



## REGULAR MEETING OF THE COUNCIL

July 15, 2025

### AGENDA

1. ROLL CALL
2. INVOCATION BY Pastor Ryan Wilson of Dearborn Free Methodist Church.
3. PLEDGE OF ALLEGIANCE
4. RESOLUTION BY COUNCIL PRESIDENT SAREINI SUPPORTED  
UNANIMOUSLY – Acknowledging Judge Mariam Saad-Bazzi for her milestone appointment as the first Arab American Muslim to be appointed to the Michigan Court of Appeals and requesting immediate effect.
5. RESOLUTION BY COUNCIL PRESIDENT SAREINI SUPPORTED  
UNANIMOUSLY – Recognizing the extraordinary bravery and swift action of Firefighters Matthew Ziarko, Michael Shrum, and Sarah Sheehan, who were instrumental in saving the life of a one-year-old child and requesting immediate effect.
6. RESOLUTION BY COUNCIL MEMBER ENOS SUPPORTED UNANIMOUSLY –  
Acknowledging Mr. Pat “Whizzer” Wyka for his longtime dedication to Dearborn Wrestling and requesting immediate effect.
7. RESOLUTION BY COUNCIL PRESIDENT PRO TEM HERRICK SUPPORTED  
UNANIMOUSLY – Acknowledging longtime part-time Theater staff member Berni Herm, for her decades of dedication, creativity, and support of the Dearborn Youth Theater and other programs at the Michael A. Guido Theater and requesting immediate effect.
8. PUBLIC COMMENT

9. RESOLUTION IN NEED OF OFFER AND SUPPORT – Approving all items on the consent agenda and requesting immediate effect.

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## CONSENT AGENDA

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10. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND ENOS – Authorizing to vacate a portion of the 16 ft' wide public alley located south of Michigan Avenue, parallel to Eugene and Porath Streets of the F. & P.M. Park Subdivision as part of the planned expansion of the ACCESS (Arab Community Center for Economic and Social Services) recovery center and requesting immediate effect.
11. RESOLUTION BY COUNCILMEMBERS ENOS AND HAMMOUD – Authorizing the owner of the property located at 720 Town Center Drive for a continuation of their Temporary Use of Land Permit in order to allow seven (7) food trucks to utilize the property for a duration not to exceed six-months, from August 1, 2025 to February 1, 2026, during the hours of 11:00 a.m. to 11:00 p.m. from Sunday to Thursday and from 11:00 a.m. to 1:00 a.m. on Friday and Saturday and requesting immediate effect.
12. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND HAMMOUD – Approving MDOT (Michigan Department of Transportation) Contract No. 25-5209, with the City's share in the estimated amount of \$66,000 for hot mix asphalt, cold milling, and resurfacing work along U.S. 12 (Michigan Avenue from Firestone to I-94), Dearborn Job # 2025-028, subject to review by the Legal Department; also authorizing a Noise Ordinance Waiver and that the Mayor be authorized to sign the contract on behalf of the City and requesting immediate effect.
13. RESOLUTION BY COUNCILMEMBERS ENOS AND HAMMOUD – Awarding a contract to CHOP in an amount not to exceed \$503,581 for Tree Trimming for Friday Public Service District 15 and 16 and requesting immediate effect.
14. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ALSAWAFY – Authorizing a cooperative contract purchase, via the State of Michigan Extended Purchasing Program, from Lunghamer Ford in the amount of \$234,268 for the purchase of five (5) Vehicles for the Department of Public Works and requesting immediate effect.

15. RESOLUTION BY COUNCILMEMBERS ENOS AND ABRAHAM –Authorizing a cooperative contract purchase, via the Sourcewell Cooperative Program, from Truck & Trailer Company in the amount of \$152,000 for the purchase of One (1) Loader for the Department of Public Works and requesting immediate effect.
16. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ENOS – Awarding a contract to Les Stanford Chevrolet in the amount of \$47,279 for the purchase of One (1) Police Surveillance Vehicle and requesting immediate effect.
17. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND HAMMOUD – Authorizing a cooperative contract purchase, via the 2025 Vehicle State of Michigan Cooperative Program, from Lunghamer Ford in the amount of \$729,331 for the purchase of Seventeen (17) Model Year 2025 Ford Police Patrol Vehicles and requesting immediate effect.
18. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ENOS – Authorizing a cooperative contract purchase, via the State of Michigan Extended Purchasing Program, from Lunghamer Ford in the amount of \$44,570 for the purchase of One (1) Police Surveillance Vehicle and requesting immediate effect.
19. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND HAMMOUD – Awarding a sole source contract to Westborn Chrysler Dodge, in the amount of \$95,042 for the purchase of Two (2) Police Surveillance Vehicles and requesting immediate effect.
20. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ALSAWAFY – Authorizing to extend the contract with NEOGOV (C.R. 12-589-23) in the amount of \$47,950.74 for an Applicant Management System for the Human Resources Department, resulting in a new expiration of December 31, 2025 and requesting immediate effect.
21. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ALSAWAFY – Authorizing additional expenditures to SCI Flooring (C.R. 9-458-24) in the amount of \$94,617.09 and to Industrial Painting Contractors (C.R. 6-283-25) in the amount of \$161,700 for a total in the amount of \$256,317.09 for Flooring and Painting of the hallways at O'Reilly Manor and requesting immediate effect.

22. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ENOS – Authorizing additional expenditures to BS&A (C.R. 6-324-24) in the amount of \$37,535 to allow a change order to add an Animal Licensing Module to the City-wide Enterprise Resources Planning (ERP) system and requesting immediate effect.
23. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND HAMMOUD – Awarding a contract to Mustang Fence in the amount of \$87,000 for the Installation of Additional Fencing and Gates at Ford Field and requesting immediate effect.
24. RESOLUTION BY COUNCILMEMBERS ENOS AND ABRAHAM –Approving the application of American Fireworks Company, 7041 Darrow Rd., Hudson, OH 44236, to obtain a Special Events License in order to conduct fireworks displays for the Homecoming Festival at Ford Field on August 2, and 3, 2025 at approximately 9:45 P.M.; also approving a Noise Ordinance waiver and that the Fire Chief be authorized to schedule rain dates as required and requesting immediate effect.
25. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ENOS – Approving the request of Mohamed Ali Alabed (C.R. 8-416-23) for a two-month extension of time to commence construction of a single-family home located at 24041 Carlysle, with a new construction deadline of August 7, 2025, subject to certain stipulations and requesting immediate effect.
26. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND ALSAWAFY – Authorizing to accept a personal property donation from Ford Motor Company in the form of a Ford Mustang Sculpture for public art purposes; also authorizing its installation and placement on City property to be determined by the Administration at a later date and requesting immediate effect.
27. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ENOS – Concurring in the reappointment of Imad Boussi to the Demolition Board of Appeals with a term ending June 30, 2028 and requesting immediate effect.
28. RESOLUTION BY COUNCILMEMBERS ENOS AND HAMMOUD – Concurring in the reappointment of Machhadie Assi to the Environmental Commission with a term ending June 30, 2028 and requesting immediate effect.



29. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ENOS – Concurring in the reappointment of Muaadh Alghazali to the Warren Business District Authority with a term ending June 30, 2028 and requesting immediate effect.
30. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND HAMMOUD – Concurring in the reappointment of Mirvat Kadouh to the Planning Commission with a term ending June 30, 2028 and requesting immediate effect.
31. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ENOS – Concurring in the reappointment of Mona Hammoud to the Zoning Board of Appeals with a term ending June 30, 2028 and requesting immediate effect.

#### END OF CONSENT AGENDA

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32. RESOLUTION BY COUNCILMEMBERS ENOS AND ABRAHAM – Approving the minutes of the previous regular meeting of June 10, 2025.
33. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND ENOS – Approving the minutes of the previous special (closed) meeting of June 17, 2025.
34. RESOLUTION BY COUNCILMEMBERS ENOS AND ABRAHAM – Approving the minutes of the previous special (open) meeting of June 25, 2025.
35. ORDINANCE ON THE TABLE – ORDINANCE NO. 25-1845 – “An Ordinance to Amend the Zoning Ordinance of the City of Dearborn by Amending Article 1.00, Entitled ‘Short Title, Rules of Construction and Definition’, Article 4.00, Entitled ‘Off-Street Parking and Loading Requirements’, Article 7.00, Entitled ‘Site Development Standards Applicable to Specific Uses’, Article 11.00, Entitled, ‘RP – Residential Preservation District’, Article 12.00, Entitled, R-C, R-D, and R-E Multiple Family Residential Districts’, Article 17.00, Entitled ‘B-D, Downtown Business District’, and Article 27.00, Entitled, ‘West Downtown District’, with an effective date of October 27, 2025.”  
RESOLUTION BY COUNCILMEMBERS ENOS AND ABRAHAM – To take from the table for its final reading.

36. ORDINANCE ON THE TABLE – ORDINANCE NO. 25-1846 – “An Ordinance to Amend Section 9.02 of Ordinance No. 06-1111 of the City of Dearborn by Rezoning the Property Located at 100 N. Telegraph Rd. from a BA (Local Business) to a BB (Community Business) Zoning Classification.”  
RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ENOS – To take from the table for its final reading.
37. ORDINANCE ON THE TABLE – ORDINANCE NO. 25-1847 – “An Ordinance to Amend the Occupancy and Building Standards Chapter (Chapter 11) of the Code of Ordinances of the City of Dearborn by adding Article V, Division 1, Entitled, ‘Short-Term Rentals’ and Division 2, Entitled, ‘Non-Owner-Occupied Residential Properties’, with an effective date of October 27, 2025.”  
RESOLUTION BY COUNCILMEMBERS ENOS AND HAMMOUD – To take from the table for its final reading.
38. ORDINANCE ON THE TABLE – ORDINANCE NO. 25-1848 – “An Ordinance to Amend the Licenses and Business Regulations Chapter (Chapter 12) of the Code of Ordinances of the City of Dearborn by Amending Section 12-6, Entitled, ‘License Fees’, Article XVII, Section 12-791 to 12-799, Entitled ‘Hotels, Room Houses, and Lodging Houses and Beds and Breakfasts’.”  
RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ENOS – To take from the table for its final reading.
39. ORDINANCE ON THE TABLE – ORDINANCE NO. 25-1849 – “An Ordinance to Amend the Offenses Chapter (Chapter 14) of the Code of Ordinances of the City of Dearborn by Amending Section 14-7, Entitled, ‘Prohibiting Acts in Hotels or Bed and Breakfast’.”  
RESOLUTION BY COUNCILMEMBERS ENOS AND ABRAHAM – To take from the table for its final reading.
40. ORDINANCE NO. 25-1850 – INTRODUCED BY COUNCILMEMBER HAMMOUD.  
SYNOPSIS – “An Ordinance to Amend Section 9.02 of Ordinance No. 06-1111 of the City of Dearborn by Rezoning the Property Located at 5146 Porath St. from an RB (One-Family Residential District) to a VP (Vehicle Parking District) zoning classification.”  
RESOLUTION BY COUNCILMEMBERS ENOS AND ABRAHAM – To table the Ordinance.

41. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND ENOS – Awarding a cooperative contract, via the Sourcewell Cooperative Program, to Penchura LLC in the amount of \$278,682 for the Renovation of Cherry Hill Playground and requesting immediate effect.
42. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND ABRAHAM – Authorizing to extend the contract with Wayne Metropolitan Action Agency (C.R. 10-524-23) in the amount of \$45,756 for a Wayne Metro Liaison as a greeter at the DAC check-in counter, for the term of one-year from September 1, 2025 through August 31, 2026 and requesting immediate effect.
43. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ENOS – Authorizing additional expenditures to OHM Advisors (C.R. 2-95-25) in the amount of \$167,310 for Consulting Services and assistance with the Drinking Water Asset Management (DWAM) Grant pertaining to the identification of lead water service lines at Dearborn residences.
44. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND ENOS – Approving the request of The Karbalaa Islamic Education Center to conduct its Annual Ashura Commemoration “March for Justice” Rally on Saturday, August 16, 2025 from 1:00 P.M to 7:00 P.M., with assistance from the Police Department for traffic safety/crowd control for the entire duration of the event, subject to reimbursement for City services, applicable Ordinances, and the rules and regulations of the Police Department; also approving a Noise Ordinance waiver for the duration of the event and requesting immediate effect.
45. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ALSAWAFY – Approving the Intergovernmental Agreement (IGA) between the Charter County of Wayne and the City of Dearborn for improvements to various parks throughout Dearborn, subject to review by the Legal Department; also authorizing the Mayor to execute the agreement on behalf of the City and authorizing the Finance Director to recognize and appropriate the \$127,669 Wayne County Parks Millage allocation in the General Capital Improvement Fund, Project I26603 (Neighborhood Parks Playground Equipment) and Project I29724 (Park Bench Replacements) and requesting immediate effect.

46. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND HAMMOUD –  
Authorizing to execute the 2025 AARP Community Challenge Grant Agreement for enhancing pedestrian safety in the City; also authorizing the Finance to recognize grant revenue in the amount of \$19,323 in the Local Street Fund, Miscellaneous Revenues account and appropriate the same in the Local Street Fund, Public Works Expenditures and requesting immediate effect.
47. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ABRAHAM –  
Authorizing the Finance Director to recognize and appropriate grant funding from the Office of Highway Safety Planning (OHSP) Operational and Planning Programs, and the 2025 Michigan Drug Court Grant Program (MDCGP) through the State Court Administrative Office (SCAO) in the amount of \$63,000 to support operation at 19th District Court Hybrid DWI/Drug Treatment Court (HDDTC) for the period of October 1, 2024 to September 30, 2025 and requesting immediate effect.
48. RESOLUTION BY COUNCILMEMBERS ENOS AND HAMMOUD – Authorizing to adopt the Part-Time, Seasonal, and Temporary Employee Salary Plan effective the first full pay period after July 1, 2025 and requesting immediate effect.
49. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND ALSAWAFY – Amending Sections 3.3, 3.4, 4.3, and 7.3 of the Council Rules of Order and requesting immediate effect.
50. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND HAMMOUD –  
Concurring in the appointment of Zeinab Allie to the City Beautiful Commission with a term ending June 30, 2028 and requesting immediate effect.
51. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ENOS – Concurring in the appointment of Laura McCallum to the City Beautiful Commission with a term ending June 30, 2028 and requesting immediate effect.
52. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND HAMMOUD –  
Concurring in the appointment of Ali Mchawrab to the City Beautiful Commission with a term ending June 30, 2028 and requesting immediate effect.

53. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND ENOS – Concurring in the appointment of Mohammed Rhaleb to the City Beautiful Commission with a term ending June 30, 2028 and requesting immediate effect.
54. RESOLUTION BY COUNCILMEMBERS ENOS AND ABRAHAM – Concurring in the appointment of Patrick Rugiero to the Dix-Vernor Business District Improvement Authority with a term ending June 30, 2029 and requesting immediate effect.
55. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ENOS – Concurring in the appointment of Steve Witkowski to the East Dearborn Downtown Development Authority with a term ending June 30, 2028 and requesting immediate effect.
56. RESOLUTION BY COUNCILMEMBERS ENOS AND ALSAWAFY – Concurring in the appointment of Dr. Claudia Walters to the Environmental Commission with a term ending June 30, 2028 and requesting immediate effect.

PUBLIC COMMENT WILL FOLLOW ANY WALK-ON ITEMS

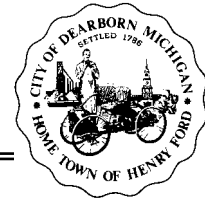
WALK ON

57. RESOLUTION BY COUNCILPRESIDENT SAREINI IN NEED OF SUPPORT – Authorizing the Finance Director or designee to remove the Delinquent Water Lien, due to a misapplied payment error, on the 2024 tax roll in the amount of \$425.83 from the property located at 23038 Park Street and requesting immediate effect.

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## OFFICE OF THE 34<sup>TH</sup> CITY COUNCIL

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### **IMMEDIATE EFFECT**

**To:** City Clerk  
**From:** City Council  
**Date:** June 30, 2025  
**Subject:** Council Acknowledgment- Berni Herm

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The 34<sup>th</sup> City Council wishes to acknowledge Berni Herm long time part-time Theater staff member, for her decades of dedication, creativity, and support of the Dearborn Youth Theater and other programs at the Michael A. Guido Theater.

This citation is supported unanimously and should be given immediate effect.

A handwritten signature in blue ink, appearing to read "Leslie C. Herrick".

**Leslie C. Herrick**  
**Council President Pro Tem**

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## OFFICE OF THE 34<sup>TH</sup> CITY COUNCIL

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### IMMEDIATE EFFECT

**To:** City Clerk

**From:** City Council

**Date:** June 17, 2025

**Subject:** Council Acknowledgment/Firefighters Life Saving Measures-  
Mathew Ziarko, Michael Shrum, & Sarah Sheehan.

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The 34th Dearborn City Council proudly recognizes the extraordinary bravery and swift action of Firefighters Mathew Ziarko, Michael Shrum, and Sarah Sheehan, who were instrumental in saving the life of a 1-year-old child. Responding to a critical emergency involving a choking infant, these three first responders displayed exceptional composure, teamwork, and expertise under pressure. Their immediate and decisive life-saving measures turned what could have been a devastating tragedy into a moment of hope and survival.

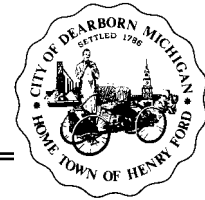
With this citation, unanimously supported by the Council, we extend our deepest gratitude for their service. Firefighters Ziarko, Shrum, and Sheehan embody the highest ideals of courage, compassion, and public duty. Their heroic actions serve as a powerful reminder of the vital role our first responders play in protecting our community every day. The City of Dearborn is profoundly grateful for their dedication and proud to call them our own.

**Michael T. Sareini**  
Council President

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## OFFICE OF THE 34<sup>TH</sup> CITY COUNCIL

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### **IMMEDIATE EFFECT**

**To:** City Clerk

**From:** City Council

**Date:** June 25, 2025

**Subject:** Council Acknowledgment- Judge Mariam Saad-Bazzi

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The 34<sup>th</sup> City Council wishes to acknowledge Judge Mariam Saad-Bazzi for her milestone appointment to the Michigan Court of Appeals, as the first Arab American Muslim woman appointed to this position.

This citation is supported unanimously and should be given immediate effect.

**Michael T. Sareini**  
**Council President**



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## OFFICE OF THE 34<sup>TH</sup> CITY COUNCIL

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**IMMEDIATE EFFECT**

**To: City Clerk**

**From: 34<sup>th</sup> Dearborn City Council**

**Date: July 2, 2025**

**Subject: Amendments to the Council Rules of Order- Sections 3.3, 3.4, 4.3,  
and 7.3,**

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Council member Abraham and Council President have proposed amendments to the following sections of the Council Rules of Order; 3.3, 3.4, 4.3, and 7.3.

The amendments eliminate the old meeting start time for COW and Council meetings, requires the Council President's approval to add late items to the COW and Council agenda, requires late items to appear as new business on the agenda, and the requirement for a Council member to exit the Council chambers where a conflict of interest exists (as historically done).

**Robert A. Abraham**  
Council Member

**Michael T. Sareini**  
Council President

RULES OF ORDER  
OF THE  
DEARBORN CITY COUNCIL

**Rule 1 – PUBLIC MEETINGS**

**1.1 GENERAL PROVISION**

All meetings of the Council shall take place in the Council Chambers, Dearborn Administrative Center, 16901 Michigan Ave., Dearborn, Michigan, or as otherwise designated, and shall be open to the public in accordance with the Open Meetings Act, MCL § 15.261, et. seq. All deliberations of the Council constituting a quorum of its members, including e-mail communications (See Rule 10) and all decisions of the Council shall take place at a meeting open to the public, except as specifically otherwise provided in the Open Meetings Act. No person shall be excluded from a public meeting except for a breach of the peace actually committed at the meeting.

**1.2 NOTICE**

Regular Meetings. For regular meetings of the Council, and the Council sitting as a Committee of the Whole, public notice stating the schedule of dates, times and places of such meetings shall be published in the City calendar for the upcoming year, if a calendar is to be printed, in accordance with Section 7.5 of the City Charter. All public notices required to be posted pursuant to this rule shall include the name, address and telephone number of the Council and shall be posted in the office of the Clerk. In addition, the public notice may be posted in other locations considered appropriate by the Council. Cable television and the City's website, [www.cityofdearborn.org](http://www.cityofdearborn.org), may also be utilized for purposes of posting public notice.

Special Meetings. When a special meeting is called, no less than eighteen (18) hours notice shall be given to each Council member and to the public. Special meetings shall be called by the Clerk on request of the Mayor or any two Councilmembers. Written notice stating each matter to be considered shall be given each Council member and the Mayor, unless the entire Council and the Mayor are present and waive notice of new or additional agenda item(s).

Rescheduled Meetings. For a rescheduled regular or special meeting of the Council, a public notice stating the date, time and place of the meeting shall be posted at least eighteen (18) hours before the meeting. No meeting of the Council recessed or adjourned for more than thirty-six (36) hours shall be reconvened sooner than eighteen (18) hours following posting public notice of the reconvening.

Briefing and Study Sessions. For a briefing or study session of the Council, a public notice stating the date, time, place and purpose of the meeting shall be posted at least eighteen (18) hours before the meeting. A briefing or study session shall be called by the Clerk on request of the Mayor or any two Councilmembers. The Council shall not take formal action at any briefing or study session. Attendance by the public is welcome, but public comment shall only be submitted to the Council President in writing with no verbal presentation.

## **Rule 2 - OFFICERS**

### **2.1 COUNCIL PRESIDENT AND COUNCIL PRESIDENT PRO TEM**

The candidate for Council receiving the highest number of votes at the regular City election shall serve as President of the Council and preside over all meetings of the Council and speaks for the Council. The candidate for Council receiving the second highest number of votes at the same general City-wide election shall serve as President Pro Tem of the Council and preside over meetings of the Council when, on account of absence or disability, the President is temporarily unavailable to perform the duties of his/her office. In the event of a vacancy occurring in the office of the President, the President Pro Tem shall serve the remainder of the President's term. Subsequent vacancies shall be filled on the basis of the relative standing of the Council members in terms of the number of votes received at the last regular City-wide general election. The term of office for such Council officers shall correspond with the term of office of the Council member whose position was vacated.

The Council President shall be the appointing authority for purposes of personnel and administrative matters pertaining to the Council office, in accordance with Section 10.15 and civil service provisions of the City Charter. Administrative matters shall include any action requested to be taken on behalf of the Council by any particular Council member(s), including requesting or inviting an individual to attend/speak to an item at a Council meeting. Hiring and discharge of personnel in the Council office will be communicated to all Council members within a reasonable time prior to that type of action being taken by the Council President. Additionally, the Council President shall chair all meetings; prepare the Council administrative budget; approve meeting dates; recommend commissioners to various boards (final approval of the Council is still required); sign the official minutes and synopsis of meetings; and execute documents pertaining to payroll, the Council P.R. Fund, cash disbursements and petty cash.

The Council President or presiding officer shall determine which Councilmember, or other person in attendance, has the floor to speak during all meetings.

## **Rule 3 - MEETINGS**

### **3.1 MEETING COMPENSATION**

The compensation of Councilmembers is determined by the Local Officials Compensation Commission, in accordance with Section 6.6 of the City Charter.

### **3.2 CLOSED SESSIONS**

A 2/3 roll call vote is required to call a closed session, except in certain circumstances set forth in the Open Meetings Act, MCL § 15.267. The Council may meet in closed session for purposes set forth in the Open Meetings Act, MCL § 15.268. Telephonic or electronic participation by a Councilmember shall not be permitted during a closed session. The roll call vote and the purpose or purposes for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken. A separate set of minutes shall be taken by the Clerk or the designated secretary of the Council at the closed session. Discussions during a closed session are strictly confidential and cannot be disseminated or discussed with any unauthorized person, except as provided for by law. No recording or other listening devices are permitted to be used by anyone in attendance, except for by the Clerk to assist with the preparation of the minutes. These minutes shall be retained by the Clerk of the Council, are not available to the public, and shall only be disclosed if required by civil action filed under the provisions of the Open Meetings Act. These minutes and any recording made by the Clerk may be destroyed one (1) year and one (1) day after approval of the minutes of the regular meeting at which the closed session was approved.

A violation of the Open Meetings Act is punishable as a misdemeanor in accordance with MCL § 15.272 and may result in civil liability in accordance with MCL § 15.273.

### **3.3 COMMITTEE OF THE WHOLE**

The Council shall meet as a Committee of the Whole at ~~7:30 p.m. on the Thursday preceding the regular Tuesday night Council meetings.~~ Beginning January 1, 2023, Council shall meet as a Committee of the Whole at 7:00 p.m. on the Thursday preceding the regular Tuesday night Council meetings. All administrative matters shall be referred from the Committee of the Whole directly to the departments concerned. The Clerk shall keep a monthly record of all unanswered referrals and supply a copy of same to each member of the Council. Referred items shall not be included on the Council Agenda for the next regular meeting. On items referred which require Council action, the departments concerned shall report back to the Council at the next Committee of the Whole meeting or as soon thereafter as practical. The Council President shall

indicate which items need not be responded to by the administrative departments.

Any member of the Council may independently request that a specific item be responded to by an administrative department, regardless of whether the item has been referred by the Council or is on the agenda. All responses shall be provided within a reasonable time to the requesting Council member.

The Council shall not vote on a resolution or ordinance at any Committee of the Whole meeting. The Council shall use the Committee of the Whole meeting for purposes of reviewing agenda items for the next regularly scheduled Council Meeting.

Public Comment:

A reasonable opportunity shall be given for members of the public to be heard at the Committee of the Whole meeting on items of City business. In the interest of ensuring the orderly processing of items of business before the Council at the Committee of the Whole meeting, while safeguarding the opportunity of members of the public to address the Council, the following procedure for public comment shall be used:

- 1 Participants who complete a Speaker Card may be permitted to speak for up to three (3) minutes at the beginning of the meeting, prior to the business agenda. Up to, but no more than, thirty (30) minutes will be allowed for this public comment period.
- 2 Any member of the public, who did not already speak during the first public comment period, shall be given a reasonable opportunity to address Council concerning an item listed on its business agenda at the time Council has taken up the item. The meeting Chairperson may impose a three (3) minute time limitation for each person.
- 3 An additional public comment period shall be provided for participants who did not already speak during a previous public comment period at the conclusion of the business agenda. The meeting Chairperson may impose a three (3) minute time limitation for each person.
- 4 If a person wishes to expand on either an item of new business, an issue that is not on the Council agenda,

or an item appearing on the Council agenda beyond the time allotted for verbal presentation, then the matter shall be reduced to writing and filed with the Council and Clerk.

- 5 The Clerk shall provide a 30 second warning prior to the speaker's time ending.

### 3.4 REGULAR OR SPECIAL COUNCIL MEETINGS

Regular meetings as determined by Council at its first meeting of the calendar year shall be held at ~~7:30 p.m. in Council Chambers. Beginning January 1, 2023, regular meetings as determined by Council shall start at~~ 7:00 p.m. A special meeting of the Council shall be held on a date, time, and at a place as determined by the Council.

Council participation and voting by telephone shall be permitted as provided by the Local Officials Compensation Commission or state law. Telephonic or electronic participation shall not be permitted at special or regular meetings held in the Council Chambers, except as permitted by the Open Meetings Act. Participation by telephone shall be indicated on the attendance sheet.

#### Public Comment:

A reasonable opportunity shall be given for members of the public to be heard at the Committee of the Whole meeting on items of City business. In the interest of ensuring the orderly processing of items of business before the Council at the Committee of the Whole meeting, while safeguarding the opportunity of members of the public to address the Council, the following procedure for public comment shall be used:

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- 3 An additional public comment period shall be provided for participants who did not already speak during a previous public comment period at the conclusion of the business agenda. The meeting Chairperson may impose a three (3) minute time limitation for each person.
- 4 If a person wishes to expand on either an item of new business, an issue that is not on the Council agenda, or an item appearing on the Council agenda beyond the time allotted for verbal presentation, then the matter shall be reduced to writing and filed with the Council and Clerk.
- 5 The Clerk shall provide a 30 second warning prior to the speaker's time ending.

### 3.5 ATTENDANCE REQUIRED

The Corporation Counsel or his/her representative shall attend all meetings and hearings of the Council, unless notified that attendance is not necessary. The Council may require the attendance at Council meetings of the Mayor and of any other appointive officer of the City. The Mayor may satisfy attendance at meetings by sending a personal representative.

### 3.6 ADJOURNMENTS

The Council shall have the power to adjourn any regular or special meeting to a day and time certain, which adjustments shall not be on the time of the next regular meeting, and the adjourned meeting shall be considered as a continuation of the same regular or special meeting. Any business which would have been proper for the Council to consider at such meeting may be considered and acted upon at the adjourned meeting. Any postponement of deliberations of the Council of less than one (1) day shall be considered a recess. Notice shall be given by the Clerk in accordance with the provisions of Rule 1.2.

### 3.7 SIGNS, PLACARDS, AND BANNERS

Signs, placards, banners, or similar items shall not be permitted at any time in Council Chambers. This rule does not apply to a display board pertaining to an agenda item.

## **Rule 4 - VOTING**

### **4.1 QUORUM**

Four (4) members of the Council shall be a quorum for the transaction of business, but, in the absence of a quorum, two (2) or more members may adjourn any regular or special meeting to a later date. Since no business is transacted at Committee of the Whole, Study Sessions and Briefing Sessions, at those meetings a quorum shall consist of those who attend the meeting. Each member of the Council, who shall be recorded as present, shall vote on all questions decided by the Council, unless the matter creates a conflict of interest.

No ordinance or resolution shall be adopted or passed except by the affirmative vote of at least four (4) members of the Council, except as otherwise provided by law, in accordance with section 7.8 of the City Charter. Five (5) affirmative votes of the Council are needed to give a resolution immediate effect, provided the Mayor shall waive the right of veto, in accordance with Section 9.1 of the City Charter.

### **4.2 MANNER OF VOTING**

The vote upon the passage of all ordinances, and upon the adoption of all resolutions, shall be taken by "yes" and "no" votes and entered upon the record, except that where the vote is unanimous, it shall only be necessary to so state.

Unanimous approval shall attach to all Council acknowledgments, awards, citations, and/or condolences, unless there is an objection from a Councilmember.

### **4.3 CONFLICT OF INTEREST**

No member of the Council shall vote upon any matter which personally affects such member as prohibited by Public Acts 1968, No. 317; MCL § 15.321, et. seq. Any member so affected shall immediately disclose any pecuniary interest in the contract or matter appearing before the Council, which disclosure shall be made a matter of record in the official minutes of the Council. Any such contract or matter coming before the Council shall be approved by vote of two-thirds (2/3) of the full membership of the Council without the vote of a member thereof, if any, making such disclosure. The provisions of Chapter 3 of the City Charter concerning Standards of Conduct are hereby incorporated by reference.

In addition to the above referenced required disclosure, any member who has a conflict of interest under this Rule or City Charter sections 3.1



and/or 3.2 shall be required to exit the Council chambers prior to any discussion and/or vote upon any matter by the Council where such a conflict exists.

## **Rule 5 – PUBLIC HEARINGS**

### **5.1 PUBLIC HEARINGS**

In the event that the Council determines to hold a public hearing upon any matter requiring a determination, action, vote or disposition by the Council by way of ordinance or resolution, the Clerk shall give notice of such public hearing by publication at least once in the official City newspaper at least five days prior to the scheduled hearing date and as otherwise required by state statute. The notice of such public hearing shall contain the date, time, place and description of the subject matter to be considered by the Council at the public hearing. In addition to such publication, the Clerk shall give notice by mail to all individuals within 300 feet of any property scheduled for a zoning hearing in accord with the original petition or application for a zoning change or as directed by the Council. The Planning Division of the Department of Economic Development shall provide the Clerk with a list of lots in the district and within 300 feet of the proposed zoning change and, upon request by the Clerk, the Finance Department shall provide addresses appropriate for mailing and a master list of property owners in the affected district.

## **Rule 6 - COMMITTEES**

### **6.1 COMMITTEES**

There shall be no standing committees of the Council. This rule does not prohibit the Council from forming a subcommittee composed of less than a quorum of Council members if they are merely advising or only capable of making recommendations concerning the exercise of governmental authority.

