls - Brocade to White Strobe	
- 159SF05061803	5 Inch	1	5 Red Heart	
- 159SF05061540	5 Inch	1	5 Smiling Face Pattern	
Grand Finale				
- 085FN030002	3 Inch Finale	40	3 Finale - Assorted Colored Chrys and Peonies w/ Tail (60)	
- 085FN0306007	3 Inch Finale	50	3 Finale - Crackling Spider w/ Tail (60)	
- 085FS030025	3 Inch Finale Sal	10	3 Finale - Titanium Salutes w/ Tails (60)	
- 085FN0402304T	4 Inch Finale	12	4 Finale - Rainbow Dahlia w/ Tail (30)	
- 085FN0509011	5 Inch Finale	5	5 Finale - Long Duration Kamuro w/ Tail (15)	
8 - Ignition Items - 102SQ060FW	Squibs	105	6' Firewire Initiator (40)	



Work Order

Henry Ford Museum	Dearborn, MI	Total Squibs: 99	5" Racks: 16
Show Date: 12/28/2024	Show Type: Standard	2" Racks: 0	6" Racks: 0
Salesperson: Salvatore Lanara	Current Revision: 3	2.5" Racks: 0	7" Racks: 0
Firing Method: Pin Board	Duration: 5 min @ 10:00pm	3" Racks: 13	8" Racks: 0
Mortar Allocation: Preload Racks	Magazine:	4" Racks: 9	10" Racks: 0
Pack from: Edinburg			
Ship to Facility: Dearborn, MI			

<u>Item #</u>	<u>Shell Class</u>	<u>Qty</u>	<u>Item Description</u>	<u>Rev</u>
Opening Finale				
- 085FN0302304T	3 Inch Finale	20	3 Finale - Rainbow Dahlias w/ Tail (60)	
- 085FN0308505T	3 Inch Finale	10	3 Finale - Twinkling Crown Kamuros w/ Tail (60)	
- 085FN0409011	4 Inch Finale	6	4 Finale - Long Duration Kamuros w/ Tail (30)	
Body				
- 085PP040	4 Inch PP	36	4 Assorted Prepack (36)	
- 125PP050A1	5 Inch PP	18	5 Dominator Prestige A1 Assortment - 18 Effects w/ Tails (18)	
- 159PP050	5 Inch PP	24	5 Assorted Prepack (24)	
<i>Comment: Customer requested special shells</i>				
- 159SF05061803	5 Inch	1	5 Red Heart	
- 159SF05061540	5 Inch	1	5 Smiling Face Pattern	
- 125SF050E896-BW	5 Inch	1	5 Strobe Waterfalls - Brocade to White Strobe	
Grand Finale				
- 085FN0302304T	3 Inch Finale	40	3 Finale - Rainbow Dahlias w/ Tail (60)	
- 085FN0308505T	3 Inch Finale	50	3 Finale - Twinkling Crown Kamuros w/ Tail (60)	
- 085FS030025	3 Inch Finale Sal	10	3 Finale - Titanium Salutes w/ Tails (60)	
- 085FN0406007	4 Inch Finale	12	4 Finale - Crackling Spider w/ Tail (30)	
- 085FN0509011	5 Inch Finale	5	5 Finale - Long Duration Kamuro w/ Tail (15)	
8 - Ignition Items - 102SQ060FW	Squibs	105	6' Firewire Initiator (40)	



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Award of Contract for A&E Services for Fire Department Training and Emergency Management Facility

DEPARTMENT: Fire Department, In Conjunction with Purchasing

BRIEF DESCRIPTION: The City of Dearborn has been awarded a \$500,000 grant from the Wayne County Land Grant to fund the rehabilitation and renovation of the vacated animal shelter. The goal of this project is to convert the facility into a fire department office, training classroom, and emergency operations center. The Fire Department, in conjunction with Purchasing, is respectfully requesting Council to award a contract for A&E services to DiClemente and Siegel Design Inc. which submitted the lowest responsive and responsible bid. These services are needed to ensure the grant funds are spent appropriately and that the end result of this project will allow for the most efficient and effective use of the facility. \$40,000 of the grant will be used for A&E services.

PRIOR COUNCIL ACTION: CR # 4-158-24 – Corporation Council be authorized to review and approve all necessary agreements with Wayne County Land bank associated with the BEP program \$500,000 grant.

BACKGROUND: The City of Dearborn has been awarded a \$500,000 grant from the Wayne County Land Grant to fund the rehabilitation and renovation of the old animal shelter. The new facility will be designed to accommodate administrative offices and a dual-purpose training classroom/emergency operations center.

FISCAL IMPACT: \$43,500

Wayne County Land Grant to cover \$40,000.00, The City will cover \$3,500.00

COMMUNITY IMPACT: The goal of this project is to create a multi-use facility that would allow for a more collaborative workspace that will be shared by the various fire department divisions. This will result in improving the fire department's efficiency and effectiveness in carrying out its mission to provide the citizens of the City of Dearborn with the highest quality fire and emergency medical response services available.

IMPLEMENTATION TIMELINE: Once awarded the design should be completed within 90 days.

COMPLIANCE/PERFORMANCE METRICS: The Fire Department will monitor the completion of this contract.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: City Administration

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Award of Contract for A&E Services for Fire Department Training and Emergency Management Facility

DATE: November 1, 2024

Budget Information

Project:	K25525 – Fire Training Center FY25
Total Approved Project Budget:	\$3,500
Available Project Budget:	\$3,500
Requested Amount:	\$43,500
Funding Source:	Facilities Fund, Fire, Capital Project Support, Architect & Engineering Services
Supplemental Budget:	\$40,000 to be paid directly from the Wayne County Land Grant

Summary of Request

Purchasing, on behalf of the Fire Department, recommends the award of a contract for A&E Services for a Fire Department Training and Emergency Management Facility to DiClemente Siegel Design Inc., which submitted the lowest responsive and responsible bid.

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

Background and Justification

The City of Dearborn has been awarded \$500,000 from the Wayne County Land Bank to fund the rehabilitation and remodeling of the existing building located at 2651 Greenfield Rd. (vacated animal shelter) into a multi-use facility that will house several administrative offices, a training classroom, and an emergency operations center. To ensure that these grant funds are appropriately utilized, the Fire Department is requesting approval of the A&E contract to DiClemente Siegel Design Incorporated.

Approval of this award will provide the Fire Department with the necessary information and guidance to develop a design that maximizes the use of space to meet the project's goal of increased workflow, efficiency, and readiness.

Procurement Process

Purchasing solicited bids with process details as follows:

Process:	Invitation to Bid
Issue Date:	September 10, 2024



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Deadline Date: October 16, 2024
 Vendors Solicited: 168
 Solicitations Obtained: 74
 Bids Received: 7

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
DiClemente Siegel Design, Inc.	\$43,500
A3C	\$50,830
CDPA Architects	\$64,000
Krieger Group	\$69,795
Sidock Group	\$89,100
Spicer Group	\$111,776
Neumann Smith Architects	\$134,000

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.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Prepared By:

DocuSigned by:

Mark Rozinsky

Mark Rozinsky, Purchasing Manager

Department Approval:

DocuSigned by:

Joseph Murray

Joseph Murray, Fire Chief

Budget Approval:

DocuSigned by:

Michael Kennedy

Michael Kennedy, Treasurer & Finance Director

Initial

CS

Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

Jeremy J. Romer, Corporation Counsel

**FINANCE****EXECUTIVE SUMMARY AND MEMORANDUM**

Immediate Effect Requested

REQUEST: Purchase Turnout Gear Extractor Machines from Universal Laundry Machinery

DEPARTMENT: Fire Department

BRIEF DESCRIPTION:

The Fire Department, in conjunction with Purchasing, recommends the Sole Source purchase of Turnout Gear Extractor Machines, from Universal Laundry Machinery

PRIOR COUNCIL ACTION:

C.R. 9-463-24 authorized the Finance Director to recognize and appropriate revenue in the amount \$349,966, with a 10% local match, in the General Fund (Fire Department), from the FY 2023 FEMA Assistance to Firefighters Grant (AFG); a portion of which was planned for the purchase of the Extraction Machines.