## **Rule 7 - COMMUNICATIONS**

### **7.1 RECEIPT OF COMMUNICATIONS**

The Clerk shall serve as the Council's Clerk. The Clerk shall receive all petitions, communications and complaints addressed officially to the City. The Clerk and all City Departments shall send all Councilmembers a copy of any correspondence received from the State of Michigan, the federal government, or any of their agencies concerning any violations of laws or other concerns pertaining to the City.

### **7.2 CLAIMS AND PUBLIC UTILITY RATE HEARINGS AND ADJUSTMENTS**

All lawsuits against the City of every kind shall be referred immediately to the Corporation Counsel for report, recommendation or appropriate action thereon, except that the Council shall be advised of receipt of such lawsuits. All items and documents concerning public utility rates shall be referred immediately to the Departments of Public Works and Facilities and Finance for report, recommendation or appropriate action thereon, except that the Council shall be advised of receipt of such items and documents.

### 7.3 COUNCIL MEETING AGENDA

The Clerk shall prepare in advance of every regular, special and Committee of the Whole meeting of the Council, and whenever practical before any closed session of the Council, an agenda of business to come before the Council at each such meeting. The agenda shall contain for each item the Department from which the request originated, a brief description of the project and whether the item has been budgeted for or involves a transfer of contingent fund monies.

#### Consent Agenda:

The Council may use a consent agenda to process routine non-controversial business items. The entire group of items will be approved in one motion and one roll call vote. In the minutes, the actions passed in the consent agenda will be recorded individually and in full. There will be no separate discussion of the items on the consent agenda. If discussion of an item is desired by a Council member, then it shall be removed from the consent agenda and considered separately by being placed on the regular agenda.

At the beginning of the regular Council meeting, the Council President shall ask the Council members if any items wish to be removed from the consent agenda and discussed individually. The Clerk shall not permit any ordinances to be placed on the consent agenda.

#### Committee of the Whole:

All matters submitted by the Administration must be provided to the Clerk by 5:00 p.m. on the Friday before the Committee of the Whole meeting. The Clerk shall prepare an agenda with appropriate back-up materials of administrative matters filed before 5:00 p.m. on Tuesday for consideration and review by the Council for the Committee of the Whole meeting. All Administrative items received after the deadline on Friday at 5:00 pm shall be presented to the Council at the Committee of the Whole as New Business. Private citizens and/or outside agencies or groups cannot unilaterally place items on the meeting

agenda. Such requests to be added to the meeting agenda must be submitted to the Council Office by the 5:00 pm Tuesday deadline, be approved by the Council President, and have the support of at least one Council Member. In addition to these agenda items and administrative matters filed after the 5:00 p.m. Tuesday deadline and reviewed by the administrative department at the Committee of the Whole meeting, only emergency administrative matters requiring immediate action by the Council, as requested by the Mayor, shall be heard by the Council at its next regularly scheduled meeting. These "emergency administrative" items shall not appear on the Council's agenda and shall be orally reviewed by the Mayor or appropriate department head at the regularly scheduled Council meeting. If Monday falls on a legal holiday that results in the closure of the Council Office, then the deadline shall be Wednesday by 5:00 p.m.

The Clerk shall prepare a supplemental written agenda for those matters submitted by private citizens and/or outside agencies or groups for Council consideration after the preparation of the formal agenda contemplated herein and list same under "new business." The Clerk shall prepare the agenda of administrative matters and those matters designated at the Committee of the Whole meeting for inclusion on the Council's formal agenda by Friday at 1:00 p.m. preceding the next regularly scheduled Council meeting and same shall be posted online for the public. Condolences shall be added to the end of Regular Council Meeting agendas, NOT Committee of the Whole agendas.

Notwithstanding the above, any member of the Council with the approval of the Council President and with the support of another member may add an item to the agenda at any time. An item added to the agenda under this subsection shall be presented to the Council as "New Business." The Clerk and Council Office shall be made aware of the addition at the earliest opportunity.

#### Regular Meetings:

The agenda prepared by the Clerk for a regularly scheduled Council meeting shall follow the form and substance identified by Rule 8 hereinafter. With reference to regular meetings of the Council, the Clerk shall file with the Council by 5:00 p.m. on Tuesday before each regularly scheduled meeting of the Council all items of business with the appropriate back-up materials. If an administrative department desires to place additional business before the Council at the regularly scheduled meeting, then the administrative department shall file the original written document with the Clerk and Council Office. With the approval of the Council President, the item will appear as New Business on the Agenda, and the Administration will and appear at the regularly scheduled meeting to explain the nature of the business to be considered. Every reasonable effort shall be made by the Clerk to comply with the 5:00 p.m. Tuesday deadline.

Notwithstanding the above, any member of the Council with the approval of the Council President and support of another member may add an item to the agenda at any time. An item added to the agenda under this subsection shall be presented to the Council as “New Business.” The Clerk and Council Office shall be made aware of the addition at the earliest opportunity.

Order of Business:

The Clerk shall prepare the business items for the Committee of the Whole meeting and regular Council meeting agendas in the following order:

1. Any Council or Mayor acknowledgments or awards
2. Condolences
3. Public Comment (up to 30 minutes)
4. Consent Agenda Items
5. Resolution approving previous minutes
6. Ordinances
  - a. Resolution on the table
  - b. Ordinance on the table (2<sup>nd</sup> reading)
  - c. Ordinance to be introduced (1<sup>st</sup> reading)
7. Economic Development/City Planning/Planning Commission
8. Public Works and Facilities/Engineering
9. Purchasing
10. Assessor
11. Police
12. Fire
13. Recreation
14. Library
15. Finance/Treasury/Philanthropy and Grants
16. Law/Courts
17. Communications/Community Relations
18. Innovation and Technology/Historical Museum
19. Human Resources/Civil Service Commission
20. Council
21. Clerk

22. Mayor

23. All Other City Departments

24. Public Comment

Supporting documentation for each business item shall be numbered to correspond with the agenda item number. Condolences shall be added to the regular Council meeting agendas, not Committee of the Whole agendas.

#### 7.4 REFERRALS

The Clerk shall prepare a record of the Committee of the Whole referrals and other Council actions requiring administrative follow-up and periodically advise the Council of any outstanding matters. Department heads shall notify the Clerk in writing when matters referred by Council have been completed. The record so prepared by the Clerk shall contain a complete list of all matters referred for departmental action or administrative follow-up and whether or not the action has been taken to date. The list so prepared shall be given to all members of the Council by the fifteenth of each month by delivering a copy to each Councilmember's mail box at the Dearborn Administrative Center.

The Council President or presiding officer may refer administrative matters directly to the departments concerned prior to the Committee of the Whole or Regular Council meetings provided they give notice to all Council members of the referral.

#### 7.5 NOTICE REQUIREMENTS

The Clerk shall be the agent responsible for posting any notices required by these rules and Public Acts 1976, No. 267; MCL § 15.261, *et. seq.* (Open Meetings Act).

#### 7.6 MINUTES

The Clerk, or his/her designee, shall attend all Committee of the Whole, Special and Regular meetings of the Council and shall keep a correct journal of the proceedings. The Clerk shall keep minutes of those meetings showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting and matters upon which the Council has taken formal action. The minutes shall be public records open to public inspection and shall be available at the office of the Clerk. Copies of the minutes shall be available to the public at the reasonable estimated cost for printing and copying. The proposed minutes

shall be available for public inspection not more than eight (8) business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved. The minutes, so prepared by the Clerk, shall be signed by the President of the Council and the City Clerk. The Clerk shall electronically record each regular meeting of the Council. For purposes of ensuring the accuracy of the official minutes kept by the Clerk and for purposes of public inspection, the tapes shall be kept until such time that the minutes are approved by Council. The Council may direct that any tape or tapes dealing with a specific meeting be retained for a further length of time. The Council secretary or designee shall be responsible for keeping minutes of study sessions and briefing sessions. Since no action is taken at those meetings, the minutes shall show the date, time, place, purpose, members present, members absent and others in attendance.

## **Rule 8 – COUNCIL MEETING PROCEDURE**

### **8.1 ORDER OF BUSINESS**

The order of business at all regular Tuesday night meetings shall be:

1. Call to order.
2. Roll Call.
3. Invocation.
4. Pledge of Allegiance.
5. Any Council or Mayor acknowledgments or awards
6. Condolences
7. Public Comment.
8. Disposing of the Journal of the preceding meeting or meetings.
9. Scheduled hearings on all matters required by law or deemed necessary by the Council.
10. Council Agenda.
11. Open Referrals

12. New Business.
13. Reports and communications from the Mayor and other City officials.
14. Public Comment.
15. Adjournment.

## 8.2 PRECEDENCE OF MOTIONS

When any question is under debate, no motions shall be received except the following, and they shall have precedence in the following order:

### NOT DEBATABLE

1. To adjourn.
2. To recess for a definite time.
3. To lay on the table.
4. To call for the previous question.

### DEBATABLE

5. To postpone to a day certain.
6. To amend.
7. To amend the resolution to amend.
8. To postpone indefinitely.
9. To declare waiver of attorney-client privilege.

## 8.3 DIVISION OF THE QUESTION

A motion for the division of any question may be made when the question will admit of a division so distinct that if one part be taken away, the

other will stand as an entire question for decision. The motion shall require support and the outcome shall be decided by a majority vote.

#### 8.4 WITHDRAWAL OF MOTION

A member may withdraw their motion at any time before it is put to a vote, provided there are no objections.

#### 8.5 WAIVING ORDER OF PROCEDURE

The presiding officer may at any time, by a majority vote of the Councilmembers present, permit a member to introduce an ordinance or resolution out of the regular order of business.

#### 8.6 TAKE FROM THE TABLE

A question may be taken from the table at the same meeting at which it was laid on the table either before or after business has intervened or at a subsequent meeting. The Clerk shall list any questions or resolutions tabled at subsequent meetings of the Council on an appropriate agenda until taken from the table or terminated in accordance with this rule.

If a question or resolution is not taken from the table within forty-five (45) calendar days from the meeting at which it was tabled, it shall terminate by operation of these rules and the Clerk shall not list any such item beyond a forty-five (45) calendar day period from which it was tabled.

Any member of the Council shall be permitted to reintroduce a question or subject matter terminating by operation of the provisions of this rule in accord with the motion practice of the Council.

#### 8.7 RESOLUTION TO RECONSIDER

A resolution to reconsider a vote on any question shall be in order for any member of the prevailing side to move for such reconsideration at any time after such action has been taken, as hereinafter set forth; provided, however, that if the meeting at which such action was taken has been adjourned, such member must file with the Clerk before 4:00 p.m. of the third business day after the session at which the resolution being reconsidered was passed, a notice of his/her intention to move to reconsider it.

A member who was either absent for the vote on the original motion or abstained due to a conflict of interest from voting is precluded from making a motion to reconsider the original motion. The motion must be supported, is debatable, and requires a majority vote. In the absence of the member who had



filed such notice of reconsideration, at the regular meeting of the Council next following the filing thereof, at which such motion of reconsideration could be properly presented, it shall, by virtue of said notice, be in order for any other member of the prevailing side to move for reconsideration of the resolution identified in such notice.

#### 8.8 RESCIND OR APPEAL

A motion to rescind or appeal some previous action may be made at any time at any regular or special meeting of the Council.

#### 8.9 MOTION TO DECLARE WAIVER OF ATTORNEY-CLIENT PRIVILEGE

A motion to declare waiver of the attorney-client privilege as to an opinion or document is a privileged motion of the assembly that can be debated, but debate must not disclose the conclusions of the opinion or the nature of the document, and may not be amended. The motion shall require support and the outcome shall be decided by a two-thirds vote.

#### 8.10 APPEAL FROM RULING OF THE CHAIR

Members have no right to criticize a ruling of the chair unless they appeal from their decision. If a member believes the chair has ruled incorrectly, an appeal may be made. However, an appeal may not be made if the chair has expressed only an opinion.

An appeal must be made at the time of the ruling and must be seconded; is debatable, unless the matter appealed from is not debatable. The chair may vote on the appeal and the outcome shall be decided by a majority vote. A majority vote in favor or tie sustains the decision of the chair.

#### 8.11 CALLING THE QUESTION

A council member must have the floor in order to make a motion and the outcome shall be decided by a two-thirds vote.

#### 8.12 PROCEDURE TO ENACT ORDINANCES AND RESOLUTIONS

Every ordinance shall receive two readings by title only. The second reading of an ordinance shall not take place at the same session unless there has been a suspension of the rules and an emergency declared by the Council. Ordinances may be introduced by one member and debated. All petitions, communications, reports and ordinances presented to the Council shall

be in writing, in accordance with Section 9.2 of the Charter. Every ordinance shall require a roll call vote.

All resolutions shall require support prior to debate. A roll call vote is required to adopt a resolution, if requested by a member; otherwise, the Council President may announce that the resolution was unanimously adopted.

To conduct a roll call vote, the Clerk shall call the names of all Council members starting with the Council member receiving the lowest number of votes received at the last regular City-wide general election and continuing in chronological order to the Council President. This order will repeat continuously, but reset each calendar year beginning with the first meeting in January.

The Clerk and/or their designee shall adopt a process to track the roll-call voting order at each Council meeting.

The Clerk shall make every reasonable effort to provide the final adopted resolutions and ordinances to the Council Office prior to the next regular Council meeting after which they were adopted.

#### 8.13 AMENDMENT, SUSPENSION OR ALTERATION OF RULES

These rules may be altered or amended or temporarily suspended for a specific purpose by an affirmative vote of five (5) Council members voting thereon. The Council shall review these rules within 120 days of each general municipal election every 4 years and also if a vacancy occurs in the office of Council President.

#### 8.14 PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern the Council in all cases where the rules of the Council are not applicable. The Corporation Counsel shall serve as parliamentarian to the Council.

To introduce a new piece of business or propose a decision or action, a motion must be made by a Council member. The motion must receive support and after limited discussion the group then votes on the motion. A majority vote is required for the motion to pass, unless stated otherwise.

#### 8.15 ORDINANCE AND RESOLUTION(S)

The Council shall act only by ordinance or resolution. A "resolution" shall be official action in the form of a motion (1) limited to matters required or permitted to be done by resolution by the City Charter or by state law; (2) matters pertaining to the internal affairs or concerns of the City government; (3) ministerial in character, relating to the administrative business of the City; or (4) such other actions commonly recognized in law as subject to adopting by

resolution for a specific and/or temporary purpose. All other acts of the Council, and all acts carrying a penalty for the violation thereof, shall be by ordinance. All legislation of the City of Dearborn shall be by ordinance.

## **Rule 9 – ETIQUETTE**

### **9.1 MEETING PROCEDURE**

1. A Council member who desires to speak in debate must first be recognized by the President or presiding officer.
2. The Council member who makes the original motion is entitled to speak first.
3. A Council member is not entitled to speak for a second time on an item until all other members who wish to speak for the first time have the opportunity to do so.

## **Rule 10 – ELECTRONIC COMMUNICATIONS**

### **10.1 DURING AN OPEN MEETING**

E-mail, group texting (consisting of a quorum), or other forms of electronic communications among group members during the course of an open meeting that constitutes deliberations toward decision-making or actual decisions violates the Open Meetings Act. Members are prohibited from participating in such communications during an open meeting.

### **10.2 OUTSIDE OF AN OPEN MEETING**

E-mail, group texting (consisting of a quorum), or other forms of electronic communications among group members outside of the course of an open meeting can create a violation under the Open Meetings Act. E-mail communications among members where a quorum of the Council is on the communication and/or response is prohibited.

### **ADOPTION HISTORY**

Adopted by CR 2-80-82 of February 2, 1982

Amended/adopted by CR 1-5-86 of January 7, 1986

Amended by CR 9-618-87 of September 1, 1987

Amended by CR 10-716-87 of October 20, 1987

Amended by CR 1-4-90 of January 2, 1990

Adopted/amended by CR 1-60-02 of January 15, 2002

Amended by CR 12-1183-02 of December 17, 2002

Amended by CR 11-988-03 of Special Meeting November 13, 2003

Amended by CR 12-874-04 of December 21, 2004

Amended/Adopted by C.R. 11-797-06 of November 6, 2006

Amended by C.R. 5-290-08 at a Special Meeting on May 7, 2008

Amended by C.R. 2-65-15 at the Regular Meeting of February 10, 2015

Amended by C.R. 7-433-22 at the Special Meeting on July 27, 2022

Amended by C.R. 2-65-15 at the Regular Meeting of September 27, 2022

Amended by C.R. 10-582-22 at the Regular Meeting of October 11, 2022

Amended by C.R. 6-304-23 at the Regular Meeting of June 13, 2023

Amended by C.R. 2-82-24 at the Regular Meeting of February 28, 2024

Amended by C.R. 4-165-25 at the Regular Meeting of April 8, 2025

Amended by C.R. - -25 at the Regular Meeting of



## FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

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Immediate Effect is Requested

**REQUEST:** Additional Expenditures for BS&A Animal Licensing Module

**DEPARTMENT:** Clerks & IT, in conjunction with Purchasing

**BRIEF DESCRIPTION:** The City has a current contract with BS&A for the replacement of our Enterprise Resource Planning (ERP) system. The IT Department is requesting approval to add \$37,535 to the contract to add an animal licensing module.

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**PRIOR COUNCIL ACTION:** 6-324-24 approved the contract with BS&A for a new City-wide Enterprise Resource Planning (ERP) system.

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**BACKGROUND:**

the City currently has a contract with BS&A for the replacement of our Enterprise Resource Planning (ERP) system. The IT Department is requesting approval to add \$37,535 to this existing contract to incorporate an animal licensing module. This addition will integrate animal licensing processes directly into our new ERP system, streamlining operations for both city staff and residents. This module will allow city clerk to utilize additional features in the module, customization, and streamline payments.

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**FISCAL IMPACT:** \$37,535

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**COMMUNITY IMPACT:**

The inclusion of the animal licensing module within the ERP system will specifically allow for easier online animal registration and renewals, improving compliance and convenience for pet owners. Enhanced digital communication channels will foster greater transparency and engagement between citizens and their local government. For businesses, streamlined online processes will expedite licensing and permitting, promoting a more business-friendly environment. Internally, city departments will benefit from increased efficiency, better data management, and enhanced collaboration, ultimately leading to more responsive and effective public services for all Dearborn stakeholders. Furthermore, strengthened cybersecurity measures will protect sensitive citizen data, ensuring privacy and trust in our digital interactions.

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**IMPLEMENTATION TIMELINE:**

March of 2026.

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**COMPLIANCE/PERFORMANCE METRICS:** Members of the Clerk's office and IT will confirm adherence to the contract Scope of Work.

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

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**TO:** City Council  
**FROM:** City Administration  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Additional expenditures to Enterprise Resource Planning (ERP) System contract  
**DATE:** June 25, 2025

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**Budget Information**

Project:	ZT1604
Total Approved Project Budget:	\$3,094,148
Available Project Budget:	\$1,964,842
Requested Amount:	\$37,535
Funding Source:	Innovation & Technology, Capital Software
Supplemental Budget:	N/A

**Summary of Request**

The City Currently has a contract for a new ERP System with BS&A. Purchasing has received a request from IT to seek approval for additional expenditures in the amount of \$37,535 in order to approve a change order to the contract to include an animal licensing module.

It is respectfully requested that Council authorize the additional expenditures with immediate effect in order to expedite the completion of the project.

**Background and Justification**

Ongoing Enterprise Resource Planning (ERP) system replacement with BS&A is a cornerstone of our efforts to centralize and streamline city operations. The current request to add an animal licensing module for an additional \$37,535 to this contract is a strategic enhancement.

Integrating animal licensing directly into the new ERP system will eliminate a standalone, less efficient process. This will provide a seamless experience for residents registering their pets and significantly improve internal tracking and management for city staff. This addition will maximize the benefits of our ERP investment by bringing another critical public service into a unified, digital framework.

**Prepared By:**

DocuSigned by:

D17FF0C142E34C3...

Mark Rozinsky, Purchasing Manager

**Department Approval:**

Signed by:

A006B07DA0464D6...

George T. Darany, City Clerk

DocuSigned by:

CB3794A5ECB04BF...

Mansour Sharha, IT Director



**FINANCE**

## EXECUTIVE SUMMARY AND MEMORANDUM

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### Budget Approval:

DocuSigned by:

*Michael Kennedy*

F77919D1421447F...

Michael Kennedy, Finance Director/Treasurer

DS  
*CS*

### Corporation Counsel Approval:

DocuSigned by:

*Jeremy Romer*

E7A579BA25E3400...

Jeremy J. Romer, Corporation Counsel





COMMUNITY  
RELATIONS

## EXECUTIVE SUMMARY AND MEMORANDUM

**REQUEST:** Contract extension for Wayne Metropolitan Action Agency Liaison

**DEPARTMENT:** Community Relations Department

**BRIEF DESCRIPTION:** Seeking a one year extension of the contract with Wayne Metropolitan Community Action Agency to continue employing a contractor as greeter, iPad guide, and liaison within the Community Relations Department, from September 1, 2025, to August 31, 2026.

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**PRIOR COUNCIL ACTION:** A two year extension of this contract was approved in October 2023.

10-524-23

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**BACKGROUND:** The City of Dearborn entered into a pilot contract with Wayne Metro Community Action Agency in February 2023 to provide a liaison who assists residents with the check-in tablet process, connects them to Wayne Metro services, and serves as a greeter and ad hoc translator. The last 2.5 years of this program have proven successful in supporting residents at the DAC services desk and facilitating access to community programs. We are requesting a one year contract extension at an annual cost of \$45,756.00, to be paid through the Community Relations budget.

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**FISCAL IMPACT:** \$45,756.00 annually, to be paid in monthly installments of \$3,813.00. As the cost of the contract has remained unchanged from 2023 through 2026, this proposed extension results in no increased budgetary effect.

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**IMPACT TO COMMUNITY:**

The liaison improves access to both City and Wayne Metro services by guiding residents through our check-in process and connecting them to available programs. Their presence enhances customer service through language support and personalized assistance. This role also increases efficiency at the DAC by streamlining resident interactions and reducing service delays.

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**IMPLEMENTATION TIMELINE:** Immediate effect is requested.

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**COMPLIANCE/PERFORMANCE METRICS:**

This contract will be managed by the Community Relations Director.



**COMMUNITY  
RELATIONS**

## **EXECUTIVE SUMMARY AND MEMORANDUM**

**TO:** City Council  
**FROM:** Community Relations Department  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Contract extension for Wayne Metropolitan Action Agency Liaison  
**DATE:** June 30th 2025

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### **Budget Information**

Adopted Budget: \$45,756

Amended Budget: \$45,756

Requested Amount: \$45,756 (for 1-year period of September 1, 2025 through August 31, 2026).

Funding Source: Community Relations, Contractual Services, Other Services

Supplemental Budget: N/A

The Community Relations Department is respectfully requesting a one-year extension of its contract with Wayne Metropolitan Community Action Agency to continue employing a liaison who serves as a greeter, iPad guide, and translator at the DAC welcome desk. Since its launch in February 2023, the program has successfully enhanced resident access to both City and Wayne Metro services, improved customer service, and increased operational efficiency. The proposed extension will run from September 1, 2025, to August 31, 2026, at an annual cost of \$45,756, with immediate implementation requested. As the cost of the contract has remained unchanged from 2023 through 2026, this proposed extension will result in no increased budgetary effect.

This contract will be managed by the Community Relations Director.

Contract attached.



COMMUNITY  
RELATIONS

## EXECUTIVE SUMMARY AND MEMORANDUM

Respectfully submitted,

### Department Approval:

DocuSigned by:

*Alia Phillips*

64F917BA272444C

Alia Phillips

Community Relations Director

### Budget Approval:

DocuSigned by:

*Michael Kennedy*

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Michael Kennedy

Finance Director

DocuSigned by:

*Corey Jarocki*

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Corey Jarocki

Deputy Finance Director

### Legal Approval:

DocuSigned by:

*Jeremy Romer*

F7A573BA25E3460

Jeremy Romer

Corporation Counsel



COMMUNITY  
RELATIONS

## EXECUTIVE SUMMARY AND MEMORANDUM

### CONTRACT FOR SERVICES

This Agreement is entered into on \_\_\_\_\_, between the CITY OF DEARBORN (referred to as **Company**), with a principal place of business at 16901 Michigan Avenue, Dearborn MI, 48126, and Wayne Metropolitan Community Action Agency (referred to as **Contractor**), with a principal place of business at 7310 Woodward Avenue, Detroit, MI, 48202.

WHEREAS, the **Company** desires to engage the **Contractor** to be responsible for program compliance in the provision of assistance to low-income persons through a system of intake and assessment, to respond to incoming calls from clients to answer inquiries and questions, to handle complaints, to troubleshoot problems, to meet face to face with clients, to process applications, and to provide information and coordinate referrals to meet specific needs, and the **Contractor** desires to perform such services for the **Company**;

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree as follows: Services to Be Performed

1. The **Contractor** agrees to perform the following services dedicated to **Company**, beginning on September 1, 2025 through and up to August 31, 2026:
  - a. Interview clients to obtain information necessary to make eligibility determinations and conduct initial intake interviews.
  - b. Process clients for assistance and verifying documentation and paperwork.
  - c. Review and evaluate clients' circumstances and documentation to determine if they meet the program's eligibility requirements.
  - d. Maintain accurate files by processing applications, keeping case history files current and responding to client inquiries and complaints in a timely manner.
  - e. Conduct reviews of program files to verify compliance with agency and funder requirements and implement corrective action under the direction of your direct supervisor as needed.
  - f. Check-in client files, process for voucher and file.
  - g. Audit files to ensure compliance.
  - h. Communicate with clients regarding program requirements and compliance; missed payments; and program dis-enrollments.
  - i. Review, process and file payment vouchers according to the program process.
  - j. Provide technical assistance to peers and other staff as necessary.
  - k. Respond to customer inquiries for applicable services in a professional manner; describe programs and services.
  - l. Remain up-to-date in the knowledge of available services; increase the services available to agency clients; and better coordinate existing services in the interest of aiding agency clients meet social, physical, and economic needs. Continuously monitor and assess the adequacy of referral agencies in the provision of such services.
  - m. Provide support to other Wayne Metro departments/programs as necessary to



COMMUNITY  
RELATIONS

## EXECUTIVE SUMMARY AND MEMORANDUM

best serve Wayne Metro clients, including intake, case management, and the delivery of client workshops.

- n. Maintain accurate records which are compatible with those maintained by Wayne Metro for the purpose of deriving statistics, meeting legal requirements for program and client records, and compiling program reports as may be requested by program management.
- o. Maintain a positive attitude towards assigned work, clients, and staff, and a willingness to work with others.
- p. Perform work in a professional manner that upholds Wayne Metro's policies and procedures.
- q. Aid in translation for city Residents and documents.
- r. Act as Greeter at the DAC counter for all residents struggling with iPad check in.
- s. Other duties as assigned by the Company.

### Compensation

2. In consideration of the services to be performed by the **Contractor**, **Contractor** shall be compensated \$45,756.00, paid monthly as follows:

- b. September 30, 2025 \$3,813.00
- c. October 31, 2025 \$3,813.00
- d. November 30, 2025 \$3,813.00
- e. December 31, 2025 \$3,813.00
- f. January 31, 2026 \$3,813.00
- g. February 29, 2026 \$3,813.00
- h. March 31, 2026 \$3,813.00
- i. April 30, 2026 \$3,813.00
- j. May 31, 2026 \$3,813.00
- k. June 30, 2026 \$3,813.00
- l. July 31, 2026 \$3,813.00.00
- m. August 31, 2026 \$3,813.00

The compensation is subject to modification by mutual agreement of the

**Company** and **Contractor**.

### Scope of Obligations of the Contractor

3. Except as is specifically set forth in writing by the parties, the **Contractor** shall supply all tools, equipment, instruments, supplies and other materials required to perform the services under this Agreement. The **Contractor** agrees to provide workers' compensation insurance for the **Contractor** and the Contractor's employees and



COMMUNITY  
RELATIONS

## EXECUTIVE SUMMARY AND MEMORANDUM

agents. The Contractor agrees to maintain a policy of insurance to cover any negligent acts committed by the Contractor or the Contractor's employees or agents during the performance of any duties under this Agreement, and to name the Company as an additional insured under that policy of insurance.

### Independent Contractor

4. The **Company** and the **Contractor** expressly acknowledge and agree that the services to be provided by the **Contractor** under this Agreement shall be performed as an **independent contractor**, and not as an agent, employee, joint venturer, or partner of the **Company**. The parties also expressly acknowledge and agree that with respect to any payments made to the **Contractor** under this Agreement, the **Company** shall not: (i) withhold or pay FICA, Medicare or other federal, state or local income or other taxes or charges; or (ii) comply with or contribute to state workers compensation, unemployment, or other such governmental funds or programs. The **Contractor** also acknowledges that as an **independent contractor**, the **Contractor** will not be given the right to participate in any employee benefit, insurance plan, or any other plan or fringe benefit that is maintained, established or provided by the **Company** for its employees.

### Taxes

5. The **Company** is responsible for all excise, sales or use taxes (and any other similar tax) which are payable as a result of the services being provided by the **Contractor**, except for those taxes for which the **Company** is exempt. If approved in advance by the **Company**, the **Company** agrees to pay directly and/or reimburse the **Contractor** for any amount paid by the **Contractor**, except for those taxes which the **Company** is exempt.

### Termination of Services

6. This Agreement shall automatically terminate on August 31, 2026, or upon 30 days written notice from one party to the other.

### Confidential Information

7. During the term of this Agreement and thereafter, the **Company** may disclose to **Contractor**, and **Contractor** to **Company**, trade secrets and other confidential and/or proprietary information (collectively, Confidential Information). Such Confidential Information includes, without limitation: business development plans and strategies; advertising and promotional programs; research or developmental projects; financial or statistical data; customer information, including, but not limited to, the names of the **Company**'s customer, the nature of the **Company**'s relationship to its customers, customer lists, sales records, account records, pricing matters, and account strategies and reports; sales and marketing plans and strategies; legal documents and records; personal information; information about suppliers; information disclosed to the **Company** by others in confidence; and any other information of a similar nature. Both **Company** and **Contractor** agree not to disclose



COMMUNITY  
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## EXECUTIVE SUMMARY AND MEMORANDUM

or use any Confidential Information exchanged between the parties unless the prior written consent of the disclosure or use is given in writing by the other party.

### Return of Company Property and Work Product

8. The **Contractor** agrees that she will not use any **Company** property for her personal gain or in any manner that might be adverse to the **Company**'s interests. At any time on the **Company**'s demand and in any event on or before the termination date, the **Contractor** will return to the **Company** all the **Company** property and work product that is in **Contractor**'s possession, custody, or control. After the termination of this Agreement, the **Contractor** will return to the **Company** any **Company** property and work product that comes into **Contractor**'s possession, custody, or control.

### Nonsolicitation of Employees and Customers

9. During the period that **Contractor** is providing services to the **Company** and for six months after the termination date, the **Contractor** will not, directly or indirectly, solicit, or induce any employee of the **Company** to leave his or her employment with the **Company**.

### Arbitration of Disputes

10. In the event that any dispute or disagreement should arise with regard to any provision of this Agreement, the parties will first attempt to resolve such dispute or disagreement by good faith, informal negotiations. If such efforts are unsuccessful, such disputes will be decided by arbitration in accordance with the rules of the American Arbitration Association. Such arbitration will be governed by the laws of the State of Michigan. The costs and arbitrators' fees of such arbitration will be borne equally by the parties, and each party will be responsible for its own attorney's fees and other expenses. The parties agree to keep any such dispute and any proceeding related to this Agreement, including any determination of the arbitrators and any resolution of the dispute, as confidential as possible, and to that end agree not to disclose or comment on such matters except to their attorneys, accountants, other advisors, or as may be required by law.

### Entire Agreement of the Parties: Modification

11. This Agreement supersedes any and all agreements, both oral and written, between the parties with respect to the rendering of services by the **Contractor** for the **Company**, and contains all of the covenants and agreements between the parties with respect to the rendering of these services in any manner whatsoever. Each party acknowledges that no representations, inducements, promises or agreements, written or oral, have been made by either party, or by anyone acting on behalf of either party, that are not embodied in this Agreement. Any modification of this Agreement will be



COMMUNITY  
RELATIONS

## EXECUTIVE SUMMARY AND MEMORANDUM

effective only if it is in a writing signed by the party to be charged.

### Severability

12. The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions of this Agreement, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted.

### Force Majeure

13. If the performance of either party under this Agreement is delayed or prevented at any time due to circumstances beyond the control of the other, including, without limitation, those resulting from labor disputes, fire, floods, riots, civil disturbances, weather conditions, control exercised by a governmental entity, unavoidable casualties or acts of God or a public enemy, the performance of such party shall be excused for so long as the circumstance shall prevent such performance.

### Governing Law

14. This Agreement will be governed by and construed in accordance with the laws of the State of Michigan. Executed at \_\_\_\_\_ [city and state], on the date first written above.

### **COMPANY**

CITY OF DEARBORN

By: \_\_\_\_\_ [signature]  
Alia Phillips, Director of Community Relations

### **CONTRACTOR**

WAYNE METROPOLITAN COMMUNITY ACTION AGENCY

By: \_\_\_\_\_ [signature]  
Shama Mounzer, Executive Director, Empowerment and Integration Services





## EXECUTIVE SUMMARY AND MEMORANDUM

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### Immediate Effect Requested

**REQUEST:** It is requested the Finance Director or designee be given the authority to remove the transfer of delinquent water lien for the property at 23038 Park to remedy the account number discrepancy transaction.

**DEPARTMENT:** Department of Public Works & Facilities- Water Division

**BRIEF DESCRIPTION:** The delinquent water lien for the 2024 tax roll was applied to the 23038 Park street because of a misapplied payment the customer made to 7700 Coleman in the amount of \$425.83.

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**PRIOR COUNCIL ACTION:** N/A

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**BACKGROUND:** The resident made an electronic payment of \$425.83, entering the account number 100964-001, which corresponds to 7700 Coleman. However, the payment was intended for his property at 23038 Park. On Thursday, May 8, the resident contacted the water office about the payment not being reflected on the Park property. He later came in person and provided proof of the transaction. Upon investigation with the Treasury Department, it was confirmed that the payment had been mistakenly applied to the Coleman address. To correct the issue, we moved the payment to the Park address so it will show as a credit. However, in the meantime, the \$425.83 delinquency on the Park property had already been transferred to taxes.

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**FISCAL IMPACT:** N/A

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**COMMUNITY IMPACT:** \$425.83

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**IMPLEMENTATION TIMELINE:** Immediate effect is requested.

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**COMPLIANCE/PERFORMANCE METRICS:** Water office manager will follow up with the Treasury Department to ensure the correct adjustments have been made.



## EXECUTIVE SUMMARY AND MEMORANDUM

**TO:** City Council

**FROM:** Department of Public Works & Facilities- Water Division

**SUBJECT:** Requesting removal of transfer of delinquent water lien for property owner at 23038 Park

**DATE:** July 11, 2025

### Background

The Department of Public Works and Facilities, is requesting that the delinquent water lien for the 2024 tax roll was applied to 23038 Park Street because of a misapplied payment the customer made to 7700 Coleman in the amount of \$425.83. The resident made an electronic payment of \$425.83, entering the account number 100964-001, which corresponds to 7700 Coleman. However, the payment was intended for his property at 23038 Park. On Thursday, May 8, the resident contacted the water office about the payment not being reflected on the Park property. He later came in person and provided proof of the transaction. Upon investigation with the Treasury Department, it was confirmed that the payment had been mistakenly applied to the Coleman address. To correct the issue, we moved the payment to the Park address so it will show as a credit. However, in the meantime, the \$425.83 delinquency on the Park property had already been transferred to taxes.

### Summary of Request

It is requested the Finance Director or designee be given the authority to remove the transfer of delinquent water lien for the property at 23038 Park to remedy the account number discrepancy transaction.

### **Prepared By:**

Signed by:

*Nicole Golich*

CBB286534F0047D...

Nicole Golich, Deputy Director

### **Department Approval:**

DocuSigned by:

*Tim Hawkins*

35BABC85BED3455...

Tim Hawkins, Director of Public Works

### **Budget Approval:**

DocuSigned by:

*Michael Kennedy*

F77919D1421447F...

Michael Kennedy, Finance Director/Treasurer

### **Corporation Counsel Approval:**

DocuSigned by:

*Jeremy Romer*

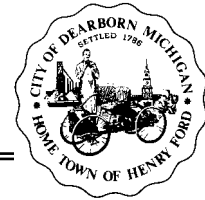
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Jeremy J. Romer, Corporation Counsel

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## OFFICE OF THE 34<sup>TH</sup> CITY COUNCIL

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### IMMEDIATE EFFECT

**To:** City Clerk  
**From:** City Council  
**Date:** June 18, 2025  
**Subject:** Council Acknowledgment- Pat "Whizzer" Wyka

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The 34<sup>th</sup> City Council wishes to acknowledge Mr. Pat "Whizzer" Wyka for his longtime dedication to Dearborn Wrestling. Mr. Wyka has spent many years as a wrestling coach in Dearborn, as well as a mentor for student athletes.

This citation is supported unanimously and should be given immediate effect.

A handwritten signature in black ink, appearing to read "Gary A. Enos".

**Gary A. Enos**  
**Councilmember**



## **EXECUTIVE SUMMARY AND MEMORANDUM**

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### **REQUEST:**

The 19th District Dearborn Hybrid DWI/Drug Treatment Court (HDDTC) has been awarded grants through the 2025 Office of Highway Safety Planning (OHSP) Operational and Planning Programs and the Michigan Drug Court Grant Program (MDCGP) for the fiscal year 2025. 19<sup>th</sup> District Court is requesting authorization for the Finance Director or designee to recognize and appropriate \$59,000 from the State Court Administrative Office (SCAO) and \$4,000 from Michigan Drug Court Grant Program (MDCGP).

It is respectfully requested that Council authorizes the grant award with immediate effect.

### **DEPARTMENT:**

19th District Dearborn Hybrid DWI/Drug Treatment Court (HDDTC)

### **BRIEF DESCRIPTION:**

The 19th District Court applied for grants through the 2025 Office of Highway Safety Planning (OHSP) Operational and Planning Programs, and the 2025 Michigan Drug Court Grant Program (MDCGP). Both grants are administered through the State Court Administrative Office (SCAO) of the Michigan Supreme Court. The Court was awarded \$59,000 by the OHSP Program, and \$4,000 by the MDCGP. The grant period for both awards is October 1, 2024 – September 30, 2025. There is no matching requirement.

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### **PRIOR COUNCIL ACTION:**

N/A

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### **BACKGROUND:**

These grants will be used to support the 19th District Court Hybrid DWI/Drug Treatment Court (HDDTC). The purpose of the HDDTC is to reduce substance abuse and promote public safety by providing treatment-based sentencing alternatives for non-violent offenders charged with an offense related to the abuse of, or addiction to, alcohol and/or drugs.



## EXECUTIVE SUMMARY AND MEMORANDUM

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### FISCAL IMPACT:

**There is no City matching requirement.** The grant funds will cover expenses associated with drug and alcohol testing of program participants, treatment and education programming for participants, mandatory staff training and travel, various contractual services, and program supplies.

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### COMMUNITY IMPACT:

Funding will help to continue treatment services to growing number of participants, thereby reducing alcohol and substance abuse and promoting public safety.

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### IMPLEMENTATION TIMELINE:

Requesting immediate effect

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### COMPLIANCE/PERFORMANCE METRICS:

N/A



## EXECUTIVE SUMMARY AND MEMORANDUM

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**TO:** City Council  
**FROM:** Tim Attalla, Court Administrator  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Hybrid DWI/Drug Treatment Court SCAO FY2025 Grant Award—19<sup>th</sup> District Court  
**DATE:** June 09, 2025

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### **Budget Information**

Adopted Budget: \$31,000  
Amended Budget: \$32,421  
Requested Amount: \$59,000  
Funding Source: 19<sup>th</sup> District Court, Hybrid Drug/ Sobriety Accounts  
Supplemental Budget: N/A

### **Budget Information**

Adopted Budget: \$32,000  
Amended Budget: \$34,000  
Requested Amount: \$4,000  
Funding Source: 19<sup>th</sup> District Court, Hybrid Drug/ Sobriety Accounts  
Supplemental Budget: N/A

### **Summary of Request**

The 19th District Dearborn Hybrid DWI/Drug Treatment Court (HDDTC) has been awarded grants through the 2025 Office of Highway Safety Planning (OHSP) Operational and Planning Programs and the Michigan Drug Court Grant Program (MDCGP) for the fiscal year 2025. 19<sup>th</sup> District Court is requesting authorization for the Finance Director or designee to recognize and appropriate \$59,000 from the State Court Administrative Office (SCAO) and \$4,000 from Michigan Drug Court Grant Program (MDCGP).

It is respectfully requested that Council authorizes the grant award with immediate effect.



## EXECUTIVE SUMMARY AND MEMORANDUM

### Background and Justification

These grants will be used to support the 19th District Court Hybrid DWI/Drug Treatment Court (HDDTC). The purpose of the HDDTC is to reduce substance abuse and promote public safety by providing treatment-based sentencing alternatives for non-violent offenders charged with an offense related to the abuse of, or addiction to, alcohol and/or drugs.

### Prepared By:

Signed by:

*Rabih Mallah*

D3727E8821CB48F...

Rabih Mallah, 19<sup>th</sup> DC, Court Services Supervisor

### Department Approval:

Signed by:

*Tim Attalla*

48D7270A3AC1425...

Tim Attalla, 19<sup>th</sup> District Court Administrator

### Budget Approval:

DocuSigned by:

*Michael Kennedy*

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Initial

*CS*

Michael Kennedy, Director Finance & Treasurer

### Corporation Counsel Approval:

DocuSigned by:

*Jeremy Romer*

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Jeremy Romer, Corporation Counsel



## **EXECUTIVE SUMMARY AND MEMORANDUM**

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**REQUEST:** Alley Vacation: south of Michigan Avenue between Porath and Eugene Streets.

**DEPARTMENT:** Economic Development

**BRIEF DESCRIPTION:**

- The existing public alley is surrounded by three parcels that under common ownership by the applicant.
  - The proposed vacation has been reviewed by the City Engineer, who has no objections; however, it is recommended that a 16-ft wide sewer easement is retained for the existing 12"-DIA sewer beneath the alley.
  - Planning Commission recommended approval of the request at the June 9<sup>th</sup>, 2025 meeting.
  - Planning & Zoning Division recommended approval to the Planning Commission.
- 

**PRIOR COUNCIL ACTION:**

- In March 2023, City Council authorized a partnership with ACCESS to develop a Recovery and Treatment Center (C.R.s 3-124-23 & 8-145-23).
  - Conditional rezoning of 8 parcels to permit the ACCESS Recovery & Treatment Center (C.R. 8-422-24).
  - Alley vacation (C.R. 3-88-24) & easement vacation (C.R. 6-296-24) for a portion of this specific alley that is adjacent to the Recovery & Treatment Center site.
- 

**BACKGROUND:**

All of the parcels surrounding the requested alley vacation are under common ownership by the applicant. Since the initial alley vacation request, ACCESS has acquired, 5146 Porath Street, which was previously utilizing the alley. As such, ACCESS is requesting to vacate another portion of the alley since this property is no longer using the public alley.

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**FISCAL IMPACT:** N/A

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**COMMUNITY IMPACT:**

The proposed alley vacation is not anticipated to negatively impact the surrounding land uses or create any issues related to vehicle circulation.

The proposed alley vacation will support a local non-profit in providing a necessary social to the community.

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**IMPLEMENTATION TIMELINE:**

Requires one reading by City Council.

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**ECONOMIC  
DEVELOPMENT**

## **EXECUTIVE SUMMARY AND MEMORANDUM**

### **COMPLIANCE/PERFORMANCE METRICS:**

- Public alley to be vacated with 16 ft. easement retained.
- No permanent structures can be built in the easement. No permanent structures shall be built within the easement and the City shall have full access to the sewer line within the easement at all times.



# EXECUTIVE SUMMARY AND MEMORANDUM

**TO:** City Council

**FROM:** Planning Commission

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Alley Vacation: South of Michigan Avenue between Eugene & Porath Streets

**DATE:** July 10<sup>th</sup>, 2025 (COW)

**Summary of Request**

In March 2023, Dearborn City Council authorized an agreement to partner with ACCESS (C.R.s 3-124-23 & 8-145-23) to develop a treatment and recovery center.

In 2024, the Dearborn City Council approved a conditional rezoning request and the vacation of a portion of the 16-foot public alley located between ACCESS's properties (C.R. 3-88-24), while retaining an easement. The vacation of the easement was also successfully later approved by the City Council (C.R. 6-296-24).

ACCESS is now requesting the vacation of an additional portion of the 16-foot public alley, which runs parallel to Eugene and Porath Streets and extends south of the previously vacated easement. This request follows ACCESS's successful acquisition of the single-family home located at 5146 Porath, which had been utilizing the alley. The requested alley vacation is part of the planned expansion for the ACCESS recovery center campus to better reconfigure the site.

**Background and Justification**

The existing land use, zoning and master plan designations in the area are summarized in the following table:

	Existing Land Use	Zoning District (Exhibit B-4)	Master Plan Designation
North	ACCESS Treatment & Recovery Center <i>(currently being developed)</i>	BC* – General Business District & VP -Vehicular Parking	Industrial: Logistics
South	Single-Family Home & ACCESS Treatment & Recovery Center <i>(currently being developed)</i>	RB – Single-Family Residential District and BC* – General Business District & VP - Vehicular Parking	Industrial: Logistics
East	ACCESS Treatment & Recovery Center <i>(currently being developed)</i>	BC* – General Business District & VP - Vehicular Parking	Industrial: Logistics
West	Vacant Single-Family Home & ACCESS Treatment & Recovery Center <i>(currently being developed)</i>	RB – Single-Family Residential District and BC* – General Business District & VP - Vehicular Parking	Industrial: Logistics

*\* As part of a conditional rezoning, the use of these properties is restricted to Hospitals, Medical Clinics, & Offices, and Dependent and/or supportive housing with wrap-around social programming*



**ECONOMIC  
DEVELOPMENT**

## EXECUTIVE SUMMARY AND MEMORANDUM

### Staff Analysis & Recommendation

- Per the Land Division Act, the portion of the alley to be vacated would be divided up among the three adjacent parcels—all of which are under common ownership by the applicant.
- Vacating the alley will enable the three separate properties to be combined into one parcel. This will enable a better layout for the site as the current proposed development was designed around the open public alley.
- There are two single-family homes that currently utilize the public alley to access their garages. The proposed alley vacation is not expected to have any significant negative impacts on these residential properties. The alley will remain opened from the south which will provide sufficient access to their garages.
- The proposed alley vacation had been reviewed by the city engineer who has no objection on it; as long as, a 16 ft wide sewer easement is retained for the existing city owned sewer under the alley. no permanent structure shall be built within the easement, and the city shall have full access to the sewer line within the easement at all times.

### Recommendation:

After due consideration and a public hearing on June 9<sup>th</sup>, 2025 the following recommendation was made by the Planning Commission:

A motion was made by Commissioner Saymuah, supported by Commissioner Phillips to approve the request of Lina Harajli, on behalf of ACCESS, to partially vacate the 16 ft. wide public alley south of Michigan Avenue and parallel to Eugene and Porath Streets between the north property lines of lots 201 and 108 and the southern property lines of lots 198 and 111 of the F. & P. M. Park Sub. Upon roll call the following vote was taken: Ayes: (8) (Commissioners Abdulla, Easterly, Fadlallah, Kadouh, King, Mohamad, Phillips, & Saymuah). Absent: (1) (Commissioner Abdallah). The motion was adopted.

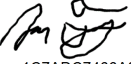
### Signature Page

**Prepared by:**

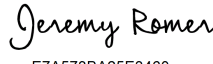
*Kaileigh Bianchini*

KAILEIGH BIANCHINI, AICP  
Planning and Zoning Manager

**Approved:**

Signed by:  
  
1C7ADC7466A843C...

JORDAN TWARDY  
Economic Development Director

DocuSigned by:  
  
E7A573BA25E3460...

JEREMY ROMER  
Corporation Counsel



# Site Context - Alley Vacation Between Eugene & Porath St.



## Legend

 Alley Requested to be Vacated

**Location:**  
The subject alley is located on the south side of Michigan Avenue between Eugene and Porath Street.





0 125 250 500 Feet



# Existing Conditions - *Alley Vacation Between Eugene & Porath St.*



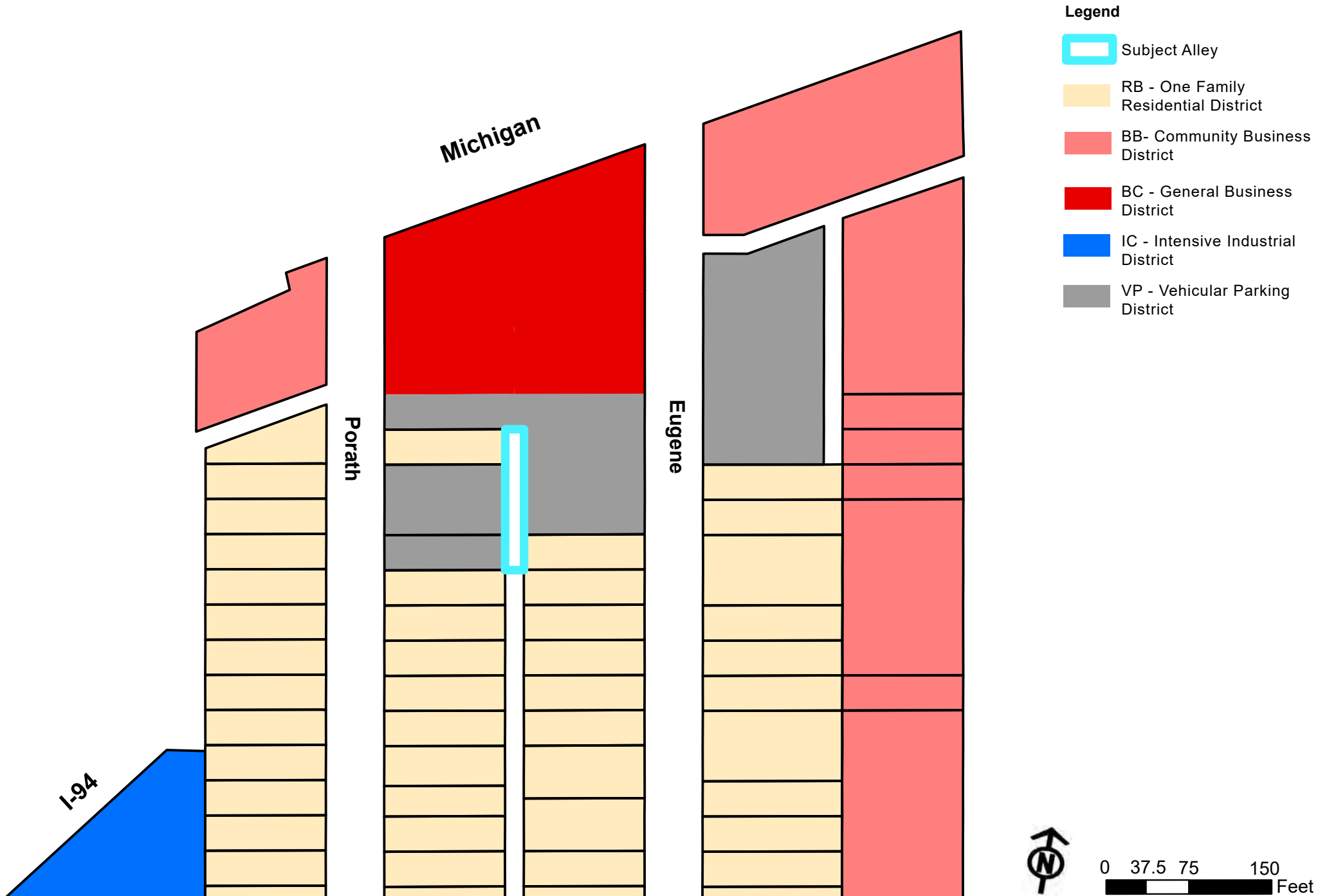
## Legend

-  Subject Alley (16 ft)
-  Portion of Alley to be Vacated



0 25 50 100 Feet

# Existing Zoning Map - Alley Vacation Between Eugene & Porath St.










# Proposed Alley Vacation - Alley Vacation Between Eugene & Porath St.



## Legend

-  Parcel Lines
-  Subject Properties with proposed property lines
-  Alley going to Parcel "A" under proposed vacation
-  Alley going to Parcel "B" under proposed vacation
-  Alley going to Parcel "C" under proposed vacation



0 25 50 100 Feet

CERTIFIED BOUNDARY SURVEY

EXISTING LEGAL DESCRIPTION OF PARCEL 'A'

TAX I.D. #82-10-172-06-044:  
LOTS 5 THROUGH 14, EXCEPT THAT PART TAKEN FOR MICHIGAN AVENUE (120 FOOT WIDE, PUBLIC RIGHT-OF-WAY), LOTS 105 THROUGH 114, LOTS 202 AND 203, ALSO ALL OF AN EAST-WEST VACATED ALLEY (16 FOOT WIDE) LYING BETWEEN LOTS 5 THROUGH 13 AND LOT 105 AND LOT 203, INCLUSIVE, ALSO ALL OF A NORTH-SOUTH VACATED ALLEY (16 FOOT WIDE) LYING BETWEEN LOTS 105 THROUGH 107 AND LOTS 202 THROUGH 203, INCLUSIVE, OF "F & P.M. PARK SUB.", PART OF FRACTIONAL SECTION 17, TOWN 2 SOUTH, RANGE 11 EAST, SPRINGWELLS TOWNSHIP, (NOW THE CITY OF DEARBORN), WAYNE COUNTY, MICHIGAN, AS RECORDED IN LIBER 16 OF PLATS, PAGE 43, WAYNE COUNTY RECORDS. 1.54 ACRES.

EXISTING LEGAL DESCRIPTION OF PARCEL 'B'

TAX I.D. #82-10-172-06-045:  
LOTS 198 THROUGH 200 OF "F & P.M. PARK SUB.", PART OF FRACTIONAL SECTION 17, TOWN 2 SOUTH, RANGE 11 EAST, SPRINGWELLS TOWNSHIP, (NOW THE CITY OF DEARBORN), WAYNE COUNTY, MICHIGAN, AS RECORDED IN LIBER 16 OF PLATS, PAGE 43, WAYNE COUNTY RECORDS. 0.21 ACRES.

EXISTING LEGAL DESCRIPTION OF PARCEL 'C'

TAX I.D. #82-10-172-06-004:  
LOT 201 OF "F & P.M. PARK SUB.", PART OF FRACTIONAL SECTION 17, TOWN 2 SOUTH, RANGE 11 EAST, SPRINGWELLS TOWNSHIP, (NOW THE CITY OF DEARBORN), WAYNE COUNTY, MICHIGAN, AS RECORDED IN LIBER 16 OF PLATS, PAGE 43, WAYNE COUNTY RECORDS. 0.07 ACRES.

NOTE: EXISTING LEGAL DESCRIPTIONS TAKEN FROM PREVIOUS SURVEY BY GREENTECH ENGINEERING, INC., JOB #22-351, DATED 09/09/2024.


LINE TABLE			LINE TABLE			LINE TABLE		
LINE #	BEARING	LENGTH	LINE #	BEARING	LENGTH	LINE #	BEARING	LENGTH
L1	N02°13'58"W	30.00'	L7	N87°32'12"E	8.00'	L13	S87°45'54"W	8.00'
L2	S02°14'06"E	30.00'	L8	S02°14'06"E	90.00'	L14	N02°14'06"W	29.97'
L3	S87°32'12"W	8.00'	L9	S87°32'12"W	8.00'	L15	S02°13'58"E	30.00'
L4	N02°14'06"W	119.97'	L10	N02°14'06"W	90.00'	L16	N02°14'06"W	29.97'
L5	N87°18'31"E	8.00'	L11	N87°32'12"E	8.00'			
L6	S02°14'06"E	120.00'	L12	S02°14'06"E	30.00'			

SURVEYOR'S CERTIFICATION

I, ROBERT Q. MAYNES, P.S.#4001066210, HEREBY CERTIFY THAT I HAVE SURVEYED AND MAPPED THE SUBJECT PROPERTIES ON 05-01-2025 AND THAT THE RELATIVE POSITION OF ALL FIELD OBSERVATIONS IS WITHIN TOLERANCES GENERALLY ACCEPTED BY CURRENT SURVEYING PRACTICES AND THAT I HAVE FULLY COMPLIED WITH THE REGULATIONS OF ACT 132, P.A. 1970, AS AMENDED.

ROBERT Q. MAYNES, P.S.#4001066210

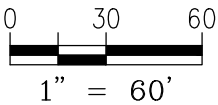


EXISTING LEGAL DESCRIPTIONS	
FOR: ACCESS RECOVERY CENTER 2651 SAULINO COURT DEARBORN, MI 48120	
 49287 WEST ROAD WIXOM, MICHIGAN 48393 TEL. (248) 773-7656	DRAWN BY: BDR
	CHKD BY: RQM
	DATE: 05-07-2025
	SHT.NO.: 1 OF 5
JOB NO.: #250436	



CERTIFIED BOUNDARY SURVEY

NOTE: ALL TAX I.D. #'S SHOWN  
HAVE A PREFIX OF "82-10-172"



L2 LINE TAG  
SEE SHEET 1

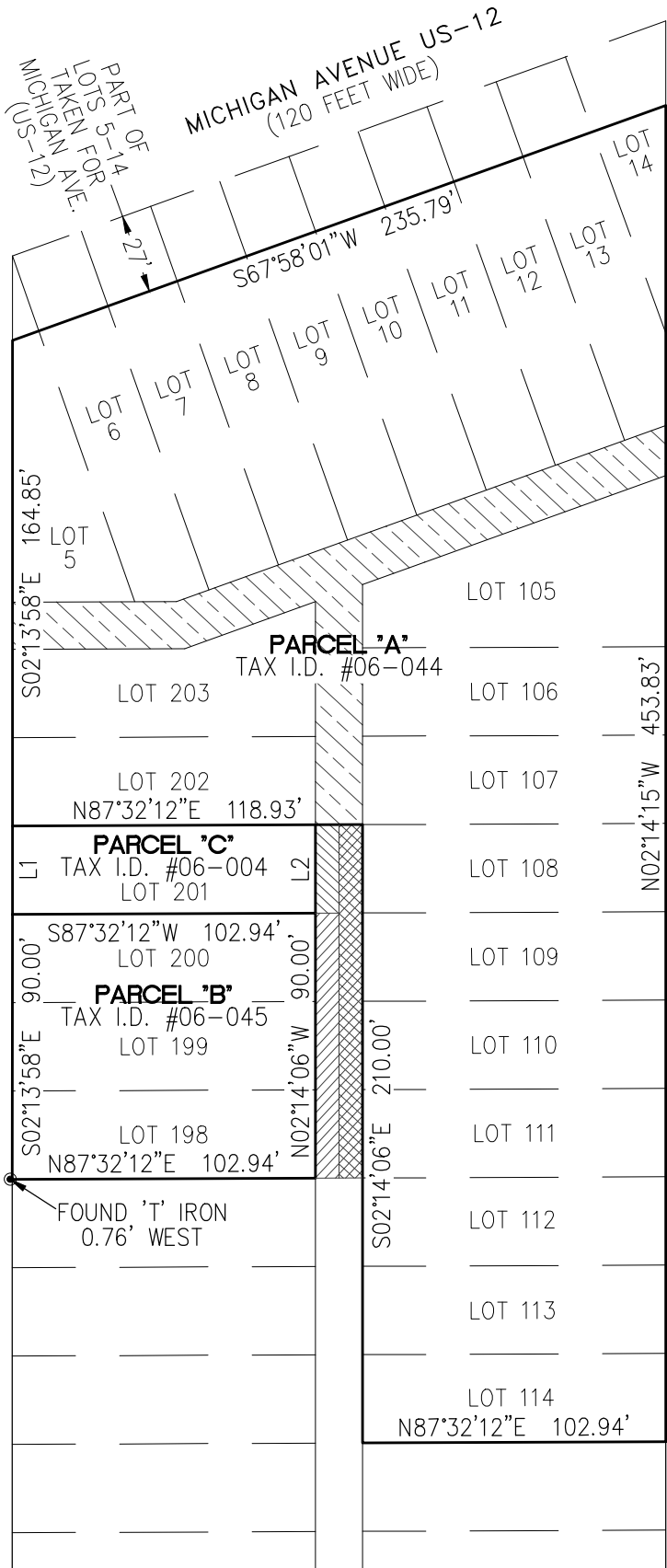
 EXISTING VACATED  
ALLEY APPURTENANT  
TO PARCEL "A"

 PROPOSED VACATED  
ALLEY APPURTENANT  
TO PARCEL "B"

 PROPOSED VACATED  
ALLEY APPURTENANT  
TO PARCEL "C"


 PROPOSED VACATED  
ALLEY APPURTENANT  
TO PARCEL "A"

PORATH STREET  
(50 FEET WIDE)

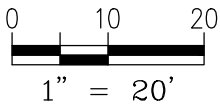


EUGENE STREET  
(50 FEET WIDE)


BASIS OF BEARINGS: ALL BEARINGS & DISTANCES  
SHOWN ON THIS SHEET ARE "AS-SURVEYED" AND  
BASED ON THE MICHIGAN STATE PLANE COORDINATE  
SYSTEM, SOUTH ZONE, INTERNATIONAL FOOT. HELD  
BEARING OF S67°58'01"W ALONG THE SOUTH LINE OF  
MICHIGAN AVE. (US-12), AS SHOWN.