BACKGROUND:

The Fire Department has received an AFG grant award to purchase new firefighting turnout gear extractors. Turnout gear extractors are large commercial style washing machines that are designed to remove the contaminants and carcinogens from the protective gear worn during firefighting and emergency responses. This equipment is also compliant with NFPA 1851 which sets the standard for the proper cleaning of firefighting garments. The ability to keep this protective gear as clean and contaminate free as possible is a key component to reducing the firefighter's exposure to harmful combustion by-products and carcinogens. The fire department does currently have extractors that were purchased approximately 20 years ago. The existing extractors are no longer supported by the manufacturer and are well past their anticipated service life.

FISCAL IMPACT:

\$72,089

COMMUNITY IMPACT:

The purchase of this equipment will help to reduce healthcare costs and workers compensation claims associated with the long-term treatment of chronic diseases and cancers. Ensuring the health and safety of our firefighters not only reduces the cost to taxpayers but also promotes a more satisfied and effective workforce.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

IMPLEMENTATION TIMELINE:

Provided services will continue without interruption.

COMPLIANCE/PERFORMANCE METRICS:

Fire Department staff will confirm delivery and quality of purchased equipment.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Purchase Turnout Gear Extractor Machines
DATE: November 5, 2024

Budget Information

Adopted Budget:	\$60,000
Amended Budget:	\$132,089
Requested Amount:	\$72,089
Funding Source:	General Fund, Fire, Operating Supplies, Equipment, Capital
Supplemental Budget:	N/A

Summary of Request

The Fire Department, in conjunction with Purchasing, recommends authorizing the purchase of Turnout Gear Extraction Machines, from Universal Laundry Machinery

It is respectfully requested that Council authorize this purchase although the resulting contract shall not be binding until fully executed.

Immediate effect is requested.

Background and Justification

The Fire Department has been awarded a FEMA AFG grant to purchase 5 turnout gear extractor machines. These machines are needed to clean and decontaminate firefighting garments.

The purchase of this equipment will allow for the proper cleaning and decontamination of firefighting garments and is essential to reducing the exposure of firefighters to combustion by-products and carcinogens. Improving the health and wellness of the fire departments members is key to creating a positive workplace culture and also equates to lower healthcare costs, reduced workers compensation claims, and reduces the amount of work days missed due to chronic health conditions.

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.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Prepared By:

DocuSigned by:

Jay Andrews

A06626461856403...

Jay Andrews, Sr. Buyer

Department Approval:

DocuSigned by:

Joseph Murray

03FD550B1D2F4D0...

Joseph Murray, Fire Chief

Budget Approval:

DocuSigned by:

Michael Kennedy

F7910E14314177

Michael Kennedy, Treasurer & Finance Director

Initial

CS

Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

E7A573BA25E3460...

Jeremy J. Romer, Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect Requested

REQUEST: Renewal of Contract for Insurance at Suzanne Sareini East and John B. O'Reilly, Jr. West

DEPARTMENT: Law Department and Housing, in conjunction with Purchasing

BRIEF DESCRIPTION: The City's current contract with broker Stevenson Company (Housing Authority Insurance, carrier) for commercial general liability and property insurance coverage at Suzanne Sareini East and John B. O'Reilly, Jr. West expires on November 30, 2024. It is recommended that the City renew the contract to broker Stevenson Company (Housing Authority Insurance, carrier) for coverage from 12/1/24 through 11/30/25.

PRIOR COUNCIL ACTION: 11-618-22 – First year of contract with broker Stevenson Company

BACKGROUND: CR 11-618-22 approved the City's current contract with broker Stevenson Company for a term of one year with two (2) one-year renewals, which are subject to cost fluctuation. Under this contract, the City's expiring insurance is provided by Housing Authority Insurance, carrier, at a rate of \$131,543 for 12/1/23 through 11/30/24. The City's current broker, Stevenson Company, marketed the expiring coverage to current carrier Housing Authority Insurance, Assisted Housing Risk Management Association, Gallagher Insurance Group, and Nova Casualty Insurance. Current carrier, Housing Authority Insurance, the only company to provide a quote, offered a rate of \$133,517 for the requested coverage from 12/1/24 through 11/30/25. The coverage includes General Liability, Wrongful Acts Liability, Employment Practices Liability, Real and Personal Property, and Crime & Dishonesty.

FISCAL IMPACT: \$133,517 for coverage from 12/1/24 to 11/30/25

COMMUNITY IMPACT: Insurance coverage at Suzanne Sareini East and John B. O'Reilly, Jr. West

IMPLEMENTATION TIMELINE: Contract term from 12/1/24 through 11/30/25

COMPLIANCE/PERFORMANCE METRICS: This contract is managed by the Housing and Legal Departments



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Renewal of Contract for Insurance at Suzanne Sareini East
 and John B. O'Reilly, Jr. West
DATE: October 29, 2024

Budget Information

Adopted Budget: \$149,714
 Amended Budget: \$149,714
 Requested Amount: \$133,517
 Funding Source: SRS Apt. Operating Fund, Housing, Hubbard Manors, General Insurance
 Supplemental Budget: N/A

Summary of Request

Purchasing, on behalf of the Legal Department, recommends the competitive purchase of insurance for Suzanne Sareini East and John B. O'Reilly, Jr. West from Stevenson Company (broker) through Housing Authority Insurance (carrier). The program through Stevenson Company offers an annual rate of \$133,517 per year for the requested coverage for 12/1/24 through 11/30/25. This is the final renewal year of the contract.

It is respectfully requested that Council authorizes the award of a one-year renewal contract with immediate effect in order to avoid gaps in coverage. The resulting contract shall not be binding until fully executed.

Background and Justification

CR 11-618-22 approved the City's current contract with broker Stevenson Company for a term of one year with two (2) one-year renewals, which are subject to cost fluctuation. Under this contract, the City's expiring insurance is provided by Housing Authority Insurance, carrier, at a rate of \$131,543 for 12/1/23 through 11/30/24. The City's current broker, Stevenson Company, marketed the expiring coverage to current carrier Housing Authority Insurance, Assisted Housing Risk Management Association, Gallagher Insurance Group, and Nova Casualty Insurance. Current carrier, Housing Authority Insurance, the only company to provide a quote, offered a rate of \$133,517 for the requested coverage from 12/1/24 through 11/30/25. The coverage includes General Liability, Wrongful Acts Liability, Employment Practices Liability, Real and Personal Property, and Crime & Dishonesty.

Historical annual premiums are as follows:

2019 - \$61,002
 2020 - \$76,197
 2021 - \$121,394
 2022- \$113,122.54



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

2023- \$131,543.00

Signature Page

Prepared By:

DocuSigned by:
Mark Rozinsky
D17FF0C142E34C3...
Mark Rozinsky, Purchasing Manager

Department Approval:

DocuSigned by:
Rebecca Schultz
C73061A00EB9490...
Rebecca Schultz, Assistant Corporation Counsel

Budget Approval:

DocuSigned by:
Michael Kennedy
F77919D1421447F...
Michael Kennedy, Finance Director/Treasurer

Initial
MD

Corporation Counsel Approval:

DocuSigned by:
Jeremy Romer
E7A073BA25E3460...
Jeremy J. Romer, Corporation Counsel

OFFICE OF THE MAYOR



TO: CITY COUNCIL
FROM: MAYOR ABDULLAH H. HAMMOUD
SUBJECT: NEW APPOINTMENT - HOUSING COMMISSION
DATE: NOVEMBER 7, 2024

Pursuant to City of Dearborn Code of Ordinance Section 2-472 and City Charter Section 10.9, the Mayor shall appoint members of the Housing Commission, subject to approval by the City Council.

Name: Ali Farhat

Status: New Appointment

Filling a Vacancy for: Zeinab Chami-Younes, resigned May 3, 2024

Current Term Ending: June 30, 2027 to complete Zeinab Chami-Younes' term

Term Duration: 5 Years

Attendance: N/A

Phone: (313) 932-4111

Email: crownegroupllc@gmail.com

Mailing Address: 3641 Katherine Street, Dearborn, MI 48124

Respectfully submitted,

Abdullah H. Hammoud
Mayor

cc: Public Works and Facilities Department
cc: Law Department

OFFICE OF THE MAYOR



TO: CITY CLERK
FROM: MAYOR ABDULLAH H. HAMMOUD
SUBJECT: NEW APPOINTMENT - HOUSING COMMISSION
DATE: NOVEMBER 7, 2024

I hereby certify that the following appointment has been made to the Housing Commission in accordance with City of Dearborn Code of Ordinance Section 2-472 and City Charter Section 10.9

See C.R. ___ *Insert the CR that confirmed this appointment* _____

Name: Ali Farhat

Status: New Appointment

Filling a Vacancy for: Zeinab Chami-Younes, resigned May 3, 2024

Current Term Ending: June 30, 2027 to complete Zeinab Chami-Younes' term

Term Duration: 5 Years

Attendance: N/A

Phone: (313) 932-4111

Email: crownegroupllc@gmail.com

Mailing Address: 3641 Katherine Street, Dearborn, MI 48124

Respectfully submitted,

Abdullah H. Hammoud
Mayor

cc: Public Works and Facilities Department
cc: Law Department



Dearborn Commissions Application

Submission Date

October 14 2024

First Name

Ali

Last Name

Farhat

Phone

+13139324111

Email

crownegroupplc@gmail.com

Home Address

3641 Katherine Street, Dearborn, MI, USA

Years of Residency in Dearborn

10

Occupation

property manager

Company

crowne property group

Length of Service

5 years

Business Address

23875 michigan ave ste 557 dearborn mi 48124

Business Telephone Number

3139324111

Level of Education

High School Degree

Name of Educational Institution & Graduation Year

some college at Wayne State University - 2006-2009

Commissions & Boards

Housing Commission

Why do you want to join the environmental commission? What environmental issues are of greatest concern for you?

[This question was not answered]

Are you a veteran?

No

Which Branch Did You Serve?

[This question was not answered]

What Was Your Rank?

[This question was not answered]

Years of Service?

[This question was not answered]

Memberships, Civic Activities, and Awards Received

[This question was not answered]

Do you Have a Resume?

No

Description of Professional History

I have been a licenced Realtor since 2008 Started with Century 21 Curran and Christie - Quality Service award winner Started my property management business in 2019

Resume

[This question was not answered]

Submitted on October 14 2024

Powered by  **monday.com**

Ali Farhat aka Alex

3641 Katherine st. Dearborn, MI 48124

313-932-4111 | afarhat21@gmail.com | [<https://www.linkedin.com/in/alex-farhat-realtor>]

PROFESSIONAL SUMMARY

Highly motivated and results-driven Property Manager and Realtor with over 15 years of experience in managing residential and commercial properties, leasing, real estate transactions, and client relations. Proven track record of maximizing property value, reducing vacancy rates, and delivering top-notch customer service. Strong negotiation skills with in-depth knowledge of local real estate markets, property laws, and regulations. Adept at resolving tenant concerns, managing budgets, and leading teams to drive operational excellence.

CORE COMPETENCIES

- Property Management
- Real Estate Sales and Leasing
- Tenant Relations and Lease Negotiation
- Market Analysis and Property Valuation
- Budget Management and Financial Reporting
- Maintenance Coordination and Vendor Relations
- Property Marketing and Promotion
- Contract Drafting and Compliance
- Client Relationship Management
- Local and State Property Laws Expertise

PROFESSIONAL EXPERIENCE

Property Manager

[Crowne Property Group], [Dearborn] | [01, 2019] – Present

- Oversee day-to-day operations of [50] residential/commercial units, ensuring high tenant satisfaction and efficient property performance.
- Develop and execute comprehensive property management strategies to reduce vacancy rates by [60]%, resulting in increased occupancy and rental income.
- Manage leasing processes, including tenant screening, lease drafting, and renewals, ensuring compliance with state and local rental laws.
- Implement cost-effective maintenance plans, coordinating with contractors and vendors to ensure timely repairs and preventive maintenance schedules.
- Foster positive relationships with tenants, promptly addressing concerns and resolving disputes, contributing to high retention rates and positive reviews.

- Ensure compliance with building codes, safety regulations, and legal requirements.
- Conduct regular property inspections, identifying areas for improvement and implementing corrective actions as necessary.

Key Achievements:

- Reduced tenant turnover by [60]% through improved communication and tenant relations.
- Increased property value by [40]% through strategic upgrades and regular maintenance efforts.

Realtor

[Century 21, Keller Williams, Own it Realty], [Dearborn] | [February, 2008] – Present

- Guide buyers, sellers, and investors through property transactions, offering market insights and providing tailored advice to meet their specific needs.
- Conduct market analysis and property valuations to establish accurate pricing strategies, ensuring competitive listings and maximum profitability.
- Negotiate contracts on behalf of clients, consistently achieving favorable terms and ensuring all parties comply with transaction regulations and deadlines.
- Develop marketing campaigns to promote properties, leveraging digital platforms, open houses, and network connections to drive exposure and increase buyer interest.
- Collaborate with lenders, inspectors, and legal professionals to facilitate seamless transactions from listing to closing.
- Build and maintain a robust network of clients and industry contacts, consistently generating new leads and referrals through exceptional service.