EXISTING PARCEL LAYOUT	
FOR: ACCESS RECOVERY CENTER 2651 SAULINO COURT DEARBORN, MI 48120	
 49287 WEST ROAD WIXOM, MICHIGAN 48393 TEL. (248) 773-7656	DRAWN BY: BDR
	CHKD BY: RQM
	DATE: 05-07-2025
	SHT.NO.: 2 OF 5
JOB NO.: #250436	


CERTIFIED BOUNDARY SURVEY




- L2

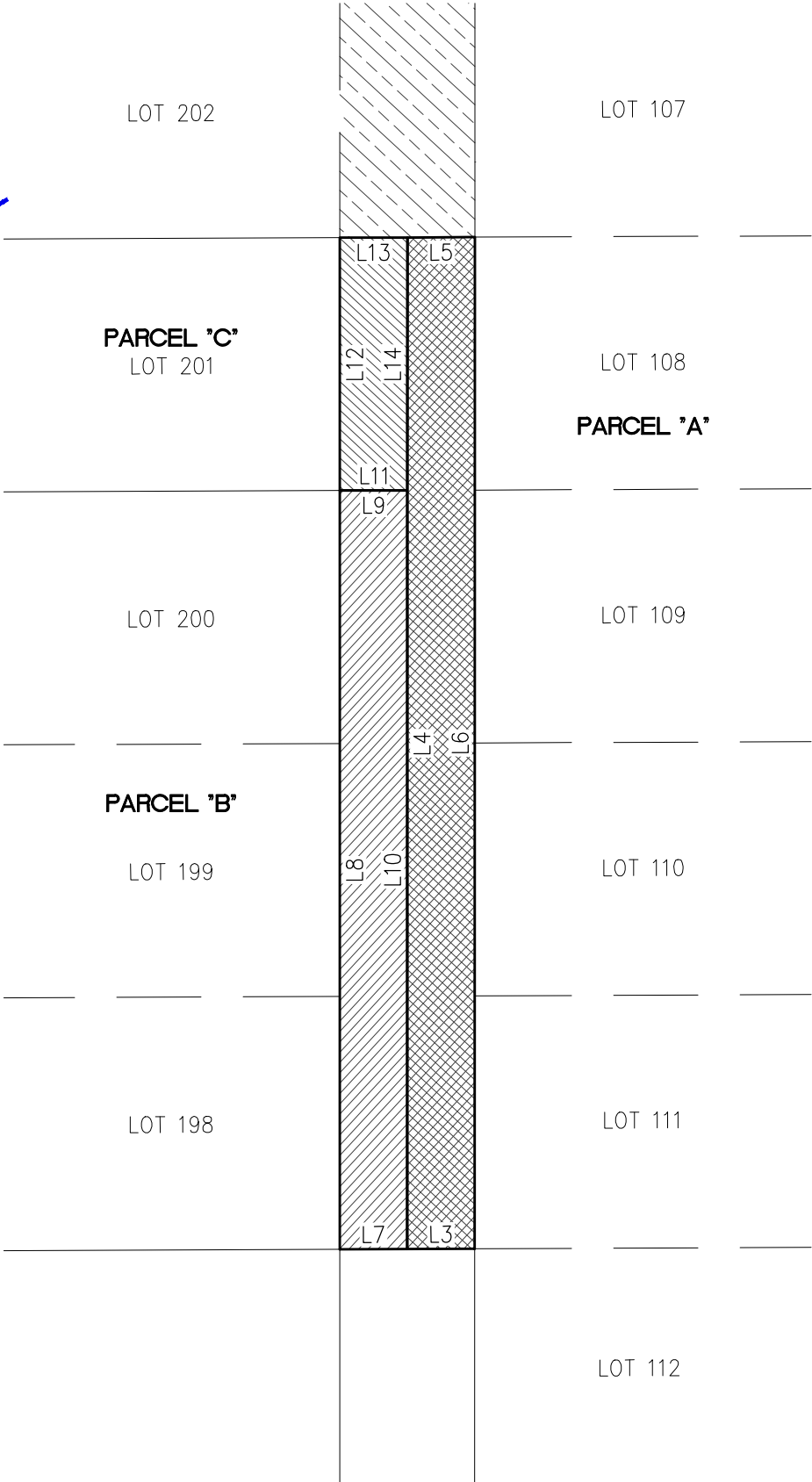
LINE TAG  
SEE SHEET 1
- 


EXISTING VACATED  
ALLEY APPURTENANT  
TO PARCEL "A"
- 

PROPOSED VACATED  
ALLEY APPURTENANT  
TO PARCEL "B"
- 

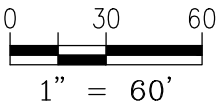
PROPOSED VACATED  
ALLEY APPURTENANT  
TO PARCEL "C"
- 

PROPOSED VACATED  
ALLEY APPURTENANT  
TO PARCEL "A"



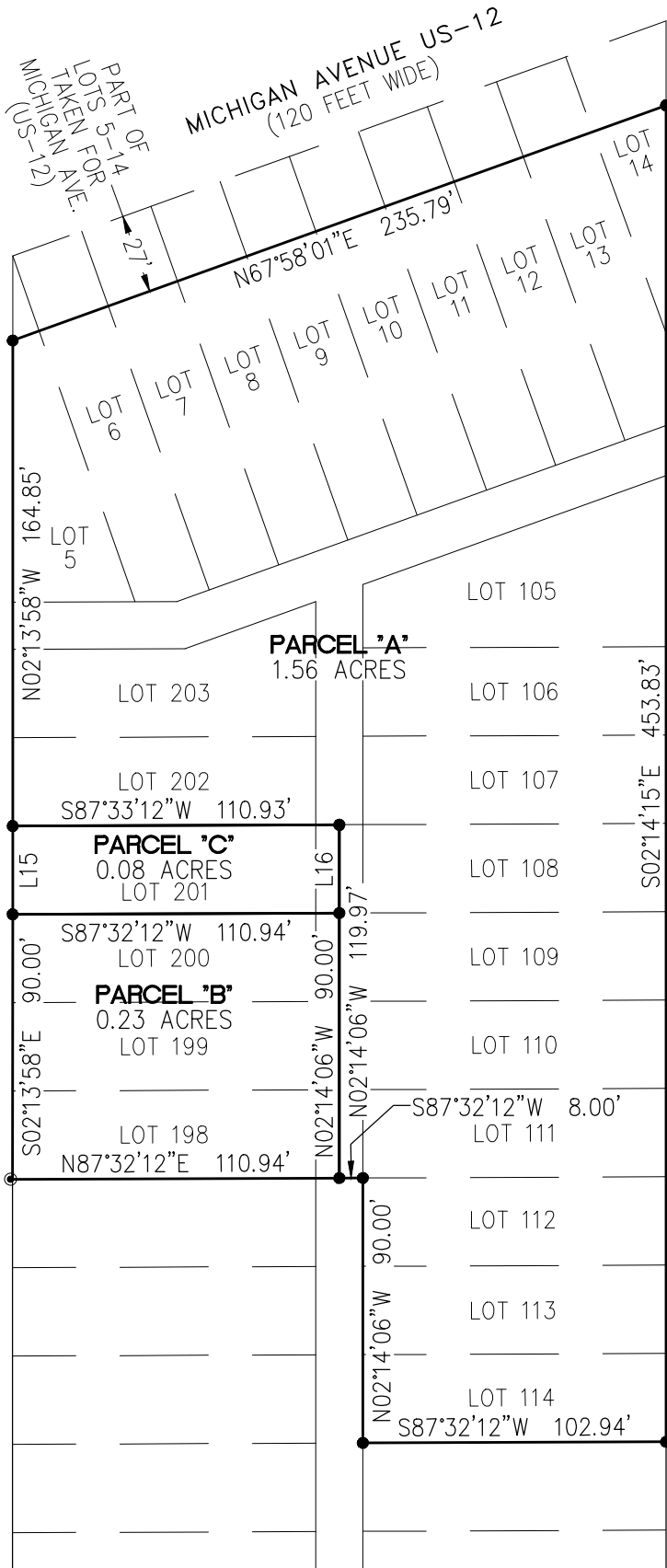
PROPOSED VACATED ALLEY PARCELS	
FOR: ACCESS RECOVERY CENTER 2651 SAULINO COURT DEARBORN, MI 48120	
 49287 WEST ROAD WIXOM, MICHIGAN 48393 TEL. (248) 773-7656	DRAWN BY: BDR
	CHKD BY: RQM
	DATE: 05-07-2025
	SHT.NO.: 3 OF 5
JOB NO.: #250436	

CERTIFIED BOUNDARY SURVEY




- FOUND PROPERTY CORNER  
SEE SHEET #2
- SET 1/2" IRON ROD  
W/CAP #66210
- L2 LINE TAG  
SEE SHEET 1

PORATH STREET  
(50 FEET WIDE)



EUGENE STREET  
(50 FEET WIDE)

BASIS OF BEARINGS: ALL BEARINGS & DISTANCES SHOWN ON THIS SHEET ARE "AS-SURVEYED" AND BASED ON THE MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, INTERNATIONAL FOOT. HELD BEARING OF S67°58'01"W ALONG THE SOUTH LINE OF MICHIGAN AVE. (US-12), AS SHOWN.

PROPOSED RESULTING PARCELS	
FOR: ACCESS RECOVERY CENTER	
2651 SAULINO COURT	
DEARBORN, MI 48120	
 49287 WEST ROAD WIXOM, MICHIGAN 48393 TEL. (248) 773-7656	DRAWN BY: BDR
	CHKD BY: RQM
	DATE: 05-07-2025
	SHT.NO.: 4 OF 5
JOB NO.: #250436	

CERTIFIED BOUNDARY SURVEY

LEGAL DESCRIPTION OF PROPOSED ALLEY VACATION APPURTENANT TO PARCEL 'A'

THE EAST 1/2 OF A 16' WIDE NORTH-SOUTH ALLEY LYING ADJACENT TO LOTS 108 THROUGH 111, INCLUSIVE, OF "F & P.M. PARK SUB.", PART OF FRACTIONAL SECTION 17, TOWN 2 SOUTH, RANGE 11 EAST, SPRINGWELLS TOWNSHIP, (NOW THE CITY OF DEARBORN), WAYNE COUNTY, MICHIGAN, AS RECORDED IN LIBER 16 OF PLATS, PAGE 43, WAYNE COUNTY RECORDS. 0.022 ACRES (960 SQ.FT.).

LEGAL DESCRIPTION OF PROPOSED ALLEY VACATION APPURTENANT TO PARCEL 'B'

THE WEST 1/2 OF A 16' WIDE NORTH-SOUTH ALLEY LYING ADJACENT TO LOTS 198 THROUGH 200, INCLUSIVE, OF "F & P.M. PARK SUB.", PART OF FRACTIONAL SECTION 17, TOWN 2 SOUTH, RANGE 11 EAST, SPRINGWELLS TOWNSHIP, (NOW THE CITY OF DEARBORN), WAYNE COUNTY, MICHIGAN, AS RECORDED IN LIBER 16 OF PLATS, PAGE 43, WAYNE COUNTY RECORDS. 0.017 ACRES (720 SQ.FT.).

LEGAL DESCRIPTION OF PROPOSED ALLEY VACATION APPURTENANT TO PARCEL 'C'

THE WEST 1/2 OF A 16' WIDE NORTH-SOUTH ALLEY LYING ADJACENT TO LOT 201, OF "F & P.M. PARK SUB.", PART OF FRACTIONAL SECTION 17, TOWN 2 SOUTH, RANGE 11 EAST, SPRINGWELLS TOWNSHIP, (NOW THE CITY OF DEARBORN), WAYNE COUNTY, MICHIGAN, AS RECORDED IN LIBER 16 OF PLATS, PAGE 43, WAYNE COUNTY RECORDS. 0.006 ACRES (240 SQ.FT.).

PROPOSED LEGAL DESCRIPTION OF PARCEL 'A'

LOTS 5 THROUGH 14, EXCEPT THAT PART TAKEN FOR MICHIGAN AVENUE (120 FOOT WIDE, PUBLIC RIGHT-OF-WAY), LOTS 105 THROUGH 114, LOTS 202 THROUGH 203, ALSO ALL OF AN EAST-WEST VACATED ALLEY (16 FOOT WIDE) LYING BETWEEN LOTS 5 THROUGH 13 AND LOT 105 AND LOT 203, INCLUSIVE, ALSO ALL OF A NORTH-SOUTH VACATED ALLEY (16 FOOT WIDE) LYING BETWEEN LOTS 105 THROUGH 107 AND LOTS 202 THROUGH 203, INCLUSIVE, ALSO THE EAST 1/2 OF A 16' WIDE NORTH-SOUTH ALLEY LYING ADJACENT TO LOTS 108 THROUGH 111, INCLUSIVE, OF "F & P.M. PARK SUB.", PART OF FRACTIONAL SECTION 17, TOWN 2 SOUTH, RANGE 11 EAST, SPRINGWELLS TOWNSHIP, (NOW THE CITY OF DEARBORN), WAYNE COUNTY, MICHIGAN, AS RECORDED IN LIBER 16 OF PLATS, PAGE 43, WAYNE COUNTY RECORDS. 1.56 ACRES.


PROPOSED LEGAL DESCRIPTION OF PARCEL 'B'

LOTS 198 THROUGH 200 AND THE WEST 1/2 OF A 16' WIDE NORTH-SOUTH ALLEY LYING ADJACENT TO SAID LOTS 198 THROUGH 200, OF "F & P.M. PARK SUB.", PART OF FRACTIONAL SECTION 17, TOWN 2 SOUTH, RANGE 11 EAST, SPRINGWELLS TOWNSHIP, (NOW THE CITY OF DEARBORN), WAYNE COUNTY, MICHIGAN, AS RECORDED IN LIBER 16 OF PLATS, PAGE 43, WAYNE COUNTY RECORDS. 0.23 ACRES.

PROPOSED LEGAL DESCRIPTION OF PARCEL 'C'

LOT 201 AND THE WEST 1/2 OF A 16' WIDE NORTH-SOUTH ALLEY LYING ADJACENT TO SAID LOT 201, OF "F & P.M. PARK SUB.", PART OF FRACTIONAL SECTION 17, TOWN 2 SOUTH, RANGE 11 EAST, SPRINGWELLS TOWNSHIP, (NOW THE CITY OF DEARBORN), WAYNE COUNTY, MICHIGAN, AS RECORDED IN LIBER 16 OF PLATS, PAGE 43, WAYNE COUNTY RECORDS. 0.08 ACRES.



PROPOSED LEGAL DESCRIPTIONS	
FOR: ACCESS RECOVERY CENTER 2651 SAULINO COURT DEARBORN, MI 48120	
 49287 WEST ROAD WIXOM, MICHIGAN 48393 TEL. (248) 773-7656	DRAWN BY: BDR
	CHKD BY: RQM
	DATE: 05-07-2025
	SHT.NO.: 5 OF 5
JOB NO.: #250436	



## **EXECUTIVE SUMMARY AND MEMORANDUM**

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**REQUEST:** Temporary Use of Land: 720 Town Center

**DEPARTMENT:** Economic Development

**BRIEF DESCRIPTION:**

- The tenant and property owner are requesting a continuation of their temporary use of land approval to permit seven food trucks on the property for a duration not to exceed 6-months (August 1, 2025- February 1, 2026).
  - The intent of the property owner is to pursue permanent land use approval for the food truck park as permitted under the newly adopted ordinance; however, due to the delayed effective date of September 1 they are unable to move forward at this time.
- 

**PRIOR COUNCIL ACTION:**

In July 2024, City Council authorized a temporary use of land to allow food trucks to operate on the property between August 1, 2024 to August 1, 2025 (C.R. 7-373-24).

In April 2025, City Council updated the Zoning Ordinance to permit food trucks as Special Land Use in the BC-General Business District and the IA-Light Industrial District, subject to specific site development standards.

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**BACKGROUND:**

720 Town Center is the former T.G.I. Friday's which had been closed and vacant since 2019. The current tenant has made significant upgrades and improvements to the site including landscaping, repaving, etc. since occupying the building.

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**FISCAL IMPACT:** N/A

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**COMMUNITY IMPACT:**

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

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**IMPLEMENTATION TIMELINE:**

Requires one reading by City Council.

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**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:** July 10<sup>th</sup>, 2025 (COW)

### **Summary of Request**

The property is currently operating as a food truck park under a temporary land use approval granted by City Council in July 2024.

They are requesting an extension of their temporary approval to permit seven food trucks on the property for a duration not to exceed 6-months (August 1, 2025- February 1, 2026).

This will allow time for the tenant to pursue permanent approval for the food truck park as permitted under the newly adopted ordinance which becomes effective September 1<sup>st</sup>.

### **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.

### **Site Analysis**

- The restaurant is required to have 121 parking spaces. They are providing 161 parking spaces.
- No parking spaces will be displaced by the food trucks as they will be located within the large enclosed outdoor patio.
- Food trucks will continue to utilize a grease waste disposal system that is located within the building.
- The food trucks will continue to not utilize generators and will instead have electrical hookups.



**ECONOMIC  
DEVELOPMENT**

## EXECUTIVE SUMMARY AND MEMORANDUM

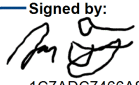
### Signature Page

**Prepared by:**

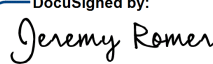
*Kaileigh Bianchini*

KAILEIGH BIANCHINI, AICP  
Planning and Zoning Manager

**Approved:**

Signed by:  
  
1C7ADC7466A843C...

JORDAN TWARDY  
Economic Development Director

DocuSigned by:  
  
E7A573BA25E3460...

JEREMY ROMER  
Corporation Counsel



# 720 Town Center Drive - Aerial View

## Legend

 Subject Property

## Parcel Size:

3.73 acres

## Zoning:

BC - General Business  
District



0 50 75 100 Feet

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



## RESOLUTION

WHEREAS: The tenant and property owner previously received a temporary use of land approval, as permitted under Section 2.07 of the Zoning Ordinance, which expires August 1, 2025 (C.R. 7-373-24); and

WHEREAS: City Council has adopted zoning ordinance regulations for food truck parks that become effective September 1, 2025; and

WHEREAS: The tenant is requesting an extension of their temporary approval in order to have sufficient time go through the permanent zoning review and approval process; and

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

RESOLVED: 720 Town Center is permitted an extension of their temporary use of land to allow seven food trucks on the property for a duration not to exceed 6-months (August 1, 2025 to February 1, 2026); be it further

RESOLVED: That the food trucks are permitted to operate during the following hours of operation-- Sunday to Thursday: 11 AM - 11 PM & Friday and Saturday: 11 AM - 1 AM, contingent on the building remaining open during those same hours of operation; be it further

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

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

RESOLVED: 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 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: This resolution is given immediate effect.

**Immediate Effect Requested**

**REQUEST:** Award of contract for Additional Fencing and Gates at Ford Field

**DEPARTMENT:** Parks & Recreation Department, in conjunction with Purchasing

**BRIEF DESCRIPTION:** The Parks & Recreation Department, in conjunction with Purchasing, recommends extending a contract to Mustang Fence, for the installation of additional fencing, and gates at Ford Field.

---

**PRIOR COUNCIL ACTION:**

None

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**BACKGROUND:**

The Parks & Recreation Department plans to install additional fencing and gates at Ford Field Park. This project includes approximately 562 feet of fencing and three 30-foot gates along Cherry Hill. These will match the recently installed Ameristar 4-foot Montage Plus fence near the playground that was competitively sourced to Mustang Fence.

Additionally, two 4-foot-tall galvanized barrier-style gates will be installed at the Brady and Monroe park entrances.

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**FISCAL IMPACT:**

\$87,000

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**COMMUNITY IMPACT:**

The new fencing and gates at Ford Field will enhance safety and encourage more families to enjoy outdoor activities together.

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**IMPLEMENTATION TIMELINE:**

The installation is targeted to be completed by September 2025.

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**COMPLIANCE/PERFORMANCE METRICS:**

The Parks & Recreation staff will confirm adherence to the terms and conditions of the contracted scope of work.



**TO:** City Council  
**FROM:** City Administration  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Award of Contract for Additional Fencing and Gates at Ford Field  
**DATE:** July 8, 2025

---

**Budget Information**

Projects:	I51625 – Ford Field Fencing
Total Approved Project Budget:	\$105,900
Available Project Budget:	\$87,000
Requested Amount:	\$87,000
Funding Source:	Facilities Fund, Recreation, Parks, Capital Project Support,
Supplemental Budget:	N/A

**Summary of Request**

The Parks & Recreation Department, in conjunction with Purchasing, recommends awarding a contract to Mustang Fence, for the installation of fencing and gates at Ford Field.

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

**Background and Justification**

The Parks & Recreation Department plans to install additional fencing and gates at Ford Field Park. This project includes approximately 562 feet of fencing and three 30-foot gates along Cherry Hill. These will match the recently installed Ameristar 4-foot Montage Plus fence near the playground that was competitively sourced to Mustang Fence.

Additionally, two 4-foot-tall galvanized barrier-style gates will be installed at the Brady and Monroe park entrances. The anticipated completion date for the project is September 2025.

**Procurement Process**

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



**Signature Page**

**Prepared By:**

---

Jay Andrews, Sr. Buyer, Purchasing

**Department Approval:**

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Sean Fletcher, Parks & Rec Director

**Budget Approval:**

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Michael Kennedy, Finance Director/Treasurer

**Corporation Counsel Approval:**

---

Jeremy J. Romer, Corporation Counsel



## EXECUTIVE SUMMARY AND MEMORANDUM

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**REQUEST:**

Seeking City Council approval of a fireworks shows on August 2, 2025 and August 3, 2025 beginning at approximately 9:45 p.m. The display will take place at 22051 Cherry Hill. Also requesting temporary waiver of the noise ordinance. Also requesting authority be provided to Fire Chief to set rain dates as required.

**DEPARTMENT:**

Fire Department

**BRIEF DESCRIPTION:**

Annual Homecoming firework display on August 2, 2025 and August 3, 2025 at approximately 9:45 p.m. The launch site will be located north of the Rouge River on the hill side of Ford Field in compliance with NFPA 1126 and will take place under the supervision of a licensed pyrotechnic operator. Also requesting a temporary waiver of the noise ordinance and to provide the Fire Chief with the authority to set rain dates as needed.

---

**PRIOR COUNCIL ACTION:**

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

---

**BACKGROUND**

This will be the 44<sup>th</sup> Homecoming. This event has been held successfully in years past and has previously received City Council approval.

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**FISCAL IMPACT:**

None.

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**COMMUNITY IMPACT:**

Recreational activity for the community.

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**IMPLEMENTATION TIMELINE:**

Event planned for August 2, 2025 and August 3, 2025 at approximately 9:45 p.m. Rain dates if required will be coordinated through the Fire Chief.

---

**COMPLIANCE/PERFORMANCE METRICS:**

Proof of liability insurance provided. Display will comply with NFPA 1123 and NFPA 1126. All operators will be licensed.



## EXECUTIVE SUMMARY AND MEMORANDUM

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**TO:** City Council

**FROM:** Fire Chief Joseph Murray

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Dearborn Homecoming Request for Fireworks Display

**DATE** July 3, 2025

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### Budget Information

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

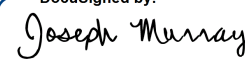
### Summary of Request

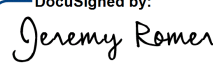
The City of Dearborn is seeking City Council approval of a fireworks show on the evening of August 2, 2024 and August 3, 2024 at approximately 9:45 p.m. The display will take place at 22051 Cherry Hill on City of Dearborn property. The Fire Marshal has reviewed the plan and has approved of the location per NFPA 1123. The Dearborn Fire Department is further requesting a temporary waiver of the noise ordinance for this event and that authority be provided to the Fire Chief to set rain dates as needed.

### Background and Justification

This will be the 44<sup>th</sup> Homecoming. This event has been held successfully in years past and has previously received City Council approval.

### Signature Page

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

DocuSigned by:  
  
E7A572BA25E3460...  
Jeremy Romer  
Corporation Counsel

DocuSigned by:  
  
F77919D1421447F...  
Michael Kennedy  
Director of Finance



**June 25, 2025**

**Dearborn Fire Department  
Fire Marshal Bureau  
3160 Oakwood Blvd.  
Melvindale, Michigan 48122**

**Attn: Mike Kleitch**

**RE: Dearborn Homecoming Fireworks Displays – August 2 and 3, 2025**

Enclosed you will find the Fire Works Display Plan Review which is required for the above mentioned displays. Please call if you should need anything else or if you have any questions.

Yours very truly,

**AMERICAN FIREWORKS COMPANY**

**Roberto Sorgi  
RS/ksd**

**Enclosures**

**John Cross  
Account Manager/Pyrotechnician**

**Michigan • Ohio • Virginia • West Virginia  
Headquarters - 7041 Darrow Road • P.O. Box 144 7 • Hudson, Ohio 44236**

---

**Phone 330-650-1776 • Fax 330-653-9030  
[www.americanfireworks.com](http://www.americanfireworks.com)**



# Application for a Business License

**George T. Darany, City Clerk**  
**City of Dearborn, 16901 Michigan Ave. Ste. 11, Dearborn, MI 48126**  
**313-943-2010**

☐ Existing Business  
 New Owner

☐ New Business

07/09/24

Date of Application

**Name of Owner/Applicant:** AMERICAN FIREWORKS COMAPANY

**Street address of Owner:** 7041 DARROW ROAD

**City, State, Zip:** HUDSON, OHIO 44236

**Owner's phone number:** 330-650-1776 **Email:** KATIE@AMERICANFIREWORKS.COM

**Name of Business to be licensed:** AMERICAN FIREWORKS COMPANY

**Street Address of Business:** 7041 DARROW ROAD

**City, State, Zip:** HUDSON, OHIO 44236

**Business phone number:** 330-650-1776

**HAVE YOU APPLIED FOR A CERTIFICATE OF OCCUPANY?** ☐ Yes ☒ No

**Description of Business Activity**

DISPLAY FIREWORKS

CODE	TYPE OF LICENSE (For Each License Applied For)	FEE (For Each License Applied For)
<u>105</u>	<u>Special Events - Fireworks</u>	<u>\$ 50.00</u>
<u> </u>	<u> </u>	<u>\$</u>
<u> </u>	<u> </u>	<u>\$</u>
		<b>Total Fee \$ <u>50.00</u></b>

**I HEREBY SWEAR OR AFFIRM THAT ALL STATEMENTS MADE HEREON ARE TRUE & CORRECT.**

**X** *Katie S...* 06/25/25  
**SIGNATURE OF OWNER/APPLICANT**



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

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

STANDARD FORM 1000-1 (08-01) (FORM 1000-1)

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                      ATF - Chief, FELC  
Correspondence To        244 Needy Road  
   Martinsburg, WV 25405-9431

License/Permit  
Number

**4-OH-153-54-6M-00238**

Chief, Federal Explosives Licensing Center (FELC)

Expiration  
Date

**December 1, 2026**

Name  
**AMERICAN FIREWORKS INC**

Premises Address (Changes? Notify the FELC at least 10 days before the move.)

**7041 DARROW ROAD  
HUDSON, OH 44236-**

Type of License or Permit

**54-USER OF 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.)

**AMERICAN FIREWORKS INC  
PO BOX 1447 ATTN KATIE  
HUDSON, OH 44236-**

Robert Sorgi  
Licensee/Permittee Responsible Person Signature

President  
Position Title

**ROBERTO SORGI**

**01/03/2024**

Printed Name

Date

Previous Edition is Obsolete

AMERICAN FIREWORKS INC 7041 DARROW ROAD HUDSON, OH 44236-0001 (2024) 1, 0001-01-0001 OF EXPLOSIVES

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](mailto:FELC@atf.gov)

ATF Homepage: [www.atf.gov](http://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 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: **AMERICAN FIREWORKS INC**

Business Name:

License/Permit Number: **4-OH-153-54-6M-00238**

License/Permit Type: **54-USER OF EXPLOSIVES**

Expiration: **December 1, 2026**

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

**Application for Fireworks Other Than Consumer or Low Impact**  
**Michigan Department of Licensing & Regulatory Affairs**  
**Bureau of Fire Services**  
**P.O. Box 30700**  
**Lansing MI 48909**  
**(517) 241-8847**

**2025**

Authority Corollary Permit		2017 PA 256 Voluntary Permit will not be issued		The Department of Licensing & Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may contact your needs known to this agency.	
<input type="checkbox"/> Agricultural or wildlife fireworks <input type="checkbox"/> Special effects manufactured for outdoor pest control or agricultural purposes		<input type="checkbox"/> Articles Pyrotechnic <input type="checkbox"/> Public Display		<input checked="" type="checkbox"/> Display Fireworks <input type="checkbox"/> Private Display	
NAME OF APPLICANT CITY OF DEARBORN		ADDRESS 16901 MICHIGAN AVENUE, DEARBORN, MI 48126		AGE (18 or over)	
IF A CORPORATION NAME OF PRESIDENT		ADDRESS			
IF A NON-RESIDENT APPLICANT NAME OF MICHIGAN ATTORNEY OR RESIDENT AGENT		ADDRESS		TELEPHONE NUMBER	
NAME OF PYROTECHNIC OPERATOR AMERICAN FIREWORKS COMPANY - BRIAN TEELING		ADDRESS 152 NUTWOOD DRIVE, TALLMADGE, OHIO		AGE (18 or over) 58	
NO YEARS EXPERIENCE 30 YEARS		NO DISPLAYS 950+		WHERE THROUGHOUT OHIO, MICHIGAN, MARYLAND	
NAME OF ASSISTANT DUSTIN BOND		ADDRESS 2575 MIDDLETOWN ROAD, HUDSON, OHIO		AGE 37	
NAME OF OTHER ASSISTANT MICHAEL CONNER		ADDRESS 1312 W. NIMISILA ROAD, NEW FRANKLIN, OHIO		AGE 38	
EXACT LOCATION OF PROPOSED DISPLAY FORD FIELD PARK, 22051 CHERRY HILL STREET, DEARBORN, MI					
DATE OF PROPOSED DISPLAY AUGUST 2 & 3, 2025		TIME OF PROPOSED DISPLAY APPROXIMATELY 9:45 PM BOTH NIGHTS			
MANNER AND PLACE OF STORAGE SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT. TYPE 4 STORAGE MAGAZINE LOCATED AT 935 WALES RIDGE ROAD, WALES, MICHIGAN					
AMOUNT OF BOND OR INSURANCE (To be set by local government) \$10,000,000		NAME OF BONDING CORPORATION OR INSURANCE COMPANY EVEREST INDEMNITY INSURANCE CO. EVEREST DANALI INSURANCE CO.			
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY BRITTAIN-GALLAGHER & ASSOCIATES, INC., ONE CLEVELAND CENTER, 1875 E. 9TH STREET, CLEVELAND, OHIO					
NUMBER OF FIREWORKS		KIND OF FIREWORKS TO BE DISPLAYED			
1,500		1.5" ASSORTED AERIAL SHELLS			
528		2.5" ASSORTED AERIAL SHELLS			
936		3" ASSORTED AERIAL SHELLS			
282		4" ASSORTED AERIAL SHELLS			
150		5" ASSORTED AERIAL SHELLS			
SIGNATURE OF APPLICANT <i>Roberto Sargi</i>					DATE 6-25-25

**Permit for Fireworks Other Than Consumer or Low Impact**  
**Michigan Department of Licensing & Regulatory Affairs**  
**Bureau of Fire Services**  
**P.O. Box 30700**  
**Lansing MI 48909**  
**(517) 241-8847**

**2025**

Authority Compliance Permit	2011 PA 256 Voluntary Permit will not be issued	The Department of Licensing & Regulatory Affairs 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 this agency.
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*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.*

<b>Display Fireworks</b>			
ISSUED TO: <b>CITY OF DEARBORN, MICHIGAN</b>			AGE (18 or over)
ADDRESS: <b>16901 MICHIGAN AVENUE, DEARBORN, MICHIGAN 48126</b>			
NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION:			
ADDRESS:			
NUMBER AND TYPES OF FIREWORKS			
1,500	1.5" ASSORTED AERIAL SHELLS		
528	2.5" ASSORTED AERIAL SHELLS		
936	3" ASSORTED AERIAL SHELLS		
282	4" ASSORTED AERIAL SHELLS		
150	5" ASSORTED AERIAL SHELLS		
EXACT LOCATION OF DISPLAY ON USE: <b>22051 CHERRY HILL STREET DEARBORN, MI</b>			
CITY, VILLAGE, TOWNSHIP: <b>DEARBORN</b>		DATE: <b>AUGUST 2 &amp; 3 2025</b>	TIME: <b>APPROX. 9:45 PM BOTH NIGHTS</b>
BOND OR INSURANCE FILED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		AMOUNT: <b>\$10,000,000</b>	
Issued by action of the Legislative Body of a			
<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township of _____ on the _____ day of _____			
<div style="text-align: center; font-size: small;">(Signature and Title of Legislative Body Representative)</div>			

**\*THIS FORM IS VALID FOR THE YEAR SHOWN ONLY\***



# CITY OF DEARBORN

*Home Town of Henry Ford*

ADMINISTRATION  
313-943-2277

APPARATUS  
313-943-3085

EMERGENCY MANAGEMENT  
313-943-5470

EMERGENCY MEDICAL SERVICE  
313-943-2016

FIRE PREVENTION  
313-943-2838

FIRE SUPPRESSION  
313-943-2299

TRAINING  
313-943-2254

## FIREWORKS DISPLAY

NAME OF APPLICATION: CITY OF DEARBORN

DATE: AUGUST 2 & 3, 2025

ADDRESS OF DISPLAY: 22051 CHERRY HILL STREET, DEARBORN, MI

### SHOOTING SITE:

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

**MORTAR RACKS:**

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

**CHAIN FUSED MORTAR REQUIREMENTS:**

- ☐ 3 inch or less maximum of 15 mortars.
- ☐ 4 inch maximum of 12 mortars.
- ☐ 5 to 6 inch maximum of 10 mortars
- ☐ Greater than 6 inch is not allowed.
- ☐ The above does not apply to boxed finale items 2.5 inch 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:
  - Head protection;
  - Eye protection;
  - Hearing protection;
  - Foot protection;
  - Cotton, wool or similarly flame-resistant, long-sleeved, long-legged clothing.
- ☐ The AHJ shall stop firing if any hazardous condition exists such as:
  - High winds;
  - Crown control problems;
  - 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.
  - Firing shall be stopped if hazardous debris is observed.
  - Spotter shall be in direct communication with the shooter.

**FIRING METHODS:**

- ☐ Shells greater than 6 inches shall be electrically fired.
- ☐ If a combination of firing methods is used, the mortars shall be separated by 25 feet.
- ☐ Manual electric firing shall include a key operated switch.
- ☐ A light or beeper shall activate when the system is armed
- ☐ 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.