Key Achievements:

- Closed [50] real estate transactions within [one year]
- Achieved client retention and repeat business by delivering exceptional customer service.
- Increased listing visibility and sales through innovative marketing techniques, reducing average property days on the market

EDUCATION & CERTIFICATIONS

[Wayne State University], [Detroit]

Attendance Date: [March, 2006]

- Certified Property Manager (CPM)
- Licensed Realtor and Broker, [MI]

- S.F.R. Certified (Short sales , Foreclosure, Real Estate Owned)

TECHNICAL SKILLS

- Property Management Software: [Buildium]
- CRM Platforms: [Follow Up Boss]
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Real Estate Marketing Tools (MLS, Zillow, Realtor.com)
- Social Media Platforms for Marketing (Facebook, Instagram, LinkedIn)

PROFESSIONAL AFFILIATIONS

- Member, National Association of Realtors (NAR)
- Member, [Dearborn Board of Realtors]

AWARDS & RECOGNITIONS

- [Quality Service Award] – [90% Client Reviews], [2009]
- [Gold and Silver Awards] – [Units in Production], [2017-2023]

REFERENCES

Available upon request.

Feel free to adjust the numbers, company names, and personal details based on your actual experience. Let me know if you'd like to customize further!

MAYOR'S OFFICE



TO: CITY COUNCIL
FROM: MAYOR ABDULLAH H. HAMMOUD
SUBJECT: DOWNRIVER COMMUNITY CONFERENCE MEMBERSHIP
DATE: NOVEMBER 6, 2024

The Mayor's Office requests authorization to renew a city-wide membership with the Downriver Community Conference (DCC) for October 2023 – September 2024. Please note, with the DCC's concurrence, this membership renewal request was delayed until the DCC was able to submit its annual Return on Investment Report (ROI), which was received in October of 2024.

The City of Dearborn has been a member of the Downriver Community Conference since 2001. From 2001 until FY18, the cost for this citywide membership remained stable at \$4,750.00. In FY19, due to increasing costs, the DCC developed a new formula for assessing dues which established Dearborn's cost for membership at \$20,536.96. In FY23, Dearborn's cost for membership was increased to \$21,419.71.

To refresh your knowledge, the DCC is established through an Inter-Local Agreement for the purpose of assisting communities with federal and state governmental agencies. The enclosed Return on Investment Report provides examples of what our community receives for the annually paid membership dues.

The membership dues for FY24 are budgeted in city-wide account 101-1299-421-65.00.

If this membership renewal is approved by City Council, immediate effect is requested to avoid a possible interruption of services.

Abdullah H. Hammoud
Mayor

Downriver Community Conference

DEARBORN

Community Return On Investment Report

Downriver Community Conference (DCC) management and staff compiled data on DCC's programs and services, and developed a community report format designed to inform each of our member communities of the "Return On Investment" they and their residents receive for the membership dues they pay annually.

This report provides you with information about the programs and services provided to your residents through DCC, and other benefits available through membership. It is difficult for us to cover every service of value that you may receive from DCC, and as you will see in the report, some of our programs and services are not exactly quantifiable, in terms of direct dollar value.

We hope you find this report valuable and that you will continue to refer your residents to DCC for services as appropriate. All DCC managers are willing to answer any questions you may have concerning our programs/services, and you should feel free to contact us directly anytime.

TRANSPORTATION

DCC provides transportation services to area residents under a variety of funding sources. This includes non-emergency medical transportation for older adults and individuals with disabilities. Please note that tracking of transportation services is generally done by location of the "pick-up" or starting point for each trip, rather than by the community of residence of the rider, but in most cases the pick-up point is the customer's residence.

In Fiscal Year 2022-2023, DCC Transportation provided a total of **43 one-way trips** to residents of your community. Types of trips included:

- Taking DCC's Michigan Works customers on job-related trips, such as training, work experience, job interviews, pre-employment physicals and other required trips
- Non-Emergency medical trips, such as kidney dialysis, for individuals with a disability

Cost per one-way trip for contracting purposes is \$60.00, making the value of this service to your community **\$2,580.00** for the 2022-2023 program year.

WORKFORCE DEVELOPMENT

DCC operates four major Workforce Development Programs:

PARTNERSHIP ACCOUNTABILITY TRAINING HOPE (PATH) – This is the State of Michigan's welfare reform program for recipients of TANF (formerly AFDC). Individuals are referred to DCC by area Department of Health and Human Services offices. **Services for your community are provided by a different service provider as the PATH program service area is dictated by DHHS.**

Workforce Innovation and Opportunity Act (WIOA) – This is the federal employment training program that has been in place for several years. The program is divided into several "titles"; DCC provides services to Economically Disadvantaged Adults, Dislocated Workers, Displaced Homemakers and Youth (ages 14 – 24).

Return on Investment Report – Dearborn

Page 2

For all these populations combined, DCC enrolled and served **5** residents of your community in the 2022/2023 program year; **2** of these residents were placed in employment, generating tax revenue for your community, and reducing the amount of unemployment benefits and other public assistance received; and **7** customers were placed at employers in your community (these customers may not be members of your community). The Wall Street Journal (2009) placed the value of Career Coaching and Employment Services such as these at \$5,255.85/person, making the minimal total estimated value of these services **\$26,279.25**. There was 1 resident who received training at a cost of **\$4,320**. Training must be directly linked to employment opportunities (in-demand) and is geared to help the individual obtain and retain employment.

Employment Service – This is the largest program, providing job search assistance to a universal population, and is funded under the federal Wagner-Peyser Act. Additionally, this program serves individuals filing for unemployment benefits who must first register through the Employment Service and develop and place their resume on the Pure Michigan MI Talent Connect website, the State’s electronic labor exchange system. Employment Service clients receive unlimited resource room use, Unemployment Insurance (UI) validations, job search assistance, resume development, cover letter writing, career coaching, referral and information, job fairs and career events, referrals to programs and community resources, copy, fax, phone, printing, computer use, basic instruction in facilitating on-line job search and on-line applications, and career research and labor market information. Average values for services are: Resume Writing \$100 to \$400; Cover Letter Writing \$139- \$300 per letter; and Career Coaching \$50 to \$100 per hour (information on value obtained from Zip Jobs and Thumbtack websites). For Program Year 2022-23, there were **1,343** units of service provided to residents of your community through this program. There were **9,277** units of service provided to Downriver residents (DCC member communities) by DCC staff at several sites across the region (the system does not allow for unduplicated customer count).

Trade Adjustment Assistance (TAA) – The Trade Adjustment Assistance Program provides a full array of reemployment services to individuals who lose their job as a result of foreign trade, allowing them to gain the skills, credentials and support necessary to re-enter today’s labor market. Once a petition, filed on behalf of the group of affected workers, is approved by the United States Department of Labor, these workers may receive the following benefits and services to transition into new careers:

- Reemployment and Case Management: career guidance, pre-vocational services, job search support, labor market information, assessment, supportive services, information on financial aid, employment planning and information on training.
- Up to 130 weeks of training including classroom training, on-the-job training, customized training, and apprenticeships. Those eligible may also receive up to 130 weeks of income support while in training.
- A wage subsidy is available to workers who are 50 years of age or older and are re-employed at an annual wage of less than \$50,000.00
- Job Search Allowance provides reimbursement for job search costs outside of a worker’s commuting area, and Relocation Allowance is a reimbursement of costs associated with relocation to a job outside of the worker’s local area.

Return on Investment Report – Dearborn

Page 3

In Program Year 2022-23, **2** of your residents were served through this program; with **\$60,575.25** total in training funds obligated for **2** of your residents.

THE ECONOMIC DEVELOPMENT DEPARTMENT has evolved over the 45 years of DCC's history to address the needs of our member communities. It has provided small business assistance in various capacities since the beginning through counseling, government contract opportunities, and access to small business loan programs. Recently, the Economic Development Department was awarded a grant through the federal Economic Development Administration for assistance with revitalization in the riverfront communities. While Dearborn is not an official part of the grant at this time, we anticipate this being a springboard for continued expansion in services to all of the DCC member communities in the future.