APPLICANTS SIGNATURE: ROBERTO SORGI



DATED



**DEARBORN HOMECOMING  
FIREWORKS DISPLAY PLAN REVIEW**

**Name of person, group or organization sponsoring the production:**

**American Fireworks Company**

**Date and time of the production:**

**Saturday, August 2 and Sunday, August 3, 2025 at approximately 9:45 PM**

**Exact location of the production:**

**22051 Cherry Hill Street, Dearborn, Michigan 48120**

**Name of the pyrotechnic operator:**

**Brian Teeling**

**Number, names and ages of all assistants who are to be present:**

**See Page 14**

**Qualifications of the pyrotechnic operator:**

**See Pages 18 - 31**

**Material Safety Data Sheets**

**See Pages 15 - 17**

**Affidavit stating that the requirements of NFPA 1123, 1124, the International Fire Code and NFPA 1126 (if applicable) will be adhered to.**

**See Page 12**

**Confirmation of any applicable state and federal licenses held by the operator or assistants:**

**See Pages 18 - 31**

Michigan • Ohio • Virginia • West Virginia  
Headquarters – 7041 Darrow Road • P.O. Box 1447 • Hudson, Ohio 44236

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Phone 330-650-1776 • Fax 330-653-9030  
[www.americanfireworks.com](http://www.americanfireworks.com)



**Evidence of the permittee's insurance carrier or financial responsibility:**

**See Page 32 - 33**

**Number and types of pyrotechnic devices and materials to be used, the operator's experience with those devices and effects and a definition of the general responsibilities of the assistants:**

**See Page 34**

**Diagram of the grounds or facilities where the production is to be held that shows the point at which the pyrotechnic devices are to be fired, the fallout radius for each pyrotechnic device used in the performance and the lines behind which the audience is to be restrained:**

**See Page 37**

**Point of on-site assembly of pyrotechnic devices:**

**Not Applicable**

**Manner and place of storage of the pyrotechnic materials and devices:**

**Type 4 Storage Magazine located at 935 Wales Ridge Road, Wales, Michigan 48027**

**Material Safety Data Sheet (MSDS) for the pyrotechnic material(s) to be used:**

**See Pages 15 - 17**

**If the shooter is out of state, provide documentation that a member of the bar of this state has been secured:**

**See Pages 35**

**Emergency procedure plan:**

**See Page 36**

**Certification that the set, scenery and rigging materials are inherently flame-retardant or have been treated to achieve flame-retardancy (if applicable):**

**Not Applicable**

**Verification that the storage container meets or exceeds requirements set forth by NFPA 1123, 1124 and the International Fire Code:**

**See Page 36**

**Verification that the vehicle used to transport the fireworks is appropriately placarded:**

**Verification can be confirmed on day of shoot at site.**

**Verification of the delivery date and time of delivery of the fireworks:**

**Saturday, August 2, 2025 at approximately 8:00 AM**

**Sunday, August 3, 2025 at approximately 12:00 PM**

**Headquarters – 7041 Darrow Road • P.O. Box 1447 • Hudson, Ohio 44236**





COUNTY OF SUMMIT     )  
                                      ) ss;  
STATE OF OHIO         )

The requirements of NFPA 1123, 1124, the International Fire Code and NFPA 1126 will be adhered to by American Fireworks Company and its employees.

A handwritten signature in black ink, appearing to read "Roberto Sorgi", written over a horizontal line.

Roberto Sorgi, Owner

SWORN TO BEFORE ME and subscribed in my presence this \_\_\_\_\_ day of June, 2025.



A handwritten signature in black ink, appearing to read "John Cross", written over a horizontal line.

John Cross, Notary Public

Michigan • Ohio • Virginia • West Virginia  
Headquarters – 7041 Darrow Road • P.O. Box 1447 • Hudson, Ohio 44236

Phone 330-650-1776 • Fax 330-653-9030  
[www.americanfireworks.com](http://www.americanfireworks.com)



## **EMERGENCY PROCEDURE FOR DEARBORN HOMECOMING, DEARBORN, MICHIGAN FIREWORKS DISPLY**

- 1. If a shell discharges from the mortar, but does not detonate in the air, we completely immerse the shell on-site for approximately one (1) hour. The undetonated shell is transported back to our plant for destruction.**
- 2. If a shell does not detonate from the mortar, the shell is carefully removed after the display, the igniter is removed and the shell is transported back to our plant.**
- 3. There will be a minimum of two (2) water extinguishers and two (2) ten pound ABC extinguishers onsite at all times.**
- 4. In the instance of an accident the local Fire Department will be immediately notified by dialing 911 and our plant will be immediately notified by our lead Exhibitor for further instruction on how to handle matter.**
- 5. Regarding the form of contact cited in Paragraph E.6.4 (1) through (4) of the NFPA 1123 Code for Fireworks Display, the main mode of communication will be through walkie-talkie and cell phone.**

Michigan • Ohio • Virginia • West Virginia  
Headquarters – 7041 Darrow Road • P.O. Box 1447 • Hudson, Ohio 44236

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Phone 330-650-1776 • Fax 330-653-9030  
[www.americanfireworks.com](http://www.americanfireworks.com)

SAFETY DATA SHEET

QUICK IDENTIFIER

UN0335 1.3G DISPLAY FIREWORKS

May be used to comply with OSHA’s Hazard Communication Standard.  
29CFR 1910. 1200. Standard must be consulted for specific requirements.

Common Name: (Used on label and list)

SECTION 1

Manufacturer's	
Name:	08-025
Address:	7041 Darrow Road
City, State & Zip	Hudson, Ohio 44236
Signature of Person	Emergency Telephone No. 1-800-255-3924
Responsible for Preparation (Optional)	Other Information Calls: Enroute Inquiry 330-653-5380
	Date Prepared: June 25, 2025

SECTION 2 - HAZARDOUS INGREDIENTS/IDENTIFY

Hazardous Component(s) (chemical & common name(s))	% (Optional)	OSHA PEL	ACGIH TL	Other Exposure Limits	CAS NO
CONTAINS EXPLOSIVE AND PYROTECHNIC COMPOSITIONS AND ARE CLASSIFIED AS EXPLOSIVES					
1.3G UN0335 PGII BY THE DEPARTMENT OF TRANSPORTATION.					
NO CHEMICAL COMPOSITIONS ARE EXPOSED DURING HANDLING AND STORAGE					

SECTION 3 - PHYSICAL & CHEMICAL CHARACTERISTICS

Bolling Point	N/A	Specific Gravity (H <sub>2</sub> O = 1)	N/A	Vapor Pressure (mm Hg)	N/A
		Vapor Density (Air = 1)	N/A		
Solubility in Water	SLIGHT	Reactivity in Water	N/A		
Appearance and Odor	CONTAINED IN CARDBOARD CASING	Melting Point	N/A		

SECTION 4 - FIRE & EXPLOSION DATA

Flash Point	N/A	Method F. C.	Used	Flammable Limits In Air % by Volume	LEL Lower	UEL Upper
Auto-Ignition Temperature	Extinguisher Media	DO NOT ATTEMPT TO FIGHT FIRE IN VICINITY - EVACUATE				
Special Fire Fighting Procedures	EVACUATE FIRE AREA IMMEDIATELY AND SEEK SHELTER					
Unusual Fire and Explosion Hazards	MAY MASS EXPLODE					

## SECTION 5 - PHYSICAL HAZARDS (REACTIVITY DATA)

Stability      Unstable ☐ Conditions  
Stable ☒ to Avoid

**OPEN FLAMES, SMOKING OR MOISTURE/FRICTION & IMPACT**

Incompatibility

(Materials to Avoid)

**SOAKING WET OR DAMP**

Hazardous

Decomposition Products

**DEVICES WILL EXPLODE IN FIRE SITUATION**

Hazardous      May Occur ☐ Conditions  
Polymerization      Will Not Occur ☐ to Avoid

## SECTION 6 - HEALTH HAZARDS

1. Acute (Immediate)

2. Chronic (Delayed Effect)

**CLORATE OF SODA-ALUMINUM**

Signs and

Symptoms of Exposure

Medical Conditions Generally

Aggravated by Exposure      N/A

Chemical Listed as Carcinogen

National Toxicology

Yes ☐

I.A.R.C.

Yes ☐

OSHA

Yes ☐

or Potential Carcinogen

N/A

Program

No ☒

Monographs

No ☒

No ☒

Emergency and

First Aid Procedures

N/A

ROUTES

OF

ENTRY

1. Inhalation      **NO**

2. Eyes      **NO**

3. Skin      **NO**

4. Ingestion      **NO**

## SECTION 7 - SPECIAL PRECAUTIONS AND SPILL/LEAK PROCEDURES

Precautions to be Taken

**KEEP COOL AND DRY, AVOID IMPACT, NO SMOKING**

In Handling and Storage

Other

Precautions

**KEEP FIRE AWAY - HANDLE CAREFULLY**

Steps to be Taken In Case

Material Is Released or Spilled

**CAUTIOUSLY PICK UP SPILLED DEVICES AND PLACE IN CASE**

Waste Disposal Methods

(Consult Federal, State and Local Regulations)

**REPACK PRODUCT AND TRANSPORT BACK TO ATF APPROVED  
MAGAZINE**

## SECTION 8 - SPECIAL PROTECTION INFORMATION/CONTROL MEASURES

Respiratory Protection

(Specify Type)      N/A

Ventilation

Local

Mechanical

Special

Other

**OUT DOOR USE ONLY**

Exhaust

(General)

Protective

Eye

Gloves

N/A

Protection

N/A

Other Protective

Clothing or Equipment

N/A

Work/Hygienic Practices

N/A

**IMPORTANT**

Do not leave any blank spaces. If required information is unavailable, unknown or does not apply, so indicate.

CU-F1R Printed by Labelmaster, An American Labelmark Company, Chicago, IL 60646 (800) 621-5808

## **EMERGENCY RESPONSE INFORMATION**

### **SPECIAL FIREWORKS (FIREWORKS 1.3G)**

Special Fireworks contain explosive and pyrotechnic compositions, and are classified as Fireworks 1.3G by the U.S. Department of Transportation. No chemical components are released during normal handling and storage of shells.

No chemical components are released during normal handling of shells, storage and transportation. In the event of a vehicle fire that reached the cargo area, the fireworks are likely to ignite. They will explode rapidly, spreading burning particles over a several hundred foot area. A mass explosion is unlikely, but precautions should be taken in the event that one does occur. Smoke and potentially irritating gases will be produced in a fire. If the fireworks are spilled as the result of an accident but do not ignite, they can safely be picked up and repackaged. The area should be kept cleared of unnecessary people while this is being done.

### **EMERGENCY ACTION**

In case of fire, stop traffic and begin to clear the area for 2,500 feet (1/2 mile) in all directions. Keep unnecessary people away. DO NOT fight fire in cargo area. Try to prevent other types of fire from reaching the cargo area. Self-contained breathing apparatus (SCBA) and structural firefighter's protective clothing will provide some limited protection. Firefighters should retreat if fire approaches cargo area.

For additional information, call the shipper using the emergency telephone number listed on the shipping papers; if there is no answer; call American Pyrotechnics Association's 24-Hour number 800-255-3924.

### **FIRE**

Truck fire (other than cargo area): Flood with water. The fires may start again. Unhook and separate tractor from trailer, if possible.

Cargo fire: DO NOT move cargo or vehicle if cargo has been exposed to heat. DO NOT fight fire if and when it reaches cargo. Withdraw from area and let fire burn. Use firefighting team to prevent spread of fire to adjacent structures and materials. Promptly isolate the scene by removing all persons from the vicinity of the incident. First, move people out of line-of-sight of the scene and away from windows. Obtain more information from competent authorities listed on the shipping papers.

### **SPILL OF CARGO**

Shut off all ignition sources. There shall be no flares, smoking, tools capable of producing sparks, or flames in the vicinity of the spilled material. Cautiously pick up the spilled devices and place them in cardboard cartons.

### **FIRST AID**

Call emergency medical care.

Use first aid treatment according to the nature of the injury.



U.S. Department of Justice  
Bureau of Alcohol, Tobacco, Firearms and Explosives  
Federal Explosives Licensing Center (FELC)  
www.atf.gov

Federal Explosives Licensing Center  
244 Needy Road  
Martinsburg, West Virginia 25405  
telephone: (877)283-3352 fax: (304)616-4401

## NOTICE OF CLEARANCE

for individuals transporting, shipping, receiving, or possessing explosive materials.

ISSUED TO: AMERICAN FIREWORKS INC

NOTICE DATE: 06/05/2025

Federal Explosives License permit no.: 4-OH-153-53-6M-00230

Expiration Date: **December 1, 2026**

EXPIRATION DATE: This Notice expires when superseded by a newer Notice which will list all current responsible persons and employee possessors, or when the license or permit expires - whichever comes first.

Explosives License Permit Type: 53-DEALER (FFEXPLSIVES)

- 1 **WARNING.** Only those individuals listed below as RESPONSIBLE PERSONS and EMPLOYEE POSSESSORS with a background clearance status of "CLEARED" or "PENDING" are authorized to transport, ship, receive, or possess explosive materials in the course of employment with you.
- 2 **"DENIED" STATUS.** If an employee possessor has a background clearance status of "DENIED", you MUST take immediate steps to remove the employee from a position requiring the transporting, shipping, receiving, or possessing of explosive materials. Also, if the employee has been listed as a person authorized to accept delivery of explosive materials, you MUST remove the employee from such list and immediately, and in no event later than the second business day after such change, notify distributors of such change, as stated in 27 CFR 555.33(a).
- 3 **CHANGE IN RESPONSIBLE PERSONS.** You MUST report any change in responsible persons to the Chief, Federal Explosives Licensing Center, within 30 days of the change and new responsible persons MUST include "appropriate identifying information" as defined in 27 CFR 555.11. Fingerprints and photos are NOT required, however they will be required upon renewal of the license or permit.
- 4 **CHANGE OF EMPLOYEES.** You MUST report any change of employee/possessors to the Chief, FELC, within 30 days. Reports relating to newly hired employees must be submitted on ATF Form 5400.28 for EACH employee.

Premises Address: 701 DARTMOUTH RD  
HUDSON, OH 44236

Mailing Address:

AMERICAN FIREWORKS INC  
P O BOX 1447 ATTN KATIE  
HUDSON, OH 44236

This 'Notice of Clearance' is provided to you as required by 18 U.S.C. 843(h) and MUST be retained as part of your permanent records and be made available for examination or inspection by ATF officers as required by 27 CFR 555.121. If you receive a Notice subsequent to this Notice, this Notice will no longer be valid.

In accordance with 27 CFR 555.33, Background Checks and Clearances, and 27 CFR 555.57, Change of Control, Change in Responsible Persons, and Change of Employees, ATF's Federal Explosives Licensing Center (FELC) has conducted background checks on the individual(s) you identified as a responsible person(s) and an employee/possessor(s) on your application, or reported after the issuance of your license/permit.

The following is a SUMMARY of the results of the background checks conducted on the individuals you reported as responsible persons and employee/possessors. ATF will be notifying ALL individuals listed on this document of their respective status by separate letter mailed to their residence address.

**PLEASE BE ADVISED THAT IT IS UNLAWFUL FOR ANY PERSON REFLECTING A STATUS OF "DENIED" TO TRANSPORT, SHIP, RECEIVE, OR POSSESS EXPLOSIVE MATERIALS.**

Please carefully review this Notice to ensure that all the information is accurate. If this Notice is incorrect, please return the Notice to the Chief, FELC, with a statement showing the nature of the error(s). The Chief, FELC, shall correct the error, and return a corrected Notice.

Number of RESPONSIBLE PERSON(S) : 2  
Number of EMPLOYEE POSSESSOR(S): 559

LAST NAME, First Name, Middle Name Clearance Status

### RESPONSIBLE PERSONS:

0001 SORGI, JOHN DAVID II  
0002 SORGI, ROBERTO FRANCISCO

2  
Cleared  
Cleared

### EMPLOYEE POSSESSORS:

0001 ADKINS, TERRY ELLIS  
0002 ALBRIGHT, MICHAEL JAY  
0003 ALDREDGE, ASHTON

559  
Cleared  
Cleared  
Cleared

continued

LAST NAME, First Name, Middle Name Clearance Status

0004 ALEXANDER, STEVEN LEWIS  
0005 ALLEGACH, DONALD RICHARD  
0006 AMATO, CARRIE ELIZABETH  
0007 AMMONS, RALPH L JR  
0008 ANDEARS, JAMES ROGER II  
0009 ANDERSON, KEVIN MICHAEL  
0010 ANGLE, DAVID WILLIAM  
0011 ANWEILER, BRYAN MATTHEW  
0012 APPEGATE, KATHERINE LOUISE  
0013 APPEGATE, STEVEN ANTHONY  
0014 ARBITT, RAYMOND LEE

Cleared  
Cleared  
Cleared  
Cleared  
Cleared  
Cleared  
Cleared  
Cleared  
Cleared  
Cleared  
Cleared



**NOTICE OF CLEARANCE**

06/05/2025

**for individuals transporting, shipping, receiving, or possessing explosive materials.****NOTICE DATE:** 06/05/2025**EXPIRATION DATE:** This Notice expires when superseded by a newer Notice which will list all current responsible persons and employee possessors, or when the license or permit expires - whichever comes first.

This 'Notice of Clearance' is issued to: **AMERICAN FIREWORKS INC**  
 Federal Explosives License/permit no.: **4-OH-153-53-6M-00230**  
 Explosives License/Permit Type : **53-DEALER OF EXPLOSIVES**  
 Expiration Date : **December 1, 2026**

7041 DARROW RD  
 WINDSVN, OH 44216

continued from previous page

**LAST NAME, First Name, Middle Name** **Clearance Status****LAST NAME, First Name, Middle Name** **Clearance Status**

0015 ATKINSON, CHRISTOPHER SCOTT

Cleared

0062 BROWN, PAUL ERIC

Cleared

0016 BAKER, BENJAMIN CARL

Cleared

0063 BROWN, TIMOTHY RICHARD

Cleared

0017 BACK, BRIAN CHARLES

Cleared

0064 BUKOVITZ, STANLEY

Cleared

0018 BACK, CHARLES E

Cleared

0065 BUNCE, CHAZ RAY

Cleared

0019 BACCHETTI, NICHOLAS PAUL

Cleared

0066 BUNCE, DENNIS RAY JR

Cleared

0020 BAILEY, ANDREW LEE

Cleared

0067 BUNCE, KAYLA MARTINA

Cleared

0021 BAILEY, CANDACE MARIE

Cleared

0068 BUNCE, LORA ANN

Cleared

0022 BALDARF, COREY JASON

Cleared

0069 BURKETT, JASON LEE

Cleared

0023 BALDINI, EVAN JAMES GRUBER

Cleared

0070 BURROUGHS, JOHN BRADFORD

Cleared

0024 BALMERT, ROBERT FRANK

Cleared

0071 BUSSE, WILLIAM BARRETT

Cleared

0025 BARNES, RACHEL MARIE

Cleared

0072 CAMPANELLI, MASON TYLER

Cleared

0026 BARNEY, CORY W

Cleared

0073 CAPORALETTI, BLAKE BOWEN

Cleared

0027 BARRON, FRANCIS JOSEPH

Cleared

0074 CAREY, KYLE ANTHONY

Cleared

0028 BARRON, RACHEL ELAINE

Cleared

0075 CARR, BRADLEE DEVONTE

Cleared

0029 BARTON, ARUN JAMES

Cleared

0076 CARR, MARK ALAN

Cleared

0030 BARTON, BRYAN THOMAS

Cleared

0077 CASE, JAMES ALLEN

Cleared

0031 BARTOS, DANIEL JAMES

Cleared

0078 CECIL, JACOB OWEN

Cleared

0032 BATEMAN, MICHAEL ALLAN

Cleared

0079 CHAFFEE, BRADLEY JAMES

Cleared

0033 BEASLEY, DANIEL THOMAS

Cleared

0080 CHAM, SIMON

Cleared

0034 BEEMAN, JAMES DAVID

Cleared

0081 CHILDS, CONNOR DAVID

Cleared

0035 BEH, ELIJAH SAGE

Cleared

0082 CLARE, GARY LEE

Cleared

0036 BELCHER, AMANDA PEARL

Cleared

0083 CLARK, EDWIN R

Cleared

0037 BELCHER, JEFFERY ALLEN

Cleared

0084 CLARK, NATHAN ALAN

Cleared

0038 BILLANT, DAVID MATTHEW

Cleared

0085 CLARK, TRACY MARIE

Cleared

0039 BENEMAN, BRUCE EARL

Cleared

0086 CLEMENTS, JORDAN TYLER ROSS

Cleared

0040 BENSMAN, ANTHONY JOHN

Cleared

0087 CLINGER, RODNEY ALAN

Cleared

0041 BIAS, TYLER GREISE

Cleared

0088 CLONISE, HUNTER RICHARD

Cleared

0042 BIEDERSTEDT, RODNEY WILLIAM

Cleared

0089 COLAHAN, MICHAEL PAUL

Cleared

0043 BILBREY, DANNY RAY

Cleared

0090 COLE, MATTHEW ALLAN

Cleared

0044 BILBREY, PAMELA SUE

Cleared

0091 COLEMAN, JEFFREY SCOTT

Cleared

0045 BILBREY, TIMOTHY MITCHELL

Cleared

0092 CONNEL, MICHAEL REED

Cleared

0046 BOXLER, MICHAEL RICHARD

Cleared

0093 COOK, BRADEN ANTHONY

Cleared

0047 BLANKENSHIP, JERRY LEE

Cleared

0094 COOK, LINDSEY MARIE

Cleared

0048 BLANKENSHIP, MATTHEW JAMES

Cleared

0095 COOK, TYLER EDWARD

Cleared

0049 BLOOM, CHRISTINE MARIE

Cleared

0096 COOPER, RYAN DOUGLAS

Cleared

0050 BLOOM, ISABELLA RILEY

Cleared

0097 COPEN, JOSHUA KIEITH

Cleared

0051 BLOOM, JOHN STEVEN

Cleared

0098 CORSARO, ANTHONY VINCENT

Cleared

0052 BLOOM, VICTORIA RENEE MARIE

Cleared

0099 CORSI, JUSTIN LOUIS

Cleared

0053 BOLICH, CHRISTOPHER JOHN

Cleared

0100 CORWIN, ROBERT DALE II

Cleared

0054 BOND, DUSTIN JAMES

Cleared

0101 COSTAKIS, DOROTHY ELLEN

Cleared

0055 BOOZE, JAMES LYNN

Cleared

0102 COSTAKIS, NICHOLAS WILLIAM

Cleared

0056 BORSICK, DAVID CARL JR

Cleared

0103 CRAMER, JOSEPH LEON

Cleared

0057 BOYLE, JOSEPH JERROD

Cleared

0104 CROOKS, BRIAN WILLIAM

Cleared

0058 BREWER, ALEXANDER PAUL

Cleared

0105 CROSBIE, ROBERT C

Cleared

0059 BRITTON, JACOB CARL

Cleared

0106 CROSS, JOHN PATRICK

Cleared

0060 BRUCK, JESSICA SHAE

Cleared

0107 CROSSLEY, KEVIN WILLIAM

Cleared

0061 BROWN, BENJAMIN SCOTT

Cleared

0108 DALZIEL, JAMES SCOTT

Cleared



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7041 DARROW RD  
 HETSON, OH 44036

continued from previous page

**LAST NAME, First Name, Middle Name Clearance Status**

0109 DALZIEL, SCOTT MICHAEL	Cleared
0110 DANIEL, FRENCH E	Cleared
0111 DASHNER, KAYLEE LYNN	Cleared
0112 DATKO, JOHN PHILLIP	Cleared
0113 DAVIDSON, JOHN PALL	Cleared
0114 DAVIDSON, DENNIS GORDON	Cleared
0115 DAVIDSON, EUGENE ALAN JR	Cleared
0116 DAVIS, CHIP ALAN	Cleared
0117 DAVIS, DAVID ANDREW	Cleared
0118 DAVIS, GREGORY P	Cleared
0119 DAVIS, JOSHUA ADAM	Cleared
0120 DAVIS, MELANIE ROSE	Cleared
0121 DAVIS, SEAN MICHAEL	Cleared
0122 DAVIS, STEFAN ALBERT	Cleared
0123 DEBORD, APRIL MARIE	Cleared
0124 DEETZ, KEVIN W	Cleared
0125 DEFRANGE, COOPER MICHAEL	Cleared
0126 DEGEN, CHARLEA NICOLE	Cleared
0127 DEMARIO, CHARLES L	Cleared
0128 DEMATTEO, BILLY JACK	Cleared
0129 DICKERSON, MATTHEW RAYMOND	Cleared
0130 DICKSON, HUNTER MICHAEL JAMES	Cleared
0131 DICKSON, TEEZERN PALL	Cleared
0132 DIETER, DOMINIC RICHARD	Cleared
0133 DILLEY, CRAIG ALLEN	Cleared
0134 DILTS, GREG DOUGLAS	Cleared
0135 DODARO, ANTONIO DAVID	Cleared
0136 DONNAN, RONALD LEE JR	Cleared
0137 DONNELLY, MICHAEL CALVIN	Cleared
0138 DONNELLY, NICHOLAS GERARD	Cleared
0139 DRAZKOWSKI, JOSHUA JON	Cleared
0140 DUNN, DAVID LYLE	Cleared
0141 DUVERNEY, KATRINA SUZANNE	Cleared
0142 EAMES, TIMOTHY TODD	Cleared
0143 EARTHART, DAVID LEE	Cleared
0144 EARLEY, CHRISTOPHER	Cleared
0145 EBERSCHLAG, NORMAN GREGORY	Cleared
0146 ELLINGTON, BRADLEY TYLER	Cleared
0147 ELSENER, CHERYL LYNN	Cleared
0148 ELSENER, JEFFERY LEE	Cleared
0149 ELSENER, MICHAEL ALLEN	Cleared
0150 EPLEY, DAVID MATTHEW	Cleared
0151 EXPOSITO, WILLIAM MICHAEL JR	Cleared
0152 FALKENBERG, PENNY SUE	Cleared
0153 FAZIO, JOSEPH SALVATORE	Cleared
0154 FAZIO, MICHAEL EDWARD JR	Cleared
0155 FAZIO, VICTOR C	Cleared

**LAST NAME, First Name, Middle Name Clearance Status**

0156 FELSILY, ROBERT BRUCE JR	Cleared
0157 FENTON, WILLIAM ALLEN	Cleared
0158 FETTERMAN, MARY ELIZABETH	Cleared
0159 FIKE, PAMELA SU'SAN	Cleared
0160 FISHER, DANIEL WILLIAM	Cleared
0161 FISHER, STEVEN DOUGLAS	Cleared
0162 FLEMING, MARK DAVID	Cleared
0163 FLOOK, JENNIFER CAROLE	Cleared
0164 FLOK, MICHAEL WILLIAM	Cleared
0165 FLORES, VICTOR MANUEL JR	Cleared
0166 FLORY, JOSHUA ALAN	Cleared
0167 FOERST, ANDREW JAMES	Cleared
0168 FOREST, JOSHUA WILLIAM	Cleared
0169 FOXIE, MARC LEAN	Cleared
0170 FORBES, MARK A	Cleared
0171 FOLEYS, KISHA DAMON	Cleared
0172 FOWLER, DANIEL EUGENE	Cleared
0173 FRALEY, JEFFERY WILLIAM	Cleared
0174 FRALEY, JOHN WILLIAM	Cleared
0175 FRANCIS, JONATHAN DAVID	Cleared
0176 FRANK, DANIEL BURT	Cleared
0177 FRANK, DANIEL WORDEN	Cleared
0178 FRAZIER, BRANDON MATTHEW	Cleared
0179 FRY, CARA SUE	Cleared
0180 FRY, HOWARD WILSON	Cleared
0181 FRY, JUSTIN THOMAS	Cleared
0182 FRY, THOMAS EDWIN	Cleared
0183 FLRNEY, DANNY EUGENE	Cleared
0184 GARRETT, SARAH RAE	Cleared
0185 GARRINI, DON MICHAEL	Cleared
0186 GASS, SEAN JASON	Cleared
0187 GENDRE, LAURA ANNE	Cleared
0188 GENDRE, MATTHEW CLARK	Cleared
0189 GIACHETTI, NICHOLAS GIOVANNI	Cleared
0190 GIACHETTI, NICK JR	Cleared
0191 GILMORE, DEAN MICHAEL	Cleared
0192 GINDLESPIRGER, RAYMOND L	Cleared
0193 GLASCOE, BOBBY	Cleared
0194 GLOWIENKA, ERIC	Cleared
0195 GLOWIENKA, XZAVIER ALEXANDER	Cleared
0196 GORDON, JEREMIAH SCOTT	Cleared
0197 GOSSETT, ADAM MICHAEL	Cleared
0198 GOUGH, KELLY JO	Cleared
0199 GOULD, RYAN MICHAEL	Cleared
0200 GRASER, CAMERON CHAPPELL	Cleared
0201 GREEN, EVAN ALANSON JR	Cleared
0202 GREER, JOHN GUY JR	Cleared



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7041 DARKOW RD  
 HUDSON, OH 44124

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**LAST NAME, First Name, Middle Name Clearance Status****LAST NAME, First Name, Middle Name Clearance Status**

0203 GRYGO, MARK Cleared  
 0204 GULLETTE, JACKIE LEE Cleared  
 0205 GUSTIN, ANTHONY JAY Cleared  
 0206 GUSTIN, BEN LAFAYETTE JR Cleared  
 0207 GUSTIN, JAMES DYLAN Cleared  
 0208 HAGER, BILLY JOE II Cleared  
 0209 HAGER, CAITLIN NICOLE Cleared  
 0210 HAINS, KIMBERLY KAY Cleared  
 0211 HALL, KEVIN MATTHEW Cleared  
 0212 HALLUSZKA, PAUL JOHN Cleared  
 0213 HAMPTON, ANTHONY MARK Cleared  
 0214 HANSEN, LANCE MATTHEW Cleared  
 0215 HANSON, ERIC SCOTT Cleared  
 0216 HARRY, JOSH A Cleared  
 0217 HARVEY, NATHAN PATRICK Cleared  
 0218 HAKSLER, EVAN JOSEPH Cleared  
 0219 HAWTHORNE, MARK ISAIAH Cleared  
 0220 HEDDER, ERIC JASON Cleared  
 0221 HENDRICKS, DAVID BRYAN Cleared  
 0222 HENNINGSON, ROBERT NELSON Cleared  
 0223 HERALD, CAITLIN ELIZABETH Cleared  
 0224 HILL, JASON ALAN Cleared  
 0225 HILL, JENNIFER ALEXANDER Cleared  
 0226 HOENIG, JOSEPH T Cleared  
 0227 HOFFMANN, JAMES HENRY JR Cleared  
 0228 HOGUE, MATTHEW MICHAEL Cleared  
 0229 HOOD, WILLIAM JOHN Cleared  
 0230 HOKKIER, ANDREW CHARLES WILLIAM Cleared  
 0231 HORAN, MARLIN STEPHEN Cleared  
 0232 HORTON, LESLIE ALAN II Cleared  
 0233 HOSTETLER, CRAIG MICHAEL Cleared  
 0234 HOSTETLER, MICHAEL LEE Cleared  
 0235 HOSTETLER, JAMES HERALD Cleared  
 0236 HOWELL, AARON THOMAS Cleared  
 0237 HOWRYLAK, ANDREW PAUL Cleared  
 0238 HUMMEL, MATTHEW ALLEN Cleared  
 0239 HURST, DAVID M Cleared  
 0240 HYSER, STEVEN DALE Cleared  
 0241 ISSLER, CHRISTOPHER JAMES Cleared  
 0242 ISSLER, ERIKA RAE Cleared  
 0243 IVES, TERRY JOE JR Cleared  
 0244 JAMES, KEITH EDGAR Cleared  
 0245 JARRETT, MICHAEL JAMES Cleared  
 0246 JESCHELNIG, CRAIG ALLEN Cleared  
 0247 JOHNSON, COREY DEAN JR Cleared  
 0248 JOHNSON, STEPHEN LYLE Cleared  
 0249 JOHNSON, TRAVIS DEAN Cleared

0250 JONES, VON ERIC JR Cleared  
 0251 KAMPERMAN, JEFFREY ALLEN Cleared  
 0252 KAPPLER, ROBERT ARTHUR III Cleared  
 0253 KATFFMAN, ARDEN WYNN Cleared  
 0254 KATFFMAN, IAN JEROME Cleared  
 0255 KAVALL, JEFFREY DEAN Cleared  
 0256 KEELEY, ADAM TODD Cleared  
 0257 KELLER, JOSEPH SCOTT Cleared  
 0258 KELLER, STACEY Cleared  
 0259 KELLY, NICHOLAS RYAN Cleared  
 0260 KILGORE, MICHAEL ANTHONY Cleared  
 0261 KINCAID, FARON LUKE Cleared  
 0262 KLAPP, TY ROBERT Cleared  
 0263 KLEMMER, RICHARD S III Cleared  
 0264 KOHN, ALEC MICHAEL Cleared  
 0265 KOHLER, THOMAS EUGENE Cleared  
 0266 KOSAKOWSKI, DAVID STEPHAN SR Cleared  
 0267 KOTHA, JEREMY RICHARD Cleared  
 0268 KREBS, JESSE JAY Cleared  
 0269 LAM, PATRICK LEE Cleared  
 0270 LAMBERT, CHARLES MACDONALD Cleared  
 0271 LAMBERT, JOHN DAVID II Cleared  
 0272 LAROCHE, JAMES F Cleared  
 0273 LATHAM, SARAH JANET Cleared  
 0274 LAWSON, AARON CHRISTOPHER Cleared  
 0275 LLOYD, BRIAN E Cleared  
 0276 LOADER, BRANDON ALEXANDER Cleared  
 0277 LOHMAN, LAWRENCE PAUL Cleared  
 0278 LOMBARDI, JOHN THOMAS Cleared  
 0279 LONGSHORE, HAROLD EUGENE JR Cleared  
 0280 LORENZ, ALEX MICHAEL Cleared  
 0281 LORENZ, JOHN HARMON Cleared  
 0282 LARALLA, MATTHEW TYLER Cleared  
 0283 LOVELESS, SAMUEL FREDERICK Cleared  
 0284 MADIGAN, LUKAS DAVID Cleared  
 0285 MADIGAN, MARK RICHARD Cleared  
 0286 MAGLEY, DUANE ALFRED Cleared  
 0287 MAHLM, DYLAN CONNOR Cleared  
 0288 MALBURG, EMILY MAKAYLA Cleared  
 0289 MALBURG, JOSEPH STEPHEN Cleared  
 0290 MALLICK, SERENITY ANNAMARIE Cleared  
 0291 MARCY, LUCAS JAMES Cleared  
 0292 MARMAS, KEVIN ALEXANDER Cleared  
 0293 MARTIN, GABRIEL ALAN Cleared  
 0294 MARTIN, JOHN PAUL Cleared  
 0295 MATOLKA, VINCE A Cleared  
 0296 MATOLSEK, JOEL JACOB Cleared



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7651 DARROW RD  
MILTON, OH 44130

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**LAST NAME, First Name, Middle Name Clearance Status**

0297 MAURIC, FRANK GEORGE JR	Cleared
0298 MAY, JAMES MICHAEL JR	Cleared
0299 McAVINUE, CHRISTOPHER SHAWN	Cleared
0300 MICHAIE, KARLE MARIE	Cleared
0301 MCCANE, PATRICK GEORGE	Cleared
0302 MCCLOUD, JASON ALAN	Cleared
0303 MCCORMICK, AMBER N	Cleared
0304 MCCORMICK, JONATHAN FORD	Cleared
0305 MCCORMICK, THOMAS ANDREW	Cleared
0306 MCCrackEN, HAILEY MEAGAN	Cleared
0307 MCGEE, KAILA MARIE	Cleared
0308 MCGEE, RICHARD WEN	Cleared
0309 MCGROARTY, FRANK JOSEPH	Cleared
0310 MCINTYRE, KEVIN CHARLES	Cleared
0311 MCNETT, THOMAS ALAN	Cleared
0312 MENSER, DUSTIN MICHAEL	Cleared
0313 MERRITT, DALTON TYLER	Cleared
0314 MEYER, CHRISTOPHER SCOTT	Cleared
0315 MEYER, MASON SCOTT	Cleared
0316 MILLER, BRUCE CORWIN II	Cleared
0317 MILLER, DEREK SCOTT	Cleared
0318 MILLER, HOLLY ANN	Cleared
0319 MILLER, MYRON R	Cleared
0320 MILLER, PAUL THOMAS	Cleared
0321 MILLER, RICHARD ALAN	Cleared
0322 MILLER, THOMAS JAMES	Cleared
0323 MINCEK, LOUIS CHRISTOPHER	Cleared
0324 MOBLEY, CHRISTOPHER THOMAS	Cleared
0325 MOBLEY, MICHAEL WAYNE	Cleared
0326 MOBLEY, ROBERT WAYNE JR	Cleared
0327 MOORE, ANGEL RACHELE	Cleared
0328 MOORE, JOSHUA ALLEN	Cleared
0329 MOWEN, NICHOLAS CRAIG	Cleared
0330 MURPHY, KENNETH CHRISTOPHER	Cleared
0331 MURRAY, AUNDREY LAVELL SR	Cleared
0332 MURRAY, DAMON RAYMOND	Cleared
0333 MURTLAND, BRENT ALAN	Cleared
0334 MURTLAND, CHRIS D	Cleared
0335 MURTLAND, JACOB MICHAEL	Cleared
0336 MURTLAND, MICHAEL DANIEL	Cleared
0337 MURTLAND, MICHELE LYNN	Cleared
0338 MUTTON, STEPHEN HOWARD	Cleared
0339 NAUGHTON, DUFFY FRANCIS	Cleared
0340 NAUGHTON, JENNIFER MAE	Cleared
0341 NEELY, TRAVIS SCOTT	Cleared
0342 NELSON, AUDRIE CELESTE	Cleared
0343 NICKELS, SABRINA KAY	Cleared

**LAST NAME, First Name, Middle Name Clearance Status**

0344 NOBLE, DENNIS WADE	Cleared
0345 NOCH, TIMOTHY RICHARD	Cleared
0346 NORRIS, HARVEY JAMES	Cleared
0347 NOVICKY, NOLAN JOSEPH	Cleared
0348 NYCE, RICHARD MICHAEL	Cleared
0349 OBRIF, JEROME F	Cleared
0350 OELKER, ANTHONY SHANE	Cleared
0351 OLSZKO, JUSTIN ANTHONY	Cleared
0352 ORMS, BRETT MICHAEL	Cleared
0353 ORMS, DAVID CHRISTOPHER	Cleared
0354 ORMS, ROBERT CHARLES	Cleared
0355 PACAK, BRENT MICHAEL	Cleared
0356 PANATERI, COLIN GEORGE	Cleared
0357 PARCELS, BRYCE KYLE	Cleared
0358 PAREZO, GEORGE EDWARD	Cleared
0359 PASCUTE, AARON JAY	Cleared
0360 PATTERSON, DARRELL JAMES	Cleared
0361 PATTERSON, KEITH LEONARD	Cleared
0362 PEAKE, BRAYDEN W	Cleared
0363 PEAKE, RICHARD WAYNE	Cleared
0364 PEAKE, STEPHEN LANE	Cleared
0365 PEARL, TROY CURTIS	Cleared
0366 PEEPLES, XANDER HENRI	Cleared
0367 PENCE, DESTIN T	Cleared
0368 PENCE, EDGAR WAYNE	Cleared
0369 PENCE, TINA RENEE	Cleared
0370 PENTA, MICHAEL JOSEPH	Cleared
0371 PERKINS, JARED EDWARD	Cleared
0372 PETRY, BRIAN LEE	Cleared
0373 PHILPOT, DEAN ALLEN	Cleared
0374 PILZ, JACOB ALAN	Cleared
0375 PITCHER, BRIAN PAUL	Cleared
0376 PLANEY, RICHARD PAUL	Cleared
0377 PLUMLEY, MICHAEL ANTHONY	Cleared
0378 PLUMLEY, SUSAN DIANE	Cleared
0379 POISSON, MARK JOHN	Cleared
0380 POLAND, CHRISTOPHER EDWARD	Cleared
0381 POST, JAY MARTIN	Cleared
0382 POTTER, CHRISTINE E	Cleared
0383 POTTER, ROBERT JOSEPH	Cleared
0384 PRICE, DUSTIN EDWIN	Cleared
0385 PROSSER, KATHLEEN MARIE	Cleared
0386 PUCKETT, CALE ANDREW	Cleared
0387 PUGH, GARRETT ALAN	Cleared
0388 QUANT, ANTHONY DAVID	Cleared
0389 RADCLIFF, JARED PAUL	Cleared
0390 RAINES, HEATHER MARIE	Cleared



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7041 DARLOW RD  
 HILLTOP, OH 44236

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**LAST NAME, First Name, Middle Name Clearance Status****LAST NAME, First Name, Middle Name Clearance Status**

0391 RAINES, JAMES R Cleared  
 0392 RECKER, BRIAN TODD Cleared  
 0393 REDDING, JAMES CHRISTOPHER Cleared  
 0394 REED, BOOBY MCKINLEY IV Cleared  
 0395 REINOLD, MICHAEL THOMAS II Cleared  
 0396 REINHOLD, JOHN MICHAEL Cleared  
 0397 REINHOLD, FRANK ARTHUR Cleared  
 0398 REITER, JASON WILLIAM Cleared  
 0399 RELJIN, TADD CRAMER Cleared  
 0400 RICK, GILBERT DONALD IV Cleared  
 0401 RICH, JUSTIN SCOTT Cleared  
 0402 RIDDLE, DOYLE CLAYTON Cleared  
 0403 RIHA, LISA MARIE Cleared  
 0404 RIHA, MICHAEL JUDIE Cleared  
 0405 RIHA, NOAH MICHAEL Cleared  
 0406 RIHA, VINCENT JOHN IV Cleared  
 0407 RILEY, GREGORY DANIEL Cleared  
 0408 RISHAW, KEVIN WILLIAM Cleared  
 0409 ROACH, TYLER SWYERS Cleared  
 0410 ROBERTO, LUKE ANTHONY Cleared  
 0411 ROBERTSON, DALTON A Cleared  
 0412 ROMANO, JACOMINA ELENA Cleared  
 0413 ROMANO, GABRILO NICOLA Cleared  
 0414 ROMANO, JOSEPH ALEX Cleared  
 0415 ROMANKO, JASON AARON Cleared  
 0416 ROTHER, DAVID LOUIS Cleared  
 0417 RUDY, ZACHARY CHARLES Cleared  
 0418 SABO, STEVEN NORMAN Cleared  
 0419 SALINA, MARK STEPHEN Cleared  
 0420 SALLADA, LAMAR FAYNE Cleared  
 0421 SCHAEFER, MICHAEL F Cleared  
 0422 SCHAEFFER, HOWARD EUGENE Cleared  
 0423 SCHAEFFER, STEPHEN HOWARD Cleared  
 0424 SCHERER, TYLER PATRICK Cleared  
 0425 SCHMIEG, CARL A Cleared  
 0426 SCHREINER, DANIEL JOSEPH Cleared  
 0427 SCHULTZ, DANIEL EUGENE Cleared  
 0428 SCHULTZ, HARLEY LEMOYNE Cleared  
 0429 SCHULTZ, JAMES RAYMOND Cleared  
 0430 SCHWALM, DAVID EDWARD Cleared  
 0431 SCHWARTZ, JAMES ERIC Cleared  
 0432 SCHWELGIN, ERIC ALEXANDER Cleared  
 0433 SCOTT, JAMES ERNST Cleared  
 0434 SCOTT, TANNER WILLIAM Cleared  
 0435 SEMATAVAGE, SUSAN Cleared  
 0436 SENUTA, JONATHON ZACHERY Cleared  
 0437 SHAH, RUSHAL Cleared

0438 SHARPLESS, JAMES JOSEPH Cleared  
 0439 SHAW, DENICE M Cleared  
 0440 SHAWVER, DANIEL LEWIS Cleared  
 0441 SHEELEY, MATTHEW A Cleared  
 0442 SHERRY, MICHAEL LYNN Cleared  
 0443 SHIFFLETT, DUSTIN TYLER Cleared  
 0444 SHIRLEY, AMANDA LYNN Cleared  
 0445 SHOENLEBEN, STEPHEN MICHAEL Cleared  
 0446 SHOLP, CHRISTIAN Cleared  
 0447 SHURKIN, KIANA MAJAH Cleared  
 0448 SHUSTER, ALISSA MARIE Cleared  
 0449 SHUSTER, RALPH LEROY Cleared  
 0450 SIMERA, CRAIG ALAN Cleared  
 0451 SIMON, JAMES WALTER Cleared  
 0452 SIMON, TYSHAWN Cleared  
 0453 SIMPSON, KEVIN BRIAN Cleared  
 0454 SINK, CHANDLER QWENT Cleared  
 0455 SKAGGS, JEFFERY GLENN Cleared  
 0456 SKLBAN, NICHOLAS DANIEL Cleared  
 0457 SLATER, CHRISTOPHER ANDREW Cleared  
 0458 SLOWIK, TIMOTHY C Cleared  
 0459 SMITH, ANDREW DEREK Cleared  
 0460 SMITH, ANDREW DESI Cleared  
 0461 SMITH, AUSTIN MICHAEL Cleared  
 0462 SMITH, DOUGLAS ALAN Cleared  
 0463 SMITH, HEIDI LYNNE Cleared  
 0464 SMITHBERGER, JUSTIN JOSEPH Cleared  
 0465 SOISSON, MICHAEL CHARLES JR Cleared  
 0466 SOLAK, RICHARD GERARD Cleared  
 0467 SOMBRIO, ANTHONY MICHAEL Cleared  
 0468 SPANGLER, AMANDA LYM Cleared  
 0469 SPANGLER, JOHN PERRY Cleared  
 0470 SPANKLER, MICHAEL T Cleared  
 0471 STAFFORD, MICHAEL STEPHEN Cleared  
 0472 STARR, JAMES R Cleared  
 0473 STENCIL, JONATHAN JAMES JR Cleared  
 0474 STERLING, MATTHEW JAMES Cleared  
 0475 STEWART, ERIC DONALD Cleared  
 0476 STEWART, NATHAN EUGENE Cleared  
 0477 STEWART, ROBERT ANDREW Cleared  
 0478 STEWERT, LAY J Cleared  
 0479 STODDARD, DOUGLAS ALLYN Cleared  
 0480 STOLLINGS, JOSHUA CAEN SR Cleared  
 0481 STOLLINGS, REBECCA DAWN Cleared  
 0482 STOLT, GERALD DOUGLAS Cleared  
 0483 STREIBICK, STEVEN WAYNE JR Cleared  
 0484 STJOL, JOSEPH MICHAEL Cleared







## **Shooters List for Dearborn Homecoming**

**Brian Teeling**  
**38 Years of Experience**  
**59 Years of Age**  
**330-592-7924**  
**152 Nutwood Drive**  
**Tallmadge, Ohio 44278**

**Dustin Bond**  
**19 Years of Experience**  
**39 Years of Age**  
**330-606-6170**  
**6991 Darrow Road**  
**Hudson, Ohio 44236**

**Mike Conner**  
**20 Years of Experience**  
**39 Years of Age**  
**330-612-4302**  
**1312 W. Nimisila Road**  
**New Franklin, Ohio 44216**

**Quinntin Teeling**  
**9 Years Experience**  
**27 Years of Age**  
**330-400-6064**  
**152 Nutwood Drive**  
**Tallmadge, Ohio 44278**

**Heather Conner**  
**5 Years of Experience**  
**27 Years of Age**  
**216-695-9247**  
**1312 W. Minisila Road**  
**New Franklin, Ohio 44216**

**Michigan • Ohio • Virginia • West Virginia**  
**Headquarters – 7041 Darrow Road • P.O. Box 1447 • Hudson, Ohio 44236**

---

**Phone 330-650-1776 • Fax 330-653-9030**  
**[www.americanfireworks.com](http://www.americanfireworks.com)**

Any changes in information must be submitted within 30 days to:

**Bureau of Testing & Registration  
PO BOX 529  
Reynoldsburg, Ohio 43068  
614-752-7126  
614-995-4206 (fax)  
webfmtr@com.state.oh.us**

This license shall be carried on your person while performing the listed activities.

**State of Ohio  
Department of Commerce  
Division of State Fire Marshal**

**EXHIBITOR LICENSE  
BRIAN TEELING**

**56.77.0027**

**Expiration Date: 04/01/2026**

Signature \_\_\_\_\_

This card shall be on your person while performing listed activities.



**Ohio Department of Commerce  
Division of State Fire Marshal  
Bureau of Testing & Registration  
8895 E Main Street, PO Box 529  
Reynoldsburg, Ohio 43068**

**BRIAN TEELING  
AMERICAN FIREWORKS COMPANY  
PO BOX 1447  
HUDSON, OH 44236-0947**



**BRIAN TEELING**  
**is duly licensed to conduct business as an**  
**exhibitor in the State of Ohio until the**  
**expiration date of**  
**04/01/2026**  
**The classification(s) of Licensure for this**  
**period are:**  
**Fireworks and Pyrotechnics - NFPA 1123 and 1126**  
**Flame Effects - NFPA 160**

**This license is not transferrable**

Any changes in information must be submitted within 30 days to:

**Bureau of Testing & Registration  
PO BOX 529  
Reynoldsburg, Ohio 43068  
614-752-7126  
614-995-4206 (fax)  
webfmtr@com.state.oh.us**

This license shall be carried on your person while performing the listed activities.

**State of Ohio  
Department of Commerce  
Division of State Fire Marshal**

**EXHIBITOR LICENSE  
DUSTIN JAMES BOND  
56.77.0085  
Expiration Date: 04/01/2026**

Signature \_\_\_\_\_

This card shall be on your person while performing listed activities.



**Ohio Department of Commerce  
Division of State Fire Marshal  
Bureau of Testing & Registration  
8895 E Main Street, PO Box 529  
Reynoldsburg, Ohio 43068**

**DUSTIN JAMES BOND  
PO BOX 1447  
AMERICAN FIREWORKS COMPANY  
HUDSON, OH 442360947**

**DUSTIN JAMES BOND**  
**Is duly licensed to conduct business as an**  
**exhibitor in the State of Ohio until the**  
**expiration date of**  
**04/01/2026**

**The classification(s) of Licensure for this**  
**period are:**

**Fireworks and Pyrotechnics - NFPA 1123 and 1126**  
**Flame Effects - NFPA 160**

**This license is not transferrable**



## Ohio Division of State Fire Marshal, Bureau of Testing &amp; Registration

## Lookup Detail View

### Contact Information

Name	Address
MICHAEL REED CONNER	NEW FRANKLIN, OH 44216-9191 Work Number:

### Credential Information

Credential	License Type	Expiration Date	Status	Reason
56.52.0026	Fireworks - Exhibitor	04/01/2026	ACTIVE	ACTIVE

### Categories

Category	Status	Date Added
Fireworks and Pyrotechnics - NFPA 1123 and 1126	Active	07/18/2006

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**Mike DeWine**  
Governor

**State of Ohio**  
**Department of Commerce**  
**Division of State Fire Marshal**

**Sheryl Maxfield**  
Director

**EXHIBITOR ASSISTANT REGISTRATION**  
**Effective Date: 05/07/2025      Expiration Date: 05/06/2026**

**Exhibitor ID #: 56.77.0088**  
**Assistant ID #: 57.18.0413-A**  
**HEATHER MARIE CONNER**  
**4512 W 150TH ST**  
**CLEVELAND, OH 44135-3428**

**Exhibitor Name: ROBERTO F SORGI**

**The licensed exhibitor verifies that this employee has completed a minimum of three hours of in-service education in the safe operation of a public display.**

↑  
This license is for the exhibitor, as proof of registration.

→  
This card license is to be carried by the assistant.

**State of Ohio**  
**Department of Commerce**  
**Division of State Fire Marshal**

**EXHIBITOR ASSISTANT**

**Name: HEATHER MARIE CONNER**  
**ID #: 57.18.0413-A**  
**Expiration Date: 05/06/2026**

→  
This card shall be on your person while performing listed activities.



**Mike DeWine**  
Governor

**State of Ohio**  
**Department of Commerce**  
**Division of State Fire Marshal**

**Sheryl Maxfield**  
Director

**EXHIBITOR ASSISTANT REGISTRATION**  
Effective Date: 05/16/2025      Expiration Date: 05/15/2026

**Exhibitor ID #: 56.77.0088**  
**Assistant ID #: 57.77.0322-A**  
**QUINNTIN TEELING**  
**152 NUTWOOD DR**  
**TALLMADGE, OH 44278-3021**

**Exhibitor Name: ROBERTO F SORGI**

The licensed exhibitor verifies that this employee has completed a minimum of three hours of in-service education in the safe operation of a public display.

↑  
This license is for the exhibitor, as proof of registration.

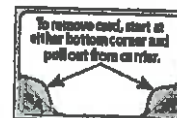
→ This card license is to be carried by the assistant.

**State of Ohio**  
**Department of Commerce**  
**Division of State Fire Marshal**

**EXHIBITOR ASSISTANT**

**Name: QUINNTIN TEELING**  
**ID #: 57.77.0322-A**  
**Expiration Date: 05/15/2026**

→ This card shall be on your person while performing listed activities.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/9/2025

**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**  
Aclisure Great Lakes Partners Insurance Services  
223 West Grand River Ave #1  
Howell MI 48843

**CONTACT NAME:**  
**PHONE:** (A/C No. Ext): 216-658-7100 **FAX:** (A/C No.): 216-658-7101  
**E-MAIL:** Info@brittongallagher.com  
**ADDRESS:** Info@brittongallagher.com

**INSURED**  
American Fireworks Company  
7041 Darrow Road  
P. O. Box 1447  
Hudson OH 44236-2254

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Everest Indemnity Insurance Co.	10851
INSURER B: Everest Denali Insurance Company	16044
INSURER C: Axis Surplus Ins Company	26620
INSURER D: Accident Fund Ins. Co.	
INSURER E: Everest National Insurance Company	10120
INSURER F:	

**COVERAGES****CERTIFICATE NUMBER: 145290333****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.**

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SURR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
E	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>  <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		GCN0010788-251	2/1/2025	2/1/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		GCD0010084-251	2/1/2025	2/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION		P-001-000841157-04	2/1/2025	2/1/2026	EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000 \$
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	ARP12001125200 (MI)	4/19/2025	4/19/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Excess Liability #2		GCI0010150-251	2/1/2025	2/1/2026	Each Occ/Aggregate Total Excess Limits \$5,000,000 \$9,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Additional Insured extension of coverage is provided by above referenced General Liability and Auto Liability policies where required by written agreement.

2025 Display Dates: August 2 - August 3  
2025 Rain Dates: August 3 - August 4

Location: Ford Field, Dearborn, Michigan

The City of Dearborn, its elected officials, officers, employees, boards, commissioners, authorities, voluntary associations and any other units operating under the jurisdiction of City and within appointment of its operating budget included the City of Dearborn are included Additional Insureds on General Liability policy See Attached...

**CERTIFICATE HOLDER****CANCELLATION**

CITY OF DEARBORN  
16901 MICHIGAN AVENUE  
SUITE 2  
DEARBORN MI 48126

**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

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AGENCY CUSTOMER ID: 54

LOC #: \_\_\_\_\_

**ADDITIONAL REMARKS SCHEDULE**Page 1 of 1

<b>AGENCY</b> Acrisure Great Lakes Partners Insurance Services		<b>NAMED INSURED</b> American Fireworks Company 7041 Darrow Road P. O. Box 1447 Hudson OH 44236-2254
<b>POLICY NUMBER</b>		
<b>CARRIER</b>	<b>NAIC CODE</b>	<b>EFFECTIVE DATE:</b>

**ADDITIONAL REMARKS****THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,****FORM NUMBER:** 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

on primary and non-contributory basis as required by written contract. A waiver of subrogation applies in favor of Additional Insureds with regard to General Liability and Workers Compensation as required by written contract.

CGL and Event Coverage are combined



## **Dearborn Homecoming Fireworks Display**

**Display Dates:  
August 2 & 3, 2025**

### **Approximate List of material to be used for EACH display**

#### **FIREWORKS MATERIAL CLASSIFIED AS 1.3G**

<b>1.5"</b>	<b>Special Effect Barrage Shots</b>	<b>1,500</b>
<b>2.5"</b>	<b>Assorted Aerial Shells</b>	<b>528</b>
<b>3"</b>	<b>Assorted Shells</b>	<b>936</b>
<b>4"</b>	<b>Assorted Shells</b>	<b>282</b>
<b>5"</b>	<b>Assorted Shells</b>	<b>150</b>

**NO STORAGE WILL BE NECESSARY AS THE FIREWORKS WILL  
BE BROUGHT TO THE SITE LOCATION ON THE DAY OF DISPLAY  
FOR SET-UP AND FIRING AND WILL NOT BE LEFT UNATTENDED.**

**Michigan • Ohio • Virginia • West Virginia  
Headquarters - 7041 Darrow Road • P.O. Box 144 7 • Hudson, Ohio 44236**

---

**Phone 330-650-1776 • Fax 330-653-9030  
[www.americanfireworks.com](http://www.americanfireworks.com)**



**CORPORATION SERVICE COMPANY\***

2711 Centerville Road • Wilmington, DE 19808-1645

**Katie Duverney  
American Fireworks Company  
P.O. Box 394  
Hudson, OH 44236**

**RE: American Fireworks Company**

**Dear Katie:**

Subsequent to your request, this letter will confirm Corporation Service Company is listed as the registered agent for the above entity in the state of Michigan. Our registered agent name and address is:

**CSC-Lawyers Incorporating Service (Company)  
601 Abbot Road  
East Lansing, MI 48823**

Thank you for your continued partnership with CSC.

Best regards,

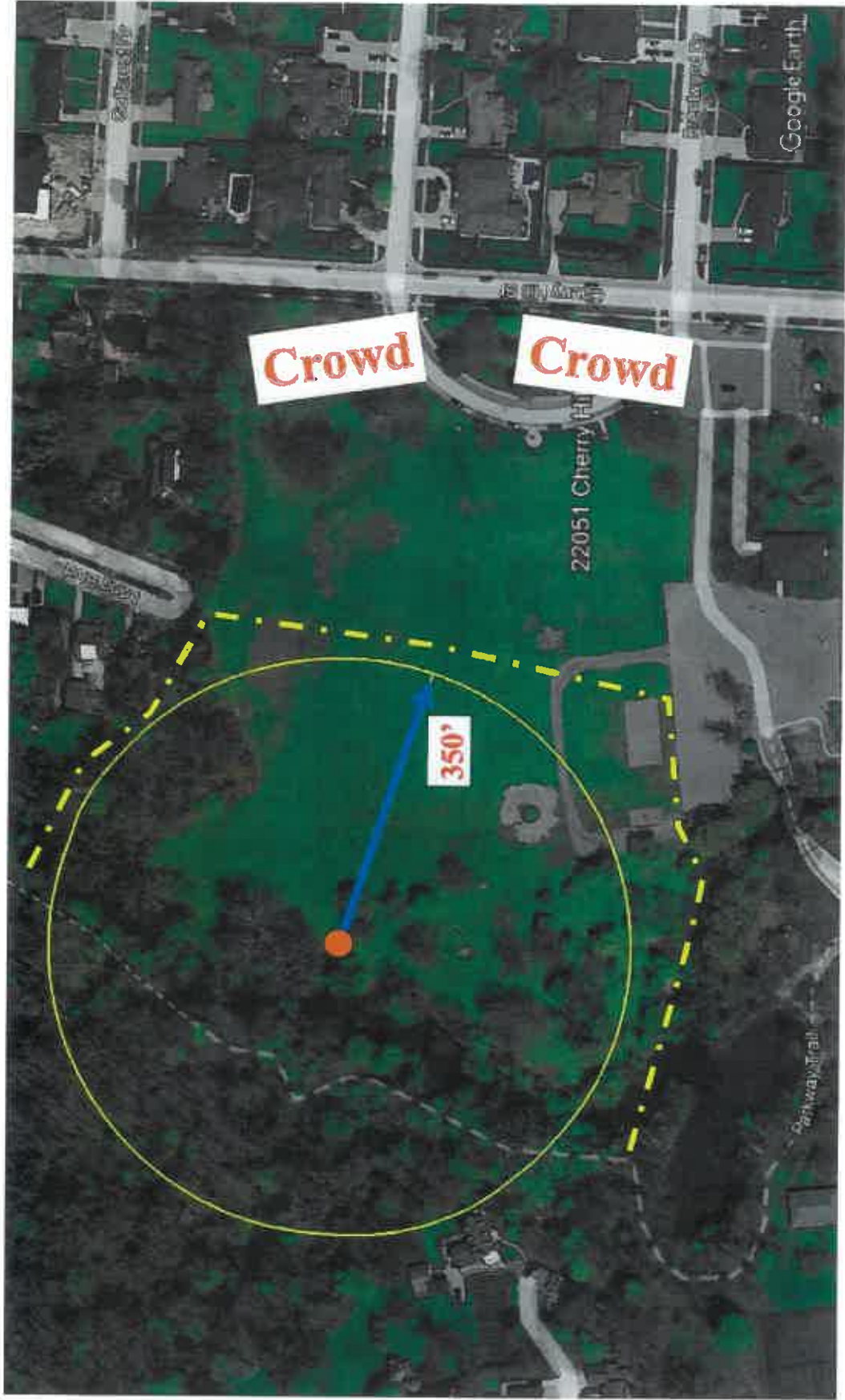
A handwritten signature in black ink, appearing to read "L. Glover", with a long horizontal flourish extending to the right.

**Lewis Glover  
Corporate Solutions Manager**

**EMERGENCY PROCEDURE  
FOR DEARBORN HOMECOMING,  
DEARBORN, MICHIGAN  
FIREWORKS DISPLAY**

1. If a shell discharges from the mortar, but does not detonate in the air, we completely immerse the shell on-site for approximately one (1) hour. The undetonated shell is transported back to our plant for destruction.
2. If a shell does not detonate from the mortar, the shell is carefully removed after the display, the igniter is removed and the shell is transported back to our plant.
3. There will be a minimum of two (2) water extinguishers and two (2) ten pound ABC extinguishers onsite at all times.
4. In the instance of an accident the local Fire Department will be immediately notified by dialing 911 and our plant will be immediately notified by our lead Exhibitor for further instruction on how to handle matter.
5. Regarding the form of contact cited in Paragraph E.6.4 (1) through (4) of the NFPA 1123 Code for Fireworks Display, the main mode of communication will be through walkie-talkie and cell phone.

**Dearborn Michigan Homecoming**  
**22051 Cherry Hill Street, Dearborn, Michigan 48124**



APPROVED PER

NFPA TABLE 5.1.3.1

*[Signature]*

07/03/2025

Distance Required to Meet NFPA 1123

1" → 5"

70' → 350'

AMERICAN FIREWORKS COMPANY

RFS 2023



## EXECUTIVE SUMMARY AND MEMORANDUM

**REQUEST:** Adoption of the Part-time, Seasonal and Temporary employee salary plan

**DEPARTMENT:** Human Resources

**BRIEF DESCRIPTION:** This request is for the approval of the updated Part-time, Seasonal and Temporary employee salary plan.

---

**PRIOR COUNCIL ACTION:** The current plan was adopted by City Council with CR7-325-19. Funding for the proposed plan for FY2026 was included with the Budget Adoption, CR5-214-25.

---

**BACKGROUND:** The Human Resources Department respectfully requests approval of the Part-time, Seasonal and Temporary employee salary plan. The last plan went into effect in 2019. Since 2019, our staffing needs, as well as the cost of living have changed. The objective is to ensure that our part-time and seasonal needs are met with skilled individuals and that our compensation is competitive.

---

### FISCAL IMPACT:

The proposed Part-Time, Seasonal and Temporary employee salary plan includes a 6% increase for all part time and seasonal staff, effective the first pay following approval of the plan. This will ensure rates for Part-Time, Seasonal and Temporary positions are competitive and marketable, and also falls in line with increases approved in the Full-Time contracts. Additionally, to ensure the City of Dearborn is compliant with the 2027 minimum wage increase to \$15.00, the plan includes an automatic increase to all classifications that fell below \$15.00.

The rate increases for FY2026 was included in the adopted budget (no additional appropriation is required). Additional rate increases in future fiscal years will be included in subsequent budget cycles.

---

### IMPACT TO COMMUNITY:

Approving the Part-time and seasonal salary plan allows the City of Dearborn to recruit and most important, retain qualified individuals, providing competitive employment opportunities for members of the community.

---

**IMPLEMENTATION TIMELINE:** The Human Resources department requests an effective date of July 1, 2025 for the implementation of the new plan as well as the 6% increase for all part-time and seasonal staff currently on payroll.

---

**COMPLIANCE/PERFORMANCE METRICS:** This implementation of the proposed salary plan will be managed by the Human Resources Administrator. Please note, the City of Dearborn will also adjust the minimum wage rate to align with the federally mandated increases.



## EXECUTIVE SUMMARY AND MEMORANDUM

**TO:** City Council  
**FROM:** Human Resources Department  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Request for approval of the Part-time, Seasonal and Temporary Employee Salary Plan  
**DATE:** June 10, 2025

---

The Human Resources Department respectfully requests approval of the proposed Part-time, Seasonal and Temporary employee salary plan. The last plan went into effect in 2019. Since 2019, our staffing needs, as well as the cost of living have changed. The objective is to ensure that our part-time and seasonal needs are met with skilled individuals and that our compensation is competitive. The plan includes a 6% pay increase for all part time and seasonal staff currently on payroll.


Our part-time and seasonal staff are all integral parts of our team at the City of Dearborn. It is imperative that we not only attract talent that impacts the continued growth of our community, but that we are able to retain our part-time staff, encourage seasonal employees to return, and ensure our team feels valued in the process.