Brownfield Redevelopment

The Downriver Area Brownfield Consortium (DABC), formed and coordinated by DCC, is recognized as one of the leading brownfield programs in the country. The DCC administers the EPA Revolving Loan Fund (RLF) Program. This program is used to “jump start” major clean-up and redevelopment projects. Over 500 sites in the region have already been assessed, cleaned up or are in the process. Several sites have been redeveloped and are producing tax revenue for their communities (see Dearborn's site list below). These projects have generated or retained jobs for the region over the years the program has been in existence. The program has leveraged over \$600 million in investment to the member communities. The DCC continues to serve the region through the EPA Brownfield Redevelopment Program. Jordan Twardy, Dearborn's Economic Development Director, serves as an active Brownfield Board member. Other successful Brownfield projects completed for Dearborn include:

- City of Dearborn – Former Hyatt Regency Hotel, in 2022-23 Received \$25,487.50 in assessment funds.
- City of Dearborn – Former Montgomery Wards: \$1,017,931 (RLF loan for \$817,931 and sub-grant for \$200,000) to the City of Dearborn BRA funded environmental response actions at an abandoned former Montgomery Wards' retail store and automotive repair center. The property was redeveloped into a \$45,000,000 mixed-use development that eliminated environmental risks and aesthetic impacts to the community caused by the existence of this contaminated, blighted property at a major intersection in the downtown district.
- City of Dearborn – Former Quality Inn: The approximately \$411,500 RLF subgrant to the City of Dearborn funded environmental response actions at the former Quality Inn brownfield site. The site was redeveloped into a student housing complex for the nearby University of Michigan, Dearborn campus.
- City of Dearborn – Municipal Center: A \$142,029.20 loan was awarded for asbestos abatement in preparation for redevelopment of the former City Hall to an artist gallery/residence facility. The gallery/residence has been completed.
- City of Dearborn – 7041 Orchard Ave.: A \$200,000 subgrant was awarded for the 7041 Orchard Street project. The industrial property was acquired through tax foreclosure and will be redeveloped for residential infill in accordance with the City's master plan. The subgrant funds were used for asbestos abatement activities and soil remediation to clean the site to residential use standards in preparation for housing units.

SUMMER YOUTH PROGRAM

DCC recently completed operating our eighth consecutive Summer Youth Program, through funding from the Detroit Wayne Integrated Health Network (DWIHN). The program provides meaningful summer employment to youth ages 14 to 24 who suffer from behavioral health issues, or who might otherwise be exposed to situations which could lead to the development of behavioral health issues. In addition to the work experience, the youth attend a one-day workshop on a variety of job and career-related topics.

In Program Year 2022, **1** Dearborn resident was served through this program generating **\$1,658.88** in wages (at \$11.00 to \$14.00 per hour).

DOWNRIVER MUTUAL AID

SWAT

Dearborn and DMA SWAT have been training together and will be incorporating each other for back up SWAT needs. Currently the DMA SWAT team is experiencing a shortage in manpower. DMA is in the process of expanding the team. Dearborn is a vital partner during this time.

Dearborn does not have their own Bearcat SWAT vehicle or a Negotiator's vehicle. DMA SWAT continues to provide Dearborn use of its SWAT Bearcat and CNT Command Post when needed. **Value of these two vehicles alone exceeds \$100,000.00.**

DMA Police:

The DMA Police provides four types of services to member communities.

Support and licensing for 911 services: benefit per community is **\$22,019.79**.

Support and licensing for radio services, including tower maintenance and groundskeeping: benefit per community is **\$30,175.40**.

Continuous updating of the 911 map, as new streets and addresses are created, and the sharing of those updates with the State of Michigan as required: estimated benefit per community is **\$1,437.50**.

Professional services provided through DCC admin, including fiduciary services, personnel, legal services, insurance, and office supplies, etc.: benefit per community is **\$13,798.00**.



EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST:

City Council approval is requested for a resolution for a mural that would be painted on the north side (interior) of the Ford Community & Performing Arts Center between the gym and aquatic center.

DEPARTMENT:

Parks & Recreation

BRIEF DESCRIPTION:

The Parks & Recreation Department has submitted an application to the Detroit Institute of Arts for a grant to create and paint a mural on the interior wall, former climbing wall space, of the Ford Community and Performing Arts Center. This work would take place during the Annual Maintenance Week Shutdown of 2025 (August 25-31). The City of Dearborn will have final say of any rendering before work begins.

PRIOR COUNCIL ACTION:

N/A

BACKGROUND:

Partners in Public Art (PiPA) is a collaboration between the Detroit Institute of Arts (DIA), the Wayne County Art Institute Authority and cities and townships throughout Wayne County to co-create community-driven, highly visible public murals that express the unique stories and interests of each community. This program is one of the many ways the DIA strives to help residents of Wayne County find personal meaning in art. Public art partnerships and project locations must be authorized by a vote of the respective city or township council. Each community is responsible for maintenance of the mural and an MOU is reviewed and signed during the process.

FISCAL IMPACT:

Net-Zero Impact to General Fund

COMMUNITY IMPACT:

Murals add color, texture, and dimension to buildings, streets, and public areas, making them more inviting and visually appealing. This can improve the quality of life for the community and help attract visitors, which can have positive social and economic benefits for the community.



EXECUTIVE SUMMARY AND MEMORANDUM

IMPLEMENTATION TIMELINE:

Immediate Effect is Requested.

COMPLIANCE/PERFORMANCE METRICS:

Recreation Administration will work with Partners in Public Art (PiPA) for a successful installation of the new art mural.



**PARKS
& RECREATION**

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: Sean Fletcher, Director of Parks & Recreation
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Resolution for new Art Mural at the Ford Community & Performing Arts Center
DATE: 11/4/2024

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 Parks & Recreation Department has submitted an application to the Detroit Institute of Arts for a grant to create and paint a mural on the interior of the Ford Community and Performing Arts Center. The City of Dearborn will have final say of any rendering before work begins.

Partners in Public Art (PiPA) is a collaboration between the Detroit Institute of Arts (DIA), the Wayne County Art Institute Authority and cities and townships throughout Wayne County to co-create community-driven, highly visible public murals that express the unique stories and interests of each community. This program is one of the many ways the DIA strives to help residents of Wayne County find personal meaning in art.

Public art partnerships and project locations must be authorized by a vote of the respective city or township council. Each community is responsible for maintenance of the mural and an MOU is reviewed and signed during the process.

The DIA/PiPA are accepting grant requests for 2025, and a total of three communities will be chosen each calendar year. Murals will be installed on publicly-owned buildings only (libraries, recreation centers, city office buildings, etc.). Partners in Public Art is funded by generous community investment in the Detroit Institute of Arts' millage, passed by the voters, for the purpose of enriching the quality of life in Wayne County.



**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

0B249F0C7B4A4D3...

Daniel Plamondon 11/4/2024

Assistant Director of Parks & Recreation

DocuSigned by:

Sean R Fletcher

503098961A7C461...

Sean R Fletcher 11/4/2024

Director of Parks & Recreation

DocuSigned by:

Jeremy Romer

E7A573BA25E3460...