Our Parks and Recreation as well as Library departments are where the majority of our part-time and seasonal staff are based. Because of the level of community interaction, it is critical that we provide the best services possible to Dearborn residents. Our staff determines the success of our public-facing customer service levels. With this in mind, the Human Resources department sets out to hire the most qualified staff and to do so, we must offer compensation that aligns with the level of quality we aim to provide our community.


This implementation of the proposed salary plan will be managed by the Human Resources Administrator, effective July 1, 2025. The rate increases for FY2026 were included in the budget adopted by City Council, and no additional appropriation is required.

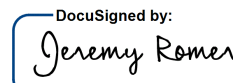
Respectfully submitted,

### Department Approval:

DocuSigned by:  
  
632945FAF3A9483...  
Danielle Chaney  
Human resources Administrator

### Budget Approval:

DocuSigned by:  
  
F77919D1421447F...  
Michael Kennedy  
Finance Director

DocuSigned by:  
  
E7A573BA25E3460...  
Jeremy Romer  
Corporation Counsel

SALARY PLAN

SEASONAL, PART-TIME, AND TEMPORARY EMPLOYEES

Adopted by

CIVIL SERVICE RESOLUTION NO. 8106-18

and

COUNCIL RESOLUTION NO. 7-325-19

Rates effective July 31, 2025

Amended by:

Civil Service Resolution No. 5947-00 and

Council Resolution No. 3-176-00

Civil Service Resolution No. 6432-02

Council Resolution No. 10-1005-02

Civil Service Resolution No. 6912-06

Council Resolution No. 2-111-06

Civil Service Resolution No. 7049-07

Council Resolution No. 5-249-07



SALARY PLAN

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III	Mileage Allowance	5
IV	Other Benefits	5
V	Overtime Pay	5
VI	Minimum Wage Rates	5

**PART TIME EMPLOYEES**  
**SECTION 1**  
 Classification and Rates of Compensation  
 Effective: 07/01/2025

GRADE	CLASS CODE	CLASSIFICATION	MINIMUM	MAXIMUM
T01	23064	BUS DRIVER	\$ 15.00	\$ 21.96
	23080	CASHIER ASSOCIATE	\$ 15.00	\$ 20.00
	23054	CONCESSION HELPER	\$ 15.00	\$ 20.00
	23065	CUSTODIAN (PT)	\$ 15.00	\$ 20.90
	23073	DISC ATTENDANT	\$ 15.00	\$ 20.37
	23123	ELECTION WORKER	\$ 15.00	\$ 20.00
	22017	ENFORCEMENT OFF	\$ 15.00	\$ 20.90
	23053	FOOD & BEVERAGE ASSISTANT	\$ 15.00	\$ 20.00
	23067	GROUNDSKEEPER (PT)	\$ 15.00	\$ 23.02
	23068	GYM ATTENDANT	\$ 15.00	\$ 20.00
	23069	ICE ARENA AIDE	\$ 15.00	\$ 20.00
	23090	INTERN I	\$ 15.00	\$ 20.00
	23070	LIBRARY PAGE	\$ 15.00	\$ 20.00
	22005	PROPERTY ROOM SPEC	\$ 15.00	\$ 20.00
	23057	RECREATION AIDE	\$ 15.00	\$ 20.00
	23084	RECREATION ASSISTANT	\$ 15.00	\$ 20.64
	23077	RECREATION COORDINATOR (PT)	\$ 15.00	\$ 26.20
	21002	SECURITY OFFICER	\$ 15.00	\$ 23.02
	23071	SERVICE DESK	\$ 15.00	\$ 20.00
	23055	VOTING ASSISTANT	\$ 15.00	\$ 20.90
	23079	WAITSTAFF	\$ 15.00	\$ 20.00
	21001	ZAMBONI OPERATOR	\$ 15.00	\$ 20.00
T03	23100	PROGRAM COORDINATOR II Part Time	\$ 17.49	\$ 22.49
	23087	PROGRAM SPECIALI	\$ 17.49	\$ 26.20
	23089	SR ENFORCEMENT OFFICER Part Time	\$ 17.49	\$ 22.49
	23092	AQUATICS SPECIALI	\$ 18.02	\$ 23.02
	23094	FIGURE SKATING INSTRUCTOR Part Time	\$ 18.02	\$ 26.20
	23078	AUTO POUND COOR	\$ 18.55	\$ 23.55
T04	23103	LEAD CUSTODIAN	\$ 20.14	\$ 25.14
	22052	COMPLIANCE OFFICER Part Time	\$ 21.20	\$ 36.80
	22058	DEPARTMENT CONS	\$ 21.20	\$ 26.20
	23105	DEPARTMENT CONSULTANT	\$ 21.20	\$ 26.20
	22043	OUTREACH COUNSELOR (PT) Part Time	\$ 21.20	\$ 26.20
	23091	SUBSTITUTE LIBRARIAN	\$ 21.20	\$ 26.20
	22062	FITNESS INSTRUCTOR Part Time	\$ 22.79	\$ 34.68

T05	23122	POLICE OFFICER (PT) Part Time	\$	25.44	\$	34.68
	23107	EXECUTIVE CHEF	\$	26.50	\$	31.50
	23104	LAW CLERK	\$	27.56	\$	32.56
	22033	SURVEYOR (PT)	\$	27.75	\$	32.75
	23120	CONSTRUCTION ENGINEERING TECH	\$	28.70	\$	33.70
	23102	ACCOUNTANT (PT)	\$	28.86	\$	40.58
	23061	PLANNER (PT)	\$	29.57	\$	34.57
	22065	BUILDING INSPECTO	\$	29.68	\$	34.68
	22072	BUILDING INSPECTOR <b>UNLICENSED</b>	\$	29.68	\$	34.68
T06	23056	DATA ANALYST	\$	31.80	\$	41.04
	23101	ELECTRICAL INSPECTOR	\$	31.80	\$	42.10
	22030	HVAC MECHANICAL INSPECTOR	\$	31.80	\$	36.80
	23106	PLUMBING INSPECT	\$	31.80	\$	36.80
	22056	SR ACCOUNTANT	\$	33.73	\$	39.05
	22057	PROPERTY APPRAIS	\$	35.41	\$	40.41

## SEASONAL EMPLOYEES

TAB		CAMP LABORER Seasonal		\$	15.90	\$	25.90
		LIFEGUARD (SL) Seasonal		\$	15.64	\$	20.64
		RECREATION ASSISTANT Seasonal		\$	15.00	\$	20.90
		WATER SAFETY INSTRUCTOR Seasonal		\$	15.64	\$	20.64
TAC		GROUNDSKEEPER (SL) Seasonal		\$	15.00	\$	23.02
		HEAD LIFEGUARD (SL) Seasonal		\$	15.64	\$	23.02
TAD		ENFORCEMENT OFFICER (SL) Seasonal		\$	15.00	\$	20.90
		GOLF COURSE MAINTENANCE COORDINATOR Seasonal		\$	16.96	\$	21.96
		PROGRAM SPECIALIST (SL) Seasonal		\$	17.49	\$	26.20
		RECREATION COORDINATOR (SL) Seasonal		\$	14.84	\$	26.20
TAE		DEPARTMENT SPECIALIST		\$	18.00	\$	23.00
TAF		PROGRAM COORDINATOR (SL) Seasonal		\$	16.96	\$	21.96
		RECREATION SPECIALIST (SL) Seasonal		\$	16.43	\$	27.26

## SEASONAL, PART TIME, TEMPORARY AND SPECIAL EMPLOYEES

### **SECTION III: MILEAGE ALLOWANCE**

Employees working in classifications set forth in Section A, who have been authorized to use their own four-wheeled motorized vehicle in the performance of their duties, shall be reimbursed according to the following:

1. Mileage allowance shall be the IRS mileage rate in effect at that time.
2. The employee must have a legal right to drive such vehicle. In the event he/she would lose his/her legal right to drive, the employee must immediately notify his/her supervisor.
3. The Finance Director shall prepare the proper forms for the administration of this reimbursable mileage allowance and establish a periodic basis of payment.

### **SECTION IV: OTHER BENEFITS**

Employees under this Salary Plan are not entitled to any fringe benefits set forth in other salary plans unless such benefit is specifically granted by the City.

### **SECTION V: OVERTIME PAY**

Employees in classifications listed in Section I of this Salary Plan shall be paid overtime as required for compliance with the Fair Labor Standards Act (FLSA). Specifically, all employees in non-exempt classes shall be compensated at one and one-half times the regular hourly rate for all hours worked in excess of forty (40) hours per week. In accordance with Section 13 (a) (3) of the Act, exemptions include employees assigned to seasonal recreation positions.

### **SECTION VI: MINIMUM WAGE**

The minimum rates of each classification will increase according to the minimum wage increases required by law.



DEARBORN  
HUMAN RESOURCES

## EXECUTIVE SUMMARY AND MEMORANDUM

**REQUEST:** Adoption of the Part-time, Seasonal and Temporary employee salary plan

**DEPARTMENT:** Human Resources

**BRIEF DESCRIPTION:**

This request is for the approval of the updated Part-time, Seasonal and Temporary employee salary plan.

CITY CLERK, DEARBORN MI  
2025 JUL 14 AM 8:45

---

**PRIOR COUNCIL ACTION:** The current plan was adopted by City Council with CR7-325-19. Funding for the proposed plan for FY2026 was included with the Budget Adoption, CR5-214-25.

---

**BACKGROUND:** The Human Resources Department respectfully requests approval of the Part-time, Seasonal and Temporary employee salary plan. The last plan went into effect in 2019. Since 2019, our staffing needs, as well as the cost of living have changed. The objective is to ensure that our part-time and seasonal needs are met with skilled individuals and that our compensation is competitive.

---

**FISCAL IMPACT:**

The proposed Part-Time, Seasonal and Temporary employee salary plan includes a 6% increase along with a minimum hourly rate of \$15 per hour for all non-collectively bargained part time and seasonal staff. The proposed plan will take effect the first full pay period after approval. This will ensure rates for Part-Time, Seasonal and Temporary positions are competitive and marketable, and also falls in line with increases approved in the Full-Time contracts.

The rate increases for FY2026 was included in the adopted budget (no additional appropriation is required). Additional rate increases in future fiscal years will be included in subsequent budget cycles.

---

**IMPACT TO COMMUNITY:**

Approving the Part-Time and Seasonal salary plan allows the City of Dearborn to recruit and most important, retain qualified individuals, providing competitive employment opportunities for members of the community.

---

**IMPLEMENTATION TIMELINE:** The Human Resources department requests an effective date of the first full pay period after approval for the implementation of the new plan, as well as the proposed rate increases. The plan will be effective for 5 years, and addresses known minimum wages increases during the period.

---

**COMPLIANCE/PERFORMANCE METRICS:** This implementation of the proposed salary plan will be managed by the Human Resources Administrator. Please note, the City of Dearborn will also adjust the minimum wage rate to align with the federally mandated increases.



**DEARBORN  
HUMAN RESOURCES**

## EXECUTIVE SUMMARY AND MEMORANDUM

**TO:** City Council  
**FROM:** Human Resources Department  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Request for approval of the Part-time, Seasonal and Temporary Employee Salary Plan  
**DATE:** July 10, 2025

---

The Human Resources Department respectfully requests approval of the proposed Part-time, Seasonal and Temporary employee salary plan. The last plan went into effect in 2019. Since 2019, our staffing needs, as well as the cost of living have changed. The objective is to ensure that our part-time and seasonal needs are met with skilled individuals and that our compensation is competitive. The plan includes a 6% pay increase for all non-collectively bargained part time and seasonal staff currently on payroll, along with raising the minimum hourly rate to \$15 per hour.

Our part-time and seasonal staff are all integral parts of our team at the City of Dearborn. It is imperative that we not only attract talent that impacts the continued growth of our community, but that we are able to retain our part-time staff, encourage seasonal employees to return, and ensure our team feels valued in the process.

Our Parks and Recreation as well as Library departments are where the majority of our part-time and seasonal staff are based. Because of the level of community interaction, it is critical that we provide the best services possible to Dearborn residents. Our staff determines the success of our public-facing customer service levels. With this in mind, the Human Resources department sets out to hire the most qualified staff and to do so, we must offer compensation that aligns with the level of quality we aim to provide our community.

This implementation of the proposed salary plan will be managed by the Human Resources Administrator, effective the first full pay period after approval for a five-year period. The rate increases for FY2026 were included in the budget adopted by City Council, and no additional appropriation is required.

Respectfully submitted,

### Department Approval:

DocuSigned by:

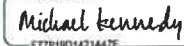
  
E72045EAE3A9M3

Danielle Chaney

Human resources Administrator

### Budget Approval:

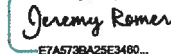
DocuSigned by:

  
E72045EAE3A9M3

Michael Kennedy

Finance Director

DocuSigned by:

  
E7A573BA25E3480...

Jeremy Romer

Corporation Counsel

SALARY PLAN

SEASONAL, PART-TIME, AND TEMPORARY EMPLOYEES

Adopted by

CIVIL SERVICE RESOLUTION NO. 8106-18

and

COUNCIL RESOLUTION NO. 7-325-19

Rates effective July 31, 2025

Amended by:

Civil Service Resolution No. 5947-00 and Council

Resolution No. 3-176-00

Civil Service Resolution No. 6432-02

Council Resolution No. 10-1005-02 Civil

Service Resolution No. 6912-06 Council

Resolution No. 2-111-06 Civil Service

Resolution No. 7049-07 Council Resolution

No. 5-249-07

1

SALARY PLAN

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III	Mileage Allowance	5
IV	Other Benefits	5
V	Overtime Pay	5



**PART TIME EMPLOYEES**  
**SECTION 1**  
**Classification and Rates of Compensation Effective:**  
**07/31/2025**

GRADE	CLASS CODE	CLASSIFICATION	MINIMUM	MAXIMUM
T01	23064	BUS DRIVER	\$ 15.00	\$ 21.96
	23080	CASHIER ASSOCIATE	\$ 15.00	\$ 20.00
	23054	CONCESSION HELPER	\$ 15.00	\$ 20.00
	23065	CUSTODIAN (PT)	\$ 15.00	\$ 20.90
	23073	DISC ATTENDANT	\$ 15.00	\$ 20.37
	23123	ELECTION WORKER	\$ 15.00	\$ 20.00
	22017	ENFORCEMENT OFF	\$ 15.00	\$ 20.90
	23053	FOOD & BEVERAGE ASSISTANT	\$ 15.00	\$ 20.00
	23067	GROUNDSCKEEPER (PT)	\$ 15.00	\$ 23.02
	23068	GYM ATTENDANT	\$ 15.00	\$ 20.00
	23069	ICE ARENA AIDE	\$ 15.00	\$ 20.00
	23090	INTERN I	\$ 15.00	\$ 20.00
	23070	LIBRARY PAGE	\$ 15.00	\$ 20.00
	22005	PROPERTY ROOM SPEC	\$ 15.00	\$ 20.00
	23057	RECREATION AIDE	\$ 15.00	\$ 20.00
	23084	RECREATION ASSISTANT	\$ 15.00	\$ 20.64
	23077	RECREATION COORDINATOR (PT)	\$ 15.00	\$ 26.20
	21002	SECURITY OFFICER	\$ 15.00	\$ 23.02
	23071	SERVICE DESK	\$ 15.00	\$ 20.00
	23055	VOTING ASSISTANT	\$ 15.00	\$ 20.90
	23079	WAITSTAFF	\$ 15.00	\$ 20.00
	21001	ZAMBONI OPERATOR	\$ 15.00	\$ 20.00
T03	23100	PROGRAM COORDINATOR II Part Time	\$ 17.49	\$ 22.49
	23087	PROGRAM SPECIALI	\$ 17.49	\$ 26.20
	23089	SR ENFORCEMENT OFFICER Part Time	\$ 17.49	\$ 22.49
	23092	AQUATICS SPECIALI	\$ 18.02	\$ 23.02
	23094	FIGURE SKATING INSTRUCTOR Part Time	\$ 18.02	\$ 26.20
	23078	AUTO POUND COOR	\$ 18.55	\$ 23.55
T04	23103	LEAD CUSTODIAN	\$ 20.14	\$ 25.14
	22052	COMPLIANCE OFFICER Part Time	\$ 21.20	\$ 36.80
	22058	DEPARTMENT CONS	\$ 21.20	\$ 26.20
	23105	DEPARTMENT CONSULTANT	\$ 21.20	\$ 26.20
	22043	OUTREACH COUNSELOR (PT) Part Time	\$ 21.20	\$ 26.20
	23091	SUBSTITUTE LIBRARIAN	\$ 21.20	\$ 26.20
	22062	FITNESS INSTRUCTOR Part Time	\$ 22.79	\$ 34.68
T05	23122	POLICE OFFICER (PT) Part Time	\$ 25.44	\$ 34.68
	23107	EXECUTIVE CHEF	\$ 26.50	\$ 31.50
	23104	LAW CLERK	\$ 27.56	\$ 32.56
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	23120	CONSTRUCTION ENGINEERING TECH	\$ 28.70	\$ 33.70
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	23061	PLANNER (PT)	\$ 29.57	\$ 34.57
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	22072	BUILDING INSPECTOR UNLICENSED	\$ 29.68	\$ 34.68
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	23106	PLUMBING INSPECT	\$ 31.80	\$ 36.80
	22056	SR ACCOUNTANT	\$ 33.73	\$ 39.05
	22057	PROPERTY APPRAIS	\$ 35.41	\$ 40.41

## SEASONAL EMPLOYEES

TAB	CAMP LABORER Seasonal	\$	15.90	\$	25.90
	LIFEGUARD (SL) Seasonal	\$	15.64	\$	20.64
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	WATER SAFETY INSTRUCTOR Seasonal	\$	15.64	\$	20.64
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	GOLF COURSE MAINTENANCE COORDINATOR Seasonal	\$	16.96	\$	21.96
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	RECREATION SPECIALIST (SL) Seasonal	\$	16.43	\$	27.26

## SEASONAL, PART TIME, TEMPORARY AND SPECIAL EMPLOYEES

### SECTION III: MILEAGE ALLOWANCE

Employees working in classifications set forth in Section A, who have been authorized to use their own four-wheeled motorized vehicle in the performance of their duties, shall be reimbursed according to the following:

1. Mileage allowance shall be the IRS mileage rate in effect at that time.
2. The employee must have a legal right to drive such vehicle. In the event he/she would lose his/her legal right to drive, the employee must immediately notify his/her supervisor.
3. The Finance Director shall prepare the proper forms for the administration of this reimbursable mileage allowance and establish a periodic basis of payment.

### SECTION IV: OTHER BENEFITS

Employees under this Salary Plan are not entitled to any fringe benefits set forth in other salary plans unless such benefit is specifically granted by the City.

### SECTION V: OVERTIME PAY

Employees in classifications listed in Section I of this Salary Plan shall be paid overtime as required for compliance with the Fair Labor Standards Act (FLSA). Specifically, all employees in non-exempt classes shall be compensated at one and one-half times the regular hourly rate for all hours

worked in excess of forty (40) hours per week. In accordance with Section 13 (a) (3) of the Act, exemptions include employees assigned to seasonal recreation positions.

#### **SECTION VI: MINIMUM WAGE**

The minimum rates of each classification will increase according to the minimum wage increases required by law.



## FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

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### Immediate Effect Requested

**REQUEST:** One-year contract extension with NEOGOV for Applicant Management System

**DEPARTMENT:** Human Resources, in conjunction with purchasing

### BRIEF DESCRIPTION:

Request to initiate an extension of the current NEOGOV contract for Applicant Management System. This will be the final extension as the City has provided a notice of cancellation to NEOGOV.

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### PRIOR COUNCIL ACTION:

The original NEOGOV contract was approved with Council Resolution 11-587-12, for an initial term of five years. The contract was extended for an additional five-year term as approved with Council Resolution 11-561-17. The Contract was extended for an additional one year on CR#10-566-22 and 12-589-23.

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**BACKGROUND:** The NEOGOV Applicant Management system allows the City to streamline the hiring process, and improve communication with applicants. It allows citizens to be proactively notified of job vacancies, reduces time to hire, and supports "Green" initiatives by reducing paper.

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### FISCAL IMPACT:

- \$47,950.74 for the requested one-year extension; to be covered by the current Human Resources operating budget.
- 

### COMMUNITY IMPACT:

- Allows improved communications with citizens / applicants regarding job vacancies.
- 

### IMPLEMENTATION TIMELINE:

The service will continue through December 31, 2025.

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**COMPLIANCE/PERFORMANCE METRICS:** Human Resources will monitor this contract.

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

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**TO:** City Council  
**FROM:** City Administration  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Contract extension with NEOGOV for Applicant Management System  
**DATE:** May 23, 2025

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**Budget Information**

Adopted Budget:	\$ 49,000.00
Amended Budget:	\$ 51,400.00
Available Budget:	\$ 48,000.00
Requested Amount:	\$ 47,950.74
Funding Source:	General fund, Human Resources dept –Professional services - - EDP software service
Supplemental Budget:	N/A

**Summary of Request**

The City of Dearborn currently has a contract with NEOGOV for Applicant Management. The Purchasing Division has received a request from the Human Resources Department to a contract extension to complete the 2025 calendar year. NEOGOV no longer provides long term contracts and the city has provided a cancellation notice to NEOGOV.

It is respectfully requested that Council authorize the award for a one-year contract extension with NEOGOV with immediate effect. The resulting contract shall not be binding until fully executed.

**Background and Justification**

This contract enables the city to streamline its hiring process and improve overall communications with applicants. It allows citizens to be proactively notified of job vacancies, reduces time to hire, and supports “Green” initiatives by reducing paper.

**Process**

This procurement is in accordance with Section 2-568(b) (6) e, Continuity of Professional Services, of the Code of the City of Dearborn. Pricing was evaluated and determined to be reasonable based on a comparison with past purchases.





FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Prepared By:

DocuSigned by:  
*Mark Rozinsky*  
017FF0C142E34C3  
Mark Rozinsky, Purchasing Manager

Department Approval:

DocuSigned by:  
*[Signature]*  
632843EAF3A0963  
Danielle Chaney, Human Resources Administrator

Budget Approval:

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

Initial  
*[Signature]*

Corporation Counsel Approval:

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

**LAW**

## EXECUTIVE SUMMARY AND MEMORANDUM

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**REQUEST:** Mohamed Ali Alabed has requested a two-month extension of time in which to commence construction on the vacant lot at 24041 Carlisle.

**Immediate effect**

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**DEPARTMENT:** Law

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**BRIEF DESCRIPTION:** Mohamed Ali Alabed is requesting a two-month extension of time in which to commence construction at 24041 Carlisle. His request indicates that the reason for the delay is that he experienced significant difficulty getting his engineer and surveyor to communicate effectively, which has impacted the project timeline. The deadline to commence construction was set for 18 months following the closing, or June 7, 2025. As the recently approved revised Land Sales Guidelines lengthened the time period to commence construction from 18 to 24 months following closing, it is recommended that City Council approve his request for a two-month extension in which to commence construction. It is further recommended that the extension fee be waived as the Guidelines now allow 24 months to commence construction. If approved, the new deadline to commence construction would be August 7, 2025.

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**PRIOR COUNCIL ACTION:** Council Resolution 8-416-23 authorized the sale of the vacant lot at 24041 Carlisle to Mohamed Ali Alabed for \$55,000 for the construction of a single-family home.

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**BACKGROUND:** Council Resolution 8-416-23 authorized the sale of the vacant lot at 24041 Carlisle to Mohamed Ali Alabed for \$55,000 for the construction of a single-family home. Closing took place on December 7, 2023. Mohamed Ali Alabed was required to commence construction of a single-family home within 18 months of the closing date, by June 7, 2025.

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**FISCAL IMPACT:**

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- N/A.
- 
- 

**IMPACT TO COMMUNITY:**

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- N/A
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- 

**IMPLEMENTATION TIMELINE:**

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- The new deadline to commence construction would be August 7, 2025.

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**COMPLIANCE/PERFORMANCE METRICS:**

- Law Department and Department of Economic Development will monitor compliance with conditions pertaining to the sale, including all deadlines.



**LAW**

## EXECUTIVE SUMMARY AND MEMORANDUM

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**TO:** City Council

**FROM:** Corporation Counsel

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Mohamed Ali Alabed's request for a two-month extension to commence construction on 24041 Carlysle

**DATE:** June 12, 2025

---

### Summary of Request

Council Resolution 8-416-23 (attached) authorized the sale of the vacant lot at 24041 Carlysle to Mohamed Ali Alabed for the construction of a single-family home. The closing took place on December 7, 2023. Mohamed Ali Alabed was required to commence construction of a single-family home within 18 months of the closing date, by June 7, 2025.

Mohamed Ali Alabed is now requesting an additional two months in which to commence construction at 24041 Carlysle. His request indicates that the reason for the delay is that he experienced significant difficulty getting his engineer and surveyor to communicate effectively, which has impacted the project timeline. (Please see attached letter.)

As the recently approved revised Land Sales Guidelines lengthened the time period to commence construction from 18 to 24 months following closing, it is recommended that City Council approve Mohamed Ali Alabed's request for a two-month extension in which to commence construction. It is further recommended that the extension fee be waived as the Guidelines now allow 24 months to commence construction.

Therefore, it is recommended that Mohamed Ali Alabed's request for a two-month extension of time in which to commence construction of a single-family home at 24041 Carlysle be approved. It is also recommended that the extension fee be waived. The new deadline to commence construction on 24041 Carlysle will be August 7, 2025. All other terms and conditions contained in the original Purchase Agreement and Council Resolution 8-416-23 shall remain in effect.


A resolution requesting immediate effect is attached.

Respectfully submitted,

DocuSigned by:  
  
C73061A00EB9490...

REBECCA A. SCHULTZ  
Assistant Corporation Counsel

APPROVED:

DocuSigned by:  
  
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JEREMY J. ROMER  
Corporation Counsel

## **RESOLUTION**

WHEREAS: Council Resolution 8-416-23 authorized the sale of the vacant lot at 24041 Carlyle to Mohamed Ali Alabed for the construction of a single-family home. The closing took place on December 7, 2023. Mohamed Ali Alabed was required to commence construction of a single-family home within 18 months of the closing date, by June 7, 2025, and

WHEREAS: Mohamed Ali Alabed is now requesting a two-month extension in which to commence construction on 24041 Carlyle. His request indicates that the reason for the delay is that he experienced significant difficulty getting his engineer and surveyor to communicate effectively, which has impacted the project timeline, and

WHEREAS: As the recently approved revised Land Sales Guidelines lengthened the time period to commence construction from 18 to 24 months following closing, it is recommended that City Council approve Mohamed Ali Alabed's request for a two-month extension in which to commence construction. It is further recommended that the extension fee be waived as the Guidelines now allow 24 months to commence construction; therefore, be it

RESOLVED: That Mohamed Ali Alabed's request for a two-month extension of time in which to commence construction of a single-family home at 24041 Carlyle is approved; be it further

RESOLVED: That the extension fee is waived as the Guidelines now allow 24 months to commence construction; be it further

RESOLVED: That the new deadline to commence construction on 24041 Carlyle is August 7, 2025; be it further

RESOLVED: That all other terms and conditions contained in the original Purchase Agreement and Council Resolution 8-416-23 shall remain in effect; be it further

RESOLVED: That this Resolution is given immediate effect.

To whom this may regard,

I would like to formally request a two-month extension to commence construction on

24041 Carlisle, I anticipate being able to start excavation for the 24041 Carlisle

by August 9th. The reason for the delay is that I experienced significant difficulty getting the

engineer and surveyor to communicate effectively, which has unfortunately impacted the

project timeline. I have also requested an extension prior for another lot, I have

submitted a couple of plans to be in the following months but none have been approved,

that said, I am eager to move forward and would appreciate the

opportunity to keep these lots active.

Sincerely,

Mohamed Alabed.



By Abraham supported by Enos.

8-416-23. WHEREAS: Following a Request for Proposals, Sunflower Realty LLC was recently awarded a contract with the City of Dearborn to provide property brokerage and marketing services for certain residential City-owned lots available for sale. Sunflower Realty LLC is located at 835 Mason Street, Suite D175, in Dearborn, and is owned by Realtor Mariam Khalaf, the sole member of the LLC. The properties to be sold by Sunflower Realty LLC are limited to those vacant buildable lots set forth on the Lot List, and

WHEREAS: Under the contract, Sunflower Realty LLC will handle all customary activities and services associated with the sale of the properties on the Lot List. Sunflower Realty LLC will first conduct a market analysis of comparable properties for each property on the Lot List to determine the listing price, subject to the minimum bid prices established by the City Assessor which are set forth on the Lot List. Sunflower Realty LLC will then list the properties in professional listing services and establish a marketing strategy that employs multiple types of advertising including, but not limited to, internet exposure, signs, and alternate trade publication strategies. Sunflower Realty LLC will also employ professional networks/relationships to properly target the marketing of specialty properties. Sunflower Realty LLC will consult with the Department of law on real property deed restrictions, conditions imposed, other interests that may affect the property (e.g., easements, flood zones, etc.), and zoning regulations. Sunflower Realty LLC will then negotiate and obtain executed purchase agreements for the sale of the properties, coordinate and attend all closings, and coordinate with City staff to prepare a next steps checklist for purchasers outlining the required steps for construction. In exchange for these services, Sunflower Realty LLC has agreed to accept 4% commission on each property sale. Section 2-576(a) of the Code of Ordinances of the City of Dearborn, Michigan requires that transactions involving the sale of real property be authorized by Council resolution. Rather than seeking individual approval of each sale of a property on the Lot List, the Economic Development Department and the Department of Law request that City Council issue one resolution approving the sale of all vacant buildable lots listed on the Lot List for amounts equal to or exceeding the minimum bid prices listed on the Lot List, and

WHEREAS: Each sale will be subject to certain terms and conditions, including the following, which will be contained in the Purchase Agreement for each sale:

- a. If the Purchaser is a Limited Liability Company (LLC) or similar legal entity, the LLC or entity must disclose in writing the names of all of its members, including any and all members of the executing board if applicable.
- b. Purchaser agrees to close on the sale within ninety (90) days after evidence of title is provided.
- c. Purchaser shall assume all responsibility for soil testing and soil conditions.
- d. Purchaser shall pay for the costs associated with the survey, document recording fees, inspection and compliance fees, and Purchaser's closing fees owed to the Title Company.
- e. The City of Dearborn Department of Law may administratively review and approve a request to assign or transfer the name of the Purchaser only if the transfer is to another entity for which the Purchaser has a legal interest. Otherwise, Purchaser shall not sell or assign his interest in the Property until the lot is completely developed and all permits are finalized.
- f. Construction of a single-family dwelling on the Property shall commence within 18 months from the date of closing. Upon a showing of good cause, City of Dearborn Department of Law may consider one (1) six-month extension. Construction shall be deemed "commenced" when:
  - i.) The plans have been approved by the Economic Development Department; and
  - ii.) Building permits have been issued; and
  - iii.) Excavation of the basement/foundation has begun.
- g. The deed for each sale shall contain a deed restriction which requires commencement of construction of a single-family home within 18 months from the date of closing.