Jeremy Romer 11/4/2024

Corporation Counsel



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect is Requested

I

REQUEST: Award of Contract for Updated Network Video Recorders (NVR) at City Parks

DEPARTMENT: Innovation and Technology, and Parks and Recreation

BRIEF DESCRIPTION: The Innovation & Technology Department, and the Department of Parks & Recreation, in conjunction with Purchasing, recommends the award of contract to D/A Central, for NVR Upgrades at City Parks

PRIOR COUNCIL ACTION: N/A

BACKGROUND:

The City's Parks Department currently operates multiple Network Video Recorders (NVRs) at various locations, including Hemlock, Ford Field, Ford Woods/DISC, Levagood/Dunworth, Lapeer, and Crowley. These NVRs are responsible for managing video feeds from security cameras at each site. However, the decentralized nature of the existing system, along with environmental exposure due to outdoor installations, has led to issues such as weather-related damage, reduced system reliability, and costly maintenance.

FISCAL IMPACT: \$53,185

COMMUNITY IMPACT: By centralizing the parks NVR, the Parks & Recreation Department has taken a vital step towards ensuring a flawless connection and reduced maintenance costs in the future. The safety of the tens of thousands of park visitors each year is always at the forefront.

IMPLEMENTATION TIMELINE: Two months after receipt of order.

COMPLIANCE/PERFORMANCE METRICS: Members of the Innovation & Technology Department, and the Parks & Recreation Department, will confirm installation and functionality of the NVR upgrade.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Award of Contract for Comfort Station Upgrades
DATE: November 5, 2024

Budget Information

Project:	ZT3014 – All Parks NVR Update
Total Approved Project Budget:	\$54,000
Available Project Budget:	\$ 54,000
Requested Amount:	\$53,185
Funding Source:	Innovation & Technology Fund, Capital Project Support, Capital Equipment
Supplemental Budget:	N/A

Summary of Request

The Innovation & Technology Department, and the Parks & Recreation Department, in conjunction with Purchasing, recommends issuing a contract for NVR Upgrades at City Parks, to D/A Central.

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

The City’s Parks Department currently operates multiple Network Video Recorders (NVRs) at various locations, including Hemlock, Ford Field, Ford Woods/DISC, Levagood/Dunworth, Lapeer, and Crowley. These NVRs are responsible for managing video feeds from security cameras at each site. However, the decentralized nature of the existing system, along with environmental exposure due to outdoor installations, has led to issues such as weather-related damage, reduced system reliability, and costly maintenance. Michigan’s harsh weather conditions, particularly during winter months, have contributed to connection failures and accelerated wear on the equipment.

The proposed project aims to address these challenges by replacing the existing NVRs with a centralized system. A new Power over Ethernet (PoE) switch will be installed at each location, tied into high-speed network connections. This setup will allow all Parks Department video cameras to stream to a single, indoor NVR, which will be housed in a secure, weather-proof environment. Centralizing the NVRs will not only reduce the equipment's vulnerability to environmental factors but also streamline maintenance and reduce future costs. By being proactive with this upgrade, the city can avoid recurring technical issues, ensure a more reliable security system, and enhance operational efficiency through easier access to video feeds across all sites.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

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:

DocuSigned by:
Jay Andrews
A06626461858403...
Jay Andrews, Sr. Buyer

Department Approval:

DocuSigned by:
Mansour Sharha
CD3794A5ECB04BF...
Mansour Sharha, Director, Innovation & Technology

DocuSigned by:
Sean R Fletcher
503098961A7C461...
Sean Fletcher, Director, Parks & Recreation

Budget Approval:

DocuSigned by:
Michael Kennedy ^{Initial} *MM*
F77919D1421447F...
Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

DocuSigned by:
Jeremy Romer
E7A573BA25E3460...
Jeremy J. Romer, Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect Requested

REQUEST: Award of Contract for Police Firearms

DEPARTMENT: Police Department, in conjunction with Purchasing

BRIEF DESCRIPTION: The Police Department, in conjunction with Purchasing, recommends awarding a contract to Kiesler Police Supply, for the purchase of New Firearms and Accessories, including the trade-in of the current pistols.

PRIOR COUNCIL ACTION:

None

BACKGROUND:

This request is to replace existing police officer weapon systems with new and updated technology. The cost of the project includes new handguns, upgraded weapon holsters with increased safety retention, weapon light, and red dot optic sight. A five-year study by Sage Dynamics on pistol red dots found several benefits to include significantly improving officer accuracy, better targeting in stressful situations, allows officers to utilize the weapon systems with both eyes open which helps minimize tunnel vision, allows officers to focus on the threat instead of the weapon sights.

FISCAL IMPACT:

- \$261,439
-
-

COMMUNITY IMPACT:

Enhance public safety due to modernization of police equipment.

IMPLEMENTATION TIMELINE:

Immediate Effect is requested as the lead time for the Firearms is 21 weeks.

COMPLIANCE/PERFORMANCE METRICS:

Police Staff will confirm delivery and quality of the purchased items

**FINANCE****EXECUTIVE SUMMARY AND MEMORANDUM**

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Award of Contract for the Purchase of New Firearms for the Police Department
DATE: November 4, 2024

Budget Information

Adopted Budget:	\$262,500
Amended Budget:	\$262,500
Requested Amount:	\$261,439
Funding Source:	Drug Law Enforcement, Police, Public Safety, Federal Forfeiture, Operating Supplies, Non-Capital Equipment
Supplemental Budget:	N/A

Summary of Request

The Police Department, in conjunction with Purchasing, recommends awarding a contract to Kiesler Police Supply, for the purchase of Firearms and Accessories, including the trade-in of the current pistols.

It is respectfully requested that City Council authorize the award. The resulting contracts shall not be binding until fully executed. Immediate effect is requested.

Background and Justification

This request is to replace existing police officer weapon systems with new and updated technology. The cost of the project includes new handguns, upgraded weapon holsters with increased safety retention, weapon light, and red dot optic sight. A five-year study by Sage Dynamics on pistol red dots found several benefits to include significantly improving officer accuracy, better targeting in stressful situations, allows officers to utilize the weapon systems with both eyes open which helps minimize tunnel vision, allows officers to focus on the threat instead of the weapon sights. The addition of this new technology also has the potential to decrease liability. Some other police departments that are currently using similar weapon systems include: Van Buren, Shelby Township, Waterford, Canton, Grand Rapids, Trenton, and Sterling Heights.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Procurement Process

Purchasing solicited Bids with process details as follows:

Process: Invitation to Bid
 Issue Date: July 22, 2024
 Deadline Date: August 6, 2024
 Vendors Solicited: 183
 Solicitations Obtained: 34
 Bids Received: 3

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

Bid prices shown below include the trade-in value offered by each vendor.

Firearms for Police	Bid Price
Kiesler Police Supply	\$261,439
Michigan Police Equipment, Co.	\$269,329
CMP Distributors, Inc	\$295,276 **

** CMP Distributors did not bid on one item that averaged over \$12,000 from the other bidders

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



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

Prepared By:

DocuSigned by:

Jay Andrews

A06626461858403...

Jay Andrews, Sr. Buyer

Department Approval:

DocuSigned by:

Issa Shahin

1063E1C7686A436...

Issa Shahin, Chief of Police

Budget Approval:

DocuSigned by:

Michael Kennedy

F77919D1421447F...

Michael Kennedy, Finance Director/Treasurer

DS

MHA

Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

E7A573BA25E3460...

Jeremy Romer, Corporation Counsel



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect Requested

REQUEST: Additional Expenditures for meter shop van upgrades with Truck & Trailer Specialties.

DEPARTMENT: Department of Public Works & Facilities, in conjunction with Purchasing

BRIEF DESCRIPTION: Request for authorization to add funds to the existing Truck & Trailer Specialties PO, to upgrade (4) four-meter shop vans with shelving units and new strobe lights and (2) two-meter shop vans with air compressors.

PRIOR COUNCIL ACTION: 2-91-23 Approved \$15,000 in additional expenditures to Truck & Trailer Specialties

BACKGROUND: The Department of Public Works & Facilities, in conjunction with Purchasing, recommends adding \$76,126 to the existing PO with Truck and Trailer Specialties. The added funding is required in order to upgrade the (4) four water meter shop vans with shelving, strobe lights and air compressors.

FISCAL IMPACT: \$ 76,126

COMMUNITY IMPACT: N/A

IMPLEMENTATION TIMELINE: PO process will initiate immediately upon Council approval.

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 meter shop van upgrades
DATE: October 29, 2024

Budget Information

Adopted Budget:	\$82,770
Available Budget:	\$184,570
Requested Amount:	\$76,126
Funding Source:	Water Fund, Public Works, Water Supply, Operating Equipment, Vehicles
Supplemental Budget:	N/A

Summary of Request

The City currently has a purchase order with Truck & Trailer specialties for repair & maintenance to city vehicles. Purchasing has received a request from the Department of Public Works and Facilities to seek approval for a not-to-exceed amount of \$76,126 to allow for the upgrade of (4) meter shop vans.

It is respectfully requested that Council authorize the additional expenditures with immediate effect in order to expedite the vehicle upgrades. The resulting purchase order will not be binding until executed.

Background and Justification

The Department of Public Works is seeking additional funds for upgrades to (4) four water meter shop vans with shelving, strobe lights and (2) two water meter shop vans with air compressors.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Procurement Process

Process: Continuity of Professional 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
D17FF0C142E34C3...

Mark Rozinsky, Purchasing Manager

Department Approval:

DocuSigned by:
Tim Hawkins
35BABC85BED3455...

Tim Hawkins, DPW Director

Budget Approval:

DocuSigned by:
Michael Kennedy
F77919D1421447F... DS
W

Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

DocuSigned by:
Jeremy Romer
E7A573BA25E3460...

Jeremy J. Romer, Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Renewal of Bulk Leaf Hauling Contract

DEPARTMENT: DPW in conjunction with Purchasing

BRIEF DESCRIPTION: The Department of Public Works, in conjunction with Purchasing, requests authorization for the renewal of the Bulk Leaf Hauling contract to Klochko Equipment Rental Co.

PRIOR COUNCIL ACTION:

C.R. 10-523-23

BACKGROUND:

During the fall season City crews will pick up and haul between 20,000-25,000 cubic yards of leaves from the City streets during the Public Service Days. This supplemental contract will provide the City with a qualified contractor to provide additional equipment and operators to assist City personnel in hauling loose leaves from the City streets during the leaf collection program.

Including the upcoming 2024 – 2025 season, the cost of service provided by Klochko has remained unchanged for three seasons.

FISCAL IMPACT:

- \$159,400
-
-

COMMUNITY IMPACT:

Removal of leaves from residential streets provides safer roads for residents and visitors to the City.

IMPLEMENTATION TIMELINE:

Immediately

COMPLIANCE/PERFORMANCE METRICS:

DPW staff will monitor Klochko' s performance to the contract scope of work.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Renewal of Contract for Bulk Leaf Removal
DATE: November 5, 2024

Budget Information

Total Approved Budget:	\$503,500
Available Budget:	\$245,562
Requested Amount:	\$159,400
Funding Source:	Public Works, Sanitation Division, Public Works, Rubbish Pickup & Disposal, Contractual Services
Supplemental Budget:	N/A

Summary of Request

During the fall season City crews will pick up and haul between 20,000-25,000 cubic yards of leaves from the City streets during the Public Service Days. This supplemental contract will provide the City with a qualified contractor to provide additional equipment and operators to assist City personnel in hauling loose leaves from the City streets during the leaf collection program.

Including the upcoming 2024 – 2025 season, the cost of service provided by Klochko has remained unchanged for three seasons, and the service provided has met DPW expectations.

It is respectfully requested that the Council authorize the renewal of this contract.

Immediate effect is requested in order for service to begin the week of November 25th. The resulting contract shall not be binding until fully executed.

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.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

Prepared By:

DocuSigned by:

Jay Andrews

A06626461858403...

Jay Andrews, Sr. Buyer

Department Approval:

DocuSigned by:

Tim Hawkins

35BABC838ED3455...

Tim Hawkins, Director, DPW

Budget Approval:

DS

Mk

Initial

AK

Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

E7A573BA25E3460

Jeremy R. Romer, Corporation Counsel



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect is Requested

REQUEST: Award of Contract for the Purchase of Flooring for DPW Updates

DEPARTMENT: Department of Public Works and Facilities

BRIEF DESCRIPTION: The Department of Public Works and Facilities, in conjunction with Purchasing, requests authorization to award a contract to Partnr Haus for the Purchase and Installation of Flooring in the DPW building.

PRIOR COUNCIL ACTION: N/A

BACKGROUND:

As a part of Master Planning, the DPW building is slated for upgrades. The requested flooring is much needed in the building and is needed to provide a safe and comfortable work environment for the City DPW staff.

FISCAL IMPACT: \$136,557.50

COMMUNITY IMPACT:

The requested flooring will provide a comfortable and modern work environment for the DPW Administration staff.

IMPLEMENTATION TIMELINE: The installation will take place in the Winter of 2024 or Spring 2025

COMPLIANCE/PERFORMANCE METRICS: Members of the DPW staff will confirm the installation and adherence to the contract Scope of Work.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Award of Contract for the Purchase of Flooring for DPW Updates
DATE: November 5, 2024

Budget Information

Project:	J28124 – DPW Facility Update
Total Approved Project Budget:	\$ 1,950,442
Available Project Budget:	\$ 946,354
Requested Amount:	\$ 136,557.50
Funding Source:	Facilities Fund, Public Works, Capital Project Support, Construction Services, Construction Contractor
Supplemental Budget:	N/A

Summary of Request

The Public Works and Facilities Department, in conjunction with Purchasing, recommends issuing a contract to Partnr House, for the Installation of flooring in the DPW Admin building.

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

As a part of Master Planning, the DPW building is slated for upgrades. The requested flooring is much needed in the building and is needed to provide a safe and comfortable work environment for the City DPW staff. The flooring in the building has not been replaced since the construction of the building.

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.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

Prepared By:

DocuSigned by:
Jay Andrews
 A06626461858403...
 Jay Andrews, Sr. Buyer

Department Approval:

DocuSigned by:
Tim Hawkins
 35BABC5BED3455...
 Tim Hawkins, Director, DPW & Facilities

Budget Approval:

DocuSigned by:
Michael Kennedy
 E77919D1421447E...
 Michael Kennedy, Finance Director/Treasurer

Initial
MK

Corporation Counsel Approval:

DocuSigned by:
Jeremy Romer
 E7A573BA25E3460...
 Jeremy J. Romer, Corporation Counsel



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

ORDINANCE NO. 24-1829

CITY CLERK, DEARBORN MI
2024 OCT 21 PM 12:26

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

DEPARTMENT: Law and Police

10/22/14
INTRO:
ALS
TABLE:
ABR/PAR

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

REVISED 10/17/24

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 21, 2024 ~~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

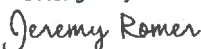
The proposed amendments do the following:


- 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 MENDELSON
 Deputy Corporation Counsel

APPROVAL/CONCURRENCE:

DocuSigned by:

 F7A573BA25E3460
JEREMY J. ROMER
 Corporation Counsel

DocuSigned by:

 106381676A9418E1
ISSA SHAKIN
 Chief of Police

REVISED 10/17/24

Revisions from 10/17/24 COW in blue

ORDINANCE NO. 24-1829

**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 one appeal 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)



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

ORDINANCE NO. 24-1830

CITY CLERK, DEARBORN MI
2024 OCT 21 PM 12:27

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 required time to notify and provide proof if the violation has been corrected. Contact can be made via email, online or by phone, with proof uploaded online or through email. If contact is made by phone an inspector will go to the property to verify correction.
- 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 failed to notify the city of such abatement within the required time. The fee is capped at \$250 for standard abatements (Sec. 13-5) and \$1,000 for immediate abatements (Sec. 13-5.1).

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

REVISED 10/17/24

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 required time to notify and provide proof if the violation has been corrected. Contact can be made via email, online or by phone, with proof uploaded online or through email. If contact is made by phone an inspector will go to the property to verify correction.
- 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 failed to notify the city of such abatement within the required time. The fee is capped at \$250 for standard abatements (Sec. 13-5) and \$1,000 for immediate abatements (Sec. 13-5.1).

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



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

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:

Jordan Twardy

1C7ADC7486A843C...

JORDAN TWARDY
Director, Economic Development

REVISED 10/17/24

Changes made following 10/17/24 COW in blue

ORDINANCE NO. 24-1830

**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 if they have corrected on the notice if the violation has been abated within the time period required allowed under this subsection, and providing proof of the correction. 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 they have to correct the violation.**
 - a. The owner or occupant will have the following options for contacting the city under this subsection:
 - i. By completing an online form and submitting proof of compliance.
 - ii. By emailing Neighborhood Services at the email address listed on the notice and submitting proof of compliance.

- iii. If the owner or occupant does not have the ability to complete the online form or send an email, they can call the phone number listed on the notice to advise whether the violation has been corrected within the required time. A code enforcement officer will report to the property to verify whether the violation has been corrected.
 - b. Voice messages, emails or online submissions left after 5 p.m. on that the deadline date will not be considered timely.
 - c. If the deadline 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.
 - d. Failure to contact the city as specified in this subsection on the notice 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, not to exceed \$250, 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. 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 economic development 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.

(7) Effective date of ordinance. The amendments adopted by Ordinance No. 24-1830 shall become effective on January 1, 2025.

(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 if they have corrected on the notice if the violation has been abated within the time period required allowed under this subsection, and providing proof of the correction. The property owner must contact the city no later than 5 p.m. on the date listed as the deadline the owner/occupant they have has to abate correct the violation.~~

a. The owner or occupant will have the following options for contacting the city under this subsection:

- i. By completing an online form and submitting proof of compliance.
- ii. By emailing Neighborhood Services at the email address listed on the notice and submitting proof of compliance.
- iii. If the owner or occupant does not have the ability to complete the online form or send an email, they can call the phone number listed on the notice to advise whether the violation has been corrected within the required time. A code enforcement officer will report to the property to verify whether the violation has been corrected.

b. ~~Voice messages, emails or online submissions left after 5 p.m. on that the deadline date will not be considered timely.~~

c. ~~If the deadline 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.

d. Failure to contact the city as specified ~~in this subsection~~ on the notice 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, not to exceed \$1,000, 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.

(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 **economic development 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 **economic development 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.
- (g) **Effective date of ordinance.** The amendments adopted by Ordinance No. 24-1830 shall become effective on January 1, 2025.

(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)

The Dearborn Goodfellows, Inc.

CITY CLERK, DEARBORN MI
2024 NOV 13 AM 11:45

BOARD OF DIRECTORS
(Past President)
GEORGE DARANY... '19- '20

HUSSEIN BERRY
MICHAEL BEWICK
CHRIS BRAYMAN
DAN BUHAGIAR
ELIZABETH CURRAN
LUCIA GLIESE
JONATHON GOLICH
STEVEN GUIBORD
NOFILA HAIDAR
VALERIE HAJEC
TIMOTHY HAWKINS
LYF JOHNSON
MIKE KATONA
MAHMOUD MAKI
LAUREN PAULISIN
JEFF POLNY
KENNETH PREISS
MAUREEN WINFREE
STEVE WORDEN

HONORARY LIFE MEMBERS

BRIDGETTE BARRETO
DAVID BAZZY
SCOTT BEWICK
MICHAEL BIRRELL
JEANETTE CHRISTE
DEBBIE DINGELL
RONALD HADDAD
NANCY HAMOOD STRUTZ
RONI MAZUR
ROXANNE MCDONALD
JUDITH MODELSKI
MARGE MONTRIEF
ALI MOUSSA
JAMES O'CONNOR
RAYMOND ROLLET
STEVE WIELKOPOLAN
WILLIAM WHITE
WILLIAM WORDEN

"No Child Without a Christmas"

23400 PARK
DEARBORN, MI 48124
(313) 274-4499
www.dearborngoodfellows.org

MAYOR ABDULLAH H. HAMMOUD
Honorary Chairman

2024-2025 OFFICERS

SILVIO DAVIS
President

ANTHONY FUNDARO
Vice President

NICOLE GOLICH
Secretary

KARL L. FAVA, CPA
Treasurer

JOHN ALLEVATO
Executive Director

GARY KUHLMANN
Executive Director

JOHN THOMPSON
Executive Director

Dear President Sareini,

Please let this letter serve as an official request to give the Dearborn Goodfellow volunteers permission to work at intersections in the street, at various locations throughout Dearborn to sell our Goodfellow papers.

As you know, money raised from this event will be used to buy presents and basic essentials for underprivileged individuals for Christmas. This year's event will be Friday, December 6, 2024 through Sunday, December 8, 2024. Because the event is coming soon, I am requesting immediate effect.

Thank you for your past support of the Dearborn Goodfellows!

Sincerely,

Silvio Davis

Silvio Davis
President, Dearborn Goodfellows

Please make checks payable to "The Dearborn Goodfellows"
A qualified 501(C) 3 organization under the IRS Code.

OFFICE OF THE 34TH CITY COUNCIL



To: City Clerk
From: City Council
Date: November 13, 2024
Subject: Sympathy Resolution

By Council President Pro Tem Herrick supported unanimously.

WHEREAS: The Council has learned with sorrow of the passing of Melanie Mily and;

WHEREAS: This departure at the dictation of Divine Providence constitutes an irreplaceable loss to the beloved family and numerous friends and neighbors: be it

RESOLVED: That the members of the 34th Council of the City of Dearborn here assembled, hereby sincerely extend and offer in this sad hour of bereavement, heartfelt sympathy and condolences to the family of the deceased.

Next of kin:

Annette Duffany
6221 Lindsay Court
West Bloomfield Township, MI 48234