- h. Purchaser must submit initial plans to the Economic Development Department within nine (9) months from the date of closing. Upon a showing of good cause, one (1) extension up to ninety (90) days may be administratively approved by the City of Dearborn Department of Law.
- i. Purchaser shall complete construction before building permits expire.
- j. Purchaser shall comply with all residential landscaping requirements in accordance with Dearborn Zoning Ordinances. Purchaser shall not receive a full certificate of occupancy until landscaping is completed.
- k. The house shall not be occupied until a Certificate of Occupancy has been approved.
- l. Purchaser shall comply with all requirements contained in the Dearborn Zoning Ordinances.
- m. Purchaser must comply with applicable Historical Preservation and/or neighborhood-imposed guidelines and restrictions.
- n. The sale is subject to a recorded right to repurchase in favor of the City of Dearborn. If Purchaser fails to comply with the terms and conditions contained in the Purchase Agreement, the City may, in its sole discretion, repurchase the property for the original sale price, less 10%, and less costs associated with the transfer back to the City of Dearborn.
- o. At closing, Purchaser agrees to sign a Covenant Deed which will be held in escrow by the title company for an 18-month period from the date of closing. If the Purchaser commences construction within this period, the title company shall be directed to destroy the Covenant Deed at the end of the 18-month period. If the Purchaser has not commenced construction as required, and has not obtained an extension of time in which to do so, the title company shall record the Covenant Deed at the Wayne County Register of Deeds at the end of the 18-month period and the Purchaser will be refunded the purchase price, less 10%, and less any costs associated with the transfer of the property back to the City of Dearborn, and

WHEREAS: Section 2-576(a) of the Code of Ordinances of the City of Dearborn, Michigan requires Corporation Counsel to review offers to purchase and proposals to sell City-owned property and to make a recommendation to Council concerning the sufficiency of the consideration and the public purpose involved in the land transaction. Under Section 2-576(b) (2), the following factors are to be considered in making a recommendation to sell a City-owned property:

- a. Identification of the public purpose involved in the proposed land transaction.
- b. Determination of the market value of the property as indicated by the assessed and equalized values of the property from the city assessor's records.
- c. An opinion of value from the city assessor's office.
- d. Advertising and/or posting the property if two or more persons have indicated an interest in the property or the property has general utility or the City council requests the property be advertised.
- e. Examining the use to which the property can or will be put and the cost of acquisition, demolition and improvement.
- f. Sale to the highest bidder. Consideration to include dollar offer and such other items as identified by the corporation counsel that represent a legal obligation to the city and value assigned thereto. The city shall reserve the right to reject all bids, and

WHEREAS: In accordance with the above Ordinance, the Economic Development Department and the Department of Law recommend that City Council approves the sale by Sunflower Realty LLC of all vacant buildable lots listed on the Lot List for amounts equal to or exceeding the listed minimum bid prices pursuant to the above terms and conditions, and

WHEREAS: The City has no further need for any of the properties on the Lot List. Further, sale of each vacant lot on the List will serve a public purpose by revitalizing and stabilizing each neighborhood and by adding each property to the tax rolls to generate revenue for the City, and

WHEREAS: Each minimum bid price on the Lot List was established by the City Assessor. As such, the Assessor has determined that an amount equal to or exceeding the listed minimum bid price is a fair and reasonable price for each property. It would therefore be in the City's best interest to accept an offer equal to or exceeding the listed minimum bid price for each property, and

WHEREAS: Council's issuance of one resolution approving the sale by Sunflower Realty LLC of all properties on the attached Lot List will save Council, as well as City staff, time and resources that may be redirected to other pressing City matters, thereby resulting in increased efficiency. As additional vacant lots become available for sale by the City, the Department of Law will request Council's approval of additional lot lists setting forth lots to be sold subject to the listed minimum bid prices established by the Assessor and subject to the terms and conditions above, and

WHEREAS: Based upon the foregoing, the Economic Development Department and the Department of Law recommend that City Council approve the sale by Sunflower Realty LLC of all vacant buildable lots listed on the Lot List for amounts equal to or exceeding the listed minimum bid prices pursuant to the above terms and conditions that will be set forth in each Purchase Agreement; therefore be it

RESOLVED: That this Council approves the sale by Sunflower Realty LLC of all vacant buildable lots listed on the Lot List for amounts equal to or exceeding the listed minimum bid prices established by the Assessor; be it further

RESOLVED: That all bids and/or offers made to Sunflower Realty LLC for any of the lots listed on the Lot List shall be presented by Sunflower Realty LLC to the City through Corporation Counsel for final review and approval, and that only the highest bidder that agrees to the above terms and conditions shall be accepted; be it further

RESOLVED: That the sale of each property on the Lot List is contingent upon the above terms and conditions, which shall be set forth in each Purchase Agreement to be approved by Corporation Counsel or his designee; be it further

RESOLVED: That the Mayor and Corporation Counsel or his designee be and are hereby authorized to execute any necessary documents on behalf of the City of Dearborn to complete the sales of the properties listed on the Lot List; be it further

RESOLVED: That this resolution be given immediate effect.

The resolution was adopted as follows: Yeas: Abraham, Enos, Hammoud, Herrick, Paris, and Sareini (6), Nays: None (0); Absent: Alsawafy (1).

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## OFFICE OF THE MAYOR

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**TO:** CITY COUNCIL

**FROM:** MAYOR ABDULLAH H. HAMMOUD

**SUBJECT:** NEW APPOINTMENT - CITY BEAUTIFUL COMMISSION

**DATE:** JULY 3, 2025

Pursuant to City of Dearborn Code of Ordinance Section 2-89 and City Charter Section 10.9, the Mayor shall appoint members of the City Beautiful Commission, subject to approval by the City Council. Recommendation for the approval of this appointment is made to serve:

**Name:** Ali Mchawrab

**Status:** New Appointment

**Current Term Ending:** N/A

**Filling a Vacancy for:** N/A

**Term Duration:** 3 Years

**Appointment Term Ending:** June 30, 2028

**Attendance:** N/A

**Phone:** (313) 617-0099

**Email:** [Ahmchawrab23@yahoo.com](mailto:Ahmchawrab23@yahoo.com)

**Mailing Address:** 856 S Brady Street, Dearborn, MI 48124

Abdullah H. Hammoud  
Mayor

cc: Community Relations  
cc: Law Department



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## OFFICE OF THE MAYOR

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**TO:** CITY CLERK

**FROM:** MAYOR ABDULLAH H. HAMMOUD

**SUBJECT:** NEW APPOINTMENT - CITY BEAUTIFUL COMMISSION

**DATE:** JULY 3, 2025

I hereby certify that the following appointment has been made to the City Beautiful Commission in accordance with the provisions of City of Dearborn Code of Ordinance Section 2-89 and City Charter Section 10.9.

See C.R. \_\_\_\_ *Insert the CR that confirmed this appointment* \_\_\_\_

**Name:** Ali Mchawrab  
**Status:** New Appointment  
**Current Term Ending:** N/A  
**Filling a Vacancy for:** N/A  
**Term Duration:** 3 Years  
**Appointment Term Ending:** June 30, 2028  
**Attendance:** N/A  
**Phone:** (313) 617-0099  
**Email:** [Ahmchawrab23@yahoo.com](mailto:Ahmchawrab23@yahoo.com)  
**Mailing Address:** 856 S Brady Street, Dearborn, MI 48124

Abdullah H. Hammoud  
Mayor

cc: Community Relations  
cc: Law Department



# Dearborn Commissions Application

Submission Date

10th May 2025

First Name

Ali

Last Name

Mchawrab

Phone

 13136170099

Email

Ahmchawrab23@yahoo.com

Home Address

856 S Brady St, Dearborn, MI 48124, USA

Years of Residency in Dearborn

25

Occupation

financial advisor

Company

Merrill Lynch

Length of Service

3 years

Level of Education

Doctorate Degree

Name of Educational Institution & Graduation Year

Ferris State University

Commissions & Boards

City Beautiful Commission

Why do you want to join this commission?

My passion and creative mind wants to see Dearborn the most beautiful city

Are you a veteran?

No

Do you Have a Resume?

Yes

Resume



Submitted on May 10, 2025



# Ali Mchawrab

## PROFESSIONAL PROFILE

Well-versed in financial products, services and solutions. strong relationship-building and time management skills. Professional advice and management of consumer assets with robust business integration expertise.

## CONTACT

856 S. Brady, Dearborn, MI 48124  
Anmchawrab78@yahoo.com  
P: 313-204-2998

## EDUCATION & TRAINING

### MASTER OF BUSINESS ADMINISTRATION

May 2014 (Ferris State University)

### DOCTOR OF PHARMACY

May 2014 (Ferris State University)

### ASSOCIATE OF SCIENCE

May 2010 (Wayne State University)

## SKILLS

- Relationship building & management
- Digital integration
- Deep understanding of banking and financial products & services
- Team building and development
- Community relationship building
- Project management

## WORK EXPERIENCE

### FINANCIALS SOLUTIONS ADVISOR

**Merrill Lynch/Bank of America | Commerce twp., Michigan | Oct. 2024**

- Works with clients to plan their short and long-term financial goals by building a financial plan with brokerage products, including stocks, bonds, mutual funds, annuities, and banking and money managed solutions
- Recommends banking and investments strategies that align with client financial goals and needs

### RELATIONSHIP BANKER

**Bank of America | Plymouth, Michigan | July 2022**

- Building long-term relationships with clients by providing personalized service and support
- Assisting clients in opening new accounts, digital solutions and complex account services
- Researching customer inquiries and resolving complex situations
- Conducting regular reviews of client portfolios to discover opportunities with financial benefits

## LANGUAGES

- English (professional)
- Arabic (professional)
- Spanish (elementary)

## LEADERSHIP ROLES & RECOGNITIONS

- **Annual Paragon Award Recipient**  
CVS Pharmacy, District 7
- **Foundation for Leading Program Graduate**  
CVS Pharmacy, District 7
- **MSHP Outstanding Service Recognition**  
Michigan Society of Health-System Pharmacists
- **Rho Chi Society Inductee**  
National Academic Honor Society, Ferris State University
- **AAPA President/Organizer**  
Arab American Pharmacy Association, Ferris State University
- **Omicron Delta Kappa Inductee**  
National Leadership Society , FSU
- **Phi Theta Kappa Inductee**  
National Honor Society, Henry Ford

## PROFESSIONAL ORGANIZATIONS

- **Michigan Pharmacists Association Political Action Committee**  
Legislation and Policy Advocate
- **Wayne County Pharmacists Association**  
Board Member and a Delegate
- **MI Society of Community Pharmacist**  
Community Pharmacy Representative

## CERTIFICATIONS AND TRAINING

- Securities Industry Essentials Exam certified
- Series 66 and 7 certified
- Consumer Investment Development Program graduate
- Public Notary
- Bank of America Non-English Language proficiency
- Google Digital Analytics

## OTHER RELATED EXPERIENCES

- Fifteen years of experience in various client service roles
- Eight years of experience in management and team development
- Foundation For Leading Academy graduate through CVS Caremark

## ACCOMPLISHMENTS & AWARDS

- Annual Paragon Award Recipient – CVS Caremark
- Rho Chi Honor Society Member
- Omicron Delta Kappa National Leaders Society Inductee -Ferris State University
- Russel G. Merrithew Scholarship – Ferris State University
- Wayne State University Presidential Scholarship
- Jack Kent Cooke National Scholarship Henry Ford College

## COMMUNITY BUILDING AND VOLUNTEERING

- Census Enumerator – Lansing
- Election Poll Coordinator – Lansing
- Inter-Generational Network – Bank of America
- Michigan Volunteer registry
- Habitat for Humanity volunteer
- Greening of Detroit volunteer
- Forgotten Harvest volunteer

- MI Society of Health-System Pharmacists  
Public Affairs Committee Member
- Ferris State University Student Gov.  
Student Government Representative
- Wayne State Alumni Association

## OTHER CERTIFICATIONS

- Immunization Delivery Certification  
American Pharmacists Association
- BLS and CPR Certification  
American Heart Association
- Naloxone Administration Certification  
CVS Health
- Mental Health First Aid Certification  
Mental Health First Aid USA
- FEMA IS-00700.b and IS-00200.hca Certification  
FEMA Emergency Management Institute

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## OFFICE OF THE MAYOR

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**TO: CITY COUNCIL**

**FROM: MAYOR ABDULLAH H. HAMMOUD**

**SUBJECT: NEW APPOINTMENT - ENVIRONMENTAL COMMISSION**

**DATE: JULY 3, 2025**

*This new appointment is being resubmitted. Dr. Claudia Walters was unable to be sworn-in upon her first appointment confirmation at the June 10, 2025 City Council meeting due to being out of town on an international trip in Germany.*

Pursuant to the City of Dearborn Code of Ordinance Section 2-416 and City Charter Section 10.9, the Mayor shall appoint members of the Environmental Commission, subject to approval by the City Council. Recommendation for the approval of this appointment is made to serve:

**Name:** Claudia Walters, Ph.D

**Status:** New Appointment

**Current Term Ending:** N/A

**Appointment Term Ending:** June 30, 2028

**Term Duration:** 3 Years

**Filling a Vacancy for:** N/A

**Attendance:** N/A

**Phone:** (313) 467-2076

**Email:** [ckwalter@umich.edu](mailto:ckwalter@umich.edu)

**Mailing Address:** 3316 Dallas Street, Dearborn, MI, 48124

Abdullah H. Hammoud  
Mayor

cc: Public Health Department  
cc: Law Department



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## OFFICE OF THE MAYOR

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**TO:** CITY CLERK  
**FROM:** MAYOR ABDULLAH H. HAMMOUD  
**SUBJECT:** NEW APPOINTMENT - ENVIRONMENTAL COMMISSION  
**DATE:** JULY 3, 2025

I hereby certify that the following appointment has been made to the Environmental Commission in accordance with City of Dearborn Code of Ordinance Section 2-416 and City Charter Section 10.9.

See C.R. \_\_\_\_ *Insert the CR that confirmed this appointment* \_\_\_\_

**Name:** Claudia Walters, Ph.D

**Status:** New Appointment

**Current Term Ending:** N/A

**Appointment Term Ending:** June 30, 2028

**Term Duration:** 3 Years

**Filling a Vacancy for:** N/A

**Attendance:** N/A

**Phone:** (313) 467-2076

**Email:** [ckwalter@umich.edu](mailto:ckwalter@umich.edu)

**Mailing Address:** 3316 Dallas Street, Dearborn, MI, 48124

Abdullah H. Hammoud  
Mayor

cc: Public Health Department  
cc: Law Department



# Dearborn Commissions Application

Submission Date

23rd April 2025

First Name

Claudia


Last Name

Walters

Status

Appointed

Phone

 13134672076

Email

ckwalter@umich.edu

Home Address

3316 Dallas St, Dearborn, MI 48124, USA

Years of Residency in Dearborn

24

Occupation

Teaching Professor

Company

University of Michigan - Dearborn

Length of Service

24 years

Business Address

4901 Evergreen Road, Dearborn, MI 48128

Business Telephone Number

n/a

Level of Education

Doctorate Degree

Name of Educational Institution & Graduation Year

Michigan State University, 1997

Commissions & Boards

Environmental Commission

Why do you want to join this commission?

I am interested in switching from the Water Systems Advisory Commission to the Environmental Commission because I believe that with my background as an environmental science instructor I would be better qualified to contribute to the Environmental Commission.

Are you a veteran?

No

Do you Have a Resume?

Yes

Resume



[4674d4b1-a193-4b37-91c7-bfe3ad9ede1a.pdf](#)

Term Ending Date

30th June 2028

Dearborn Commissions Departments

Public Health

Submitted on Apr 23, 2025

**Claudia K. Walters, Ph.D.**  
Teaching Professor  
Collegiate Lecturer IV  
Departments of Social Sciences  
University of Michigan - Dearborn  
ckwalter@umich.edu

### **Education**

2017 GIS Certificate for Professionals, Penn State University, World Campus  
1997 Ph.D., Geography, Michigan State University  
1992 M.A., American Studies, Michigan State University  
1989 Zwischenprüfung, English/Geography, Universität Regensburg

### **Research and Teaching Interests**

Climatology, Physical Geography, Environmental Studies, Cartography, GIS,

### **Professional Experience**

2023-present Teaching Professor, Social Sciences, UM-Dearborn  
2020-2023 Director, Environmental Interpretive Center  
2017-2020 GIS Advocate, College of Arts, Sciences, and Letters  
2014-present Collegiate Lecturer III/IV, Social Sciences, UM-Dearborn  
2006-2021 Assistant Research Scientist, Social Sciences, UM-Dearborn  
2014-2016 Manager, Geospatial Analysis and Mapping Lab, Natural Sciences, UM-Dearborn  
2006-2014 Lecturer II, Social Sciences, UM-Dearborn  
2002-2006 Visiting Research Investigator / Assistant Research Scientist, Behavioral Sciences, UM-Dearborn  
2001-2006 Lecturer I/II, Behavioral Sciences, UM-Dearborn  
1999-2002 Adjunct Assistant Professor, Geography, Central Michigan University  
1997-1998 Visiting Assistant Professor, Geography, Central Michigan University

### **Teaching Experience**

Courses taught at UM-Dearborn:  
Geog 303: Weather and Climate (formerly Geog/Enst 203)  
Geog/Enst 204: Landforms  
Geog 306: World Regional Geography (formerly Geog 206)  
Geog 205: Geography of the U.S.  
Geog 300: Urban Geography  
Geog 302: Mapping our World  
Geog/Geol/Escl 305: Introduction to Cartography and GIS (new course)  
Geog 307: Geography of Europe  
Geog/Enst 320: Global Climate Change (new course)  
Enst 395: Seminar in Environmental Issues  
Enst 485: Seminar on Environmental Topics  
Fnds 3603: When Nature Strikes Back (new course)

## **Award**

University of Dearborn - Collegiate Lectureship Award, 2012

## **Publications**

- Tang, Ying, Winkler, J., S. Zhong, X. Bian, D. Doubler, L Yu, and C. Walters (2017). Future changes in the climatology of the Great Plains low-level jet derived from fine resolution multi-model simulations. *Scientific Reports*. DOI: 10.1038/s41598-017-05135-0.
- Yu, L., Zhong, S., Winkler, J.A., Doubler, D.L., Bian, X., Walters, C.K., (2016). The Inter-Annual Variability of Southerly Low-Level Jets in North America. *Int. J. Climatology*. DOI: 10.1002/joc.4708.
- Tang, Y., Zhong, S., Winkler, J.A., Walters, C.K. (2016). Evaluation of the Southerly Low-Level Jet Climatology for the Central United States as Simulated by NARCCAP Regional Climate Models. *Int. J. Climatology*. DOI: 10.1002/joc.4636.
- Doubler, D., Winkler, J.A., Bian, X., Walters, C. K., Zhong, S., (2015). A NARR-Derived Climatology of Southerly and Northerly Low-Level Jets over North America and Coastal Environs. *J. Appl. Meteor. Climatol.*, 54, 1596-1619.
- Walters, C.K., Winkler, J.A., Husseini, S, Keeling, R, Nikolic, J., Keeling, R. (2014). Low-Level Jets in the North American Regional Reanalysis (NARR): A Comparison with Rawinsonde Observations. *J. Appl. Meteor. Climatol.*, 53, 2093-2113.
- Walters, C.K., Winkler, J.A., Shadbolt, R.P., van Ravensway, J., Bierly, G.D. (2008). A Long-Term Climatology of Southerly and Northerly Low-Level Jets for the Central United States. *Annals Assoc. Amer. Geograph.*, 98, 1-32.
- Walters, C.K., Winkler, J.A. (2001). Airflow configurations of warm season southerly low-level wind maxima in the Great Plains. Part I: Spatial and temporal characteristics and relationship to convection. *Wea. Forecasting*, 16, 513-530.
- Walters, C.K., (2001). Airflow configurations of warm season southerly low-level wind maxima in the Great Plains. Part II: The synoptic and subsynoptic-scale environment. *Wea. Forecasting*, 16, 531-551.
- Walters, C.K., Winkler, J.A. (1999). Diurnal Variations in the Characteristics of Cloud-to-Ground Lightning Activity in the Great Lakes Region of the United States. *Prof. Geographer*, 51, 349-366.

## **Awarded Research Grants**

- “Toward an Improved Understanding of the Characteristics, Processes, and Impacts of Northerly and Southerly Low-level Jets in the Central United States,” Total award: \$549,995. PIs Claudia K. Walters (UM – Dearborn \$128,385), J.A. Winkler and S. Zhong (Michigan State University). NSF, 2009-2012.
- “Collaborative Research: A Climatological Analysis of the Variability of Southerly Low-Level Jets and their Relationship to Synoptic-Scale Disturbances,” Total award: \$450,000. PIs Claudia K. Walters (UM – Dearborn \$80,600), G.D. Bierly (Indiana State University) and J.A. Winkler (Michigan State University). NSF, 2002-2005.

## **Supervision of Graduate/Undergraduate Student Assistants**

Alec Sparks	Student Res. Asst. on Hub Creative Teaching Fund, Jan – June 2019
Kawthar Abdulkabir	Student Res. Asst. on Grant from Chancellor’s office to develop StoryMap for Healthy Dearborn Coalition, May – August 2018
Jacob Yesh-Brochstein	Undergraduate Res. Asst. on Hub Creative Teaching Fund Grant, Dec 2018
Kesavan Ravichandran	Student Res. Asst., September 2013 – December 2013.
Mike Hajalie	Student Res. Asst., August 2013.

Ryan Keeling	Undergraduate Res. Asst. on NSF-Sponsored Research Grant, 4/12 – 2/13
Sara Husseini	Undergraduate Res. Asst. on NSF-Sponsored Research Grant, 6/11 – 12/11
Daniel Murphy	Undergraduate Res. Asst. on NSF-Sponsored Research Grant, 9/10 – 4/11
Ed Cable	Student mentor for Geog 203, Winter semester 2010. Sponsored by UM-D CASL.
Heather Caye	Undergraduate Res. Asst on NSF-Sponsored Research Grant, 1/10 – 4/10

### **Service on Master's (Thesis) Committee**

Renato Marimon (Environmental Sciences, UM-Dearborn), completed August 2024  
 Danielle Mulka (Applied Mathematics, UM-Dearborn), completed April 2021  
 Aishwary Pawar (Industrial and Manufacturing Systems Engineering, UM-Dearborn), completed April 2020  
 Nicholas Nalepa (Environmental Science, UM-Dearborn), completed January 2017.  
 Dana Doubler (Geography, Michigan State University), completed December 2013.

### **Service**

SSCI Representative, Faculty Senate 2024-26  
 At large rep, Social Sciences Department Executive Committee, AYs 2018-19, 2019-20, 2023-present  
 Member, GIS Program Advisory Committee, 2014 - present  
 Faculty Advisor, Student Sustainability Coalition (formerly Climate Action Movement) student organization  
 Water Systems Commission, City of Dearborn, 2022 - present

Alternate CASL At-Large Representative, Faculty Senate 2023-24  
 Member, Provost Search Advisory Committee, 2019  
 Member, Dearborn Discovery Core Natural Sciences Category Evaluation Committee, AY 2018-19  
 Member, UM-Dearborn Distinguished Research Award Committee, AY 2020-21  
 Member, UM-Dearborn Distinguished Teaching Awards Committee, AY 2017-18, 2019-20  
 Member, UM-Dearborn Collegiate Lectureship Award Committee, 2013 – 2017  
 Member, CASL Academic Standards Committee, AYs 2018-19, 2019-20  
 Member, Environmental Studies Program Committee, 2014 - 2023  
 Member, Professional Development Committee, Commission for Women, AYs 2018-19, 2019-20  
 LEO representative, Faculty Senate, AY 2020-21, AY 2021-22, AY 2022-23  
 Alternate LEO representative, Faculty Senate, AY 2019-20  
 Member, Environmental Studies Advisory Committee, Schoolcraft College, 2017-20  
 Reviewer for *J. Appl. Meteor. Climatology*, *J. Climate*, *Int. J. Climatology*, *Physical Geography*, *Wea. Climate, J. Geophys. Res.*, *J. Hydrometeorology*

### **Synergistic Activities**

Planning committee, State of the Strait Conference, UM-Dearborn, 11 May 2023  
 Co-organizer, moderator for multi-organization virtual GIS Day, 2021, 2022  
 Organizer of annual GIS Day event at UM-Dearborn, 2014-2019

### **Membership in Professional Organizations**

Improving Michigan's Access to Geographic Information Networks (IMAGIN)  
 Association for the Advancement of Sustainability in Higher Education (AASHE)



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## OFFICE OF THE MAYOR

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**TO: CITY COUNCIL**

**FROM: MAYOR ABDULLAH H. HAMMOUD**

**SUBJECT: REAPPOINTMENT - DEMOLITION BOARD OF APPEALS**

**DATE: JULY 3, 2025**

Pursuant to City of Dearborn Code of Ordinance Section 5-27(26) and City of Dearborn Charter Section 10.9, the Mayor shall appoint members to the Demolition Board of Appeals, subject to approval by the City Council. Recommendation for the approval of this appointment is made to serve:

**Name:** Imad Boussi

**Status:** Reappointment

**Current Term Ending:** June 30, 2025

**Filling a Vacancy for:** N/A

**Term Duration:** 3 Years

**Reappointment Term Ending:** June 30, 2028

**Attendance:** Regular

**Phone:** (313) 207-6667

**Email:** [ib\\_electric@hotmail.com](mailto:ib_electric@hotmail.com)

**Mailing Address:** 19 Turnberry Lane, Dearborn, MI 48120

Abdullah H. Hammoud  
Mayor

cc: Economic Development  
cc: Law Department

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## OFFICE OF THE MAYOR

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**TO: CITY CLERK**

**FROM: MAYOR ABDULLAH H. HAMMOUD**

**SUBJECT: REAPPOINTMENT - DEMOLITION BOARD OF APPEALS**

**DATE: MAY 29, 2025**

I hereby certify that the following appointment has been made to the Demolition Board of Appeals in accordance with the provision of the City of Dearborn Code of Ordinance Section 5-27 (26) and City Charter Section 10.9.

See C.R. \_\_\_\_ Insert the CR that confirmed this appointment \_\_\_\_

**Name:** Imad Boussi

**Status:** Reappointment

**Current Term Ending:** June 30, 2025

**Filling a Vacancy for:** N/A

**Term Duration:** 3 Years

**Reappointment Term Ending:** June 30, 2028

**Attendance:** Regular

**Phone:** (313) 207-6667

**Email:** [ib\\_electric@hotmail.com](mailto:ib_electric@hotmail.com)

**Mailing Address:** 19 Turnberry Lane, Dearborn, MI 48120

Abdullah H. Hammoud  
Mayor

cc: Economic Development  
cc: Law Department



# Dearborn Commissions Application

Submission Date

5th April 2025

First Name

Imad

Last Name

Boussi

Phone

 13132076667

Email

ib\_electric@hotmail.com

Home Address

19 Turnberry Ln, Dearborn, MI 48120, USA

Years of Residency in Dearborn

24

Occupation

Entrepreneur

Company

IB Electric & IB Electrical & Plumbing Supplies

Length of Service

24

Business Address

22345 W Warren Ave., Dearborn Heights, MI 48127

Business Telephone Number

(313) 274-3588

Level of Education

College Degree

Name of Educational Institution & Graduation Year

Lebanon

Commissions & Boards

Demolition Board of Appeals

Why do you want to join this commission?

I have enjoyed serving on the board the past three years and would like to renew my term.

Are you a veteran?

No

Which Branch Did You Serve?

N/A

What Was Your Rank?

N/A

Years of Service?

N/A

Do you Have a Resume?

No

Description of Professional History

I've been on an entrepreneur and have worked in the construction and electrical arena for over three decades. Serving my community is very important to me and my family who reside in our city. Thank you for your consideration in renewing my term.

Dearborn Commissions Departments

Economic Development

Submitted on Apr 5, 2025

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## OFFICE OF THE MAYOR

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**TO:** CITY COUNCIL  
**FROM:** MAYOR ABDULLAH H. HAMMOUD  
**SUBJECT:** NEW APPOINTMENT - CITY BEAUTIFUL COMMISSION  
**DATE:** JULY 3, 2025

Pursuant to City of Dearborn Code of Ordinance Section 2-89 and City Charter Section 10.9, the Mayor shall appoint members of the City Beautiful Commission, subject to approval by the City Council. Recommendation for the approval of this appointment is made to serve:

**Name:** Laura McCallum  
**Status:** New Appointment  
**Current Term Ending:** N/A  
**Filling a Vacancy for:** N/A  
**Term Duration:** 3 Years  
**Appointment Term Ending:** June 30, 2028  
**Attendance:** N/A  
**Phone:** (313) 434-7917  
**Email:** [laura.haddad913@gmail.com](mailto:laura.haddad913@gmail.com)  
**Mailing Address:** 3051 Academy Street, Dearborn, MI 48124

Abdullah H. Hammoud  
Mayor

cc: Community Relations  
cc: Law Department

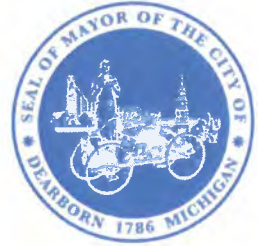
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## OFFICE OF THE MAYOR

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**TO:** CITY CLERK  
**FROM:** MAYOR ABDULLAH H. HAMMOUD  
**SUBJECT:** NEW APPOINTMENT - CITY BEAUTIFUL COMMISSION  
**DATE:** JULY 3, 2025

I hereby certify that the following appointment has been made to the City Beautiful Commission in accordance with the provisions of City of Dearborn Code of Ordinance Section 2-89 and City Charter Section 10.9.

See C.R. \_\_\_\_ *Insert the CR that confirmed this appointment* \_\_\_\_\_

**Name:** Laura McCallum

**Status:** New Appointment

**Current Term Ending:** N/A

**Filling a Vacancy for:** N/A

**Term Duration:** 3 Years

**Appointment Term Ending:** June 30, 2028

**Attendance:** N/A

**Phone:** (313) 434-7917

**Email:** [laura.haddad913@gmail.com](mailto:laura.haddad913@gmail.com)

**Mailing Address:** 3051 Academy Street, Dearborn, MI 48124

Abdullah H. Hammoud  
Mayor

cc: Community Relations  
cc: Law Department





# Dearborn Commissions Application

Submission Date

4th June 2025

First Name

Laura

Last Name

McCallum

Phone

 13134347917

Email

laura.haddad913@gmail.com

Home Address

3051 Academy St, Dearborn, MI 48124, USA

Years of Residency in Dearborn

40

Occupation

Garden Designer/landscaper

Company

Adora Creations

Length of Service

6 years

Business Address

3051 Academy

Business Telephone Number

3134347917

Level of Education

College Degree

Name of Educational Institution & Graduation Year

Henry Ford college June 2007

Commissions & Boards

City Beautiful Commission

Why do you want to join this commission?

Dearborn is where I'm born and raised. I love my city so much! I'm trying to make my city more beautiful one home at a time. My gardening business allows me to take care of my clients in my home town.

Are you a veteran?

No

## Memberships, Civic Activities, and Awards Received

City beautiful awards for several homes in Dearborn.

Do you Have a Resume?

No

## Description of Professional History

I've been in business for myself for 6 years. I'm also a volleyball coach at hype and River Rouge high school. I'm also a trainer at Amazon and ASL interpreter in the winter months.

Interview Date

1st July 2025

Dearborn Commissions Departments

Community Relations

Submitted on Jun 4, 2025

Laura Haddad  
3051 Academy Dearborn, MI. 48124 Phone: 313-434-7917  
[laura.haddad913@gmail.com](mailto:laura.haddad913@gmail.com)

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## **Education**

- Bachelor of Business Administration, University of Michigan-Dearborn  
Expected graduation date: May 2019, 3.6 GPA
- Associate's Degree in Theater, Henry Ford College (August 2007)
- Associate's Degree in Arts, Henry Ford College (May 2007)

## **Professional Experience**

Starbucks

**Shift Supervisor** May 2015 - Present

Current duties include:

- Managing employee schedules
- Handling stock orders and maintaining inventory
- Providing customer service
- Assisting with employee training
- Contributing to team morale by providing appropriate feedback to management

Lia Sophia

**Sales Advisor** October 2010 – December 2014

In this role I served as a premier fashion and sales advisor to customers throughout Southeast Michigan. I was responsible for scheduling, bookkeeping, accounting and organizing jewelry demonstrations to my clients, always providing a high level of professionalism and expertise. On a monthly average, I managed 3-6 shows and earned more than \$2,000 in sales.

Mannatech

**National Director** May 2009 – March 2015

In this position I served as a “sole proprietor” for a health and wellness marketing organization, participating in regional meetings and selling products to clients throughout Southeast Michigan. I had to maintain paying taxes inventory management, and have sound written and oral communication skills.

State Farm Insurance

**Sales Representative** January 2008 – September 2009

Direct sales and marketing to local businesses and residents

- Set up client financial reviews with agents
- Assisted in training for new employees as well as recruitment
- Handled administrative duties for lead agent

**Skills and Qualifications**

More than 10 years working in customer-facing environment  
Entrepreneurial experience

- Organizational and administrative skillset
- More than 5 years working independently
- Proficient in Microsoft Office

References available upon request.

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## OFFICE OF THE MAYOR

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**TO: CITY COUNCIL**  
**FROM: MAYOR ABDULLAH H. HAMMOUD**  
**SUBJECT: REAPPOINTMENT - ENVIRONMENTAL COMMISSION**  
**DATE: JULY 3, 2025**

*This reappointment is being resubmitted. Machhadie Assi was unable to be sworn-in upon her first appointment confirmation at the June 10, 2025 City Council meeting due to being out of town on an international trip in Lebanon.*

Pursuant to the City of Dearborn Code of Ordinance Section 2-416 and City Charter Section 10.9, the Mayor shall appoint members of the Environmental Commission, subject to approval by the City Council. Recommendation for the approval of this appointment is made to serve:

**Name:** Machhadie Assi

**Status:** Reappointment

**Current Term Ending:** June 30, 2025

**Reappointment Term Ending:** June 30, 2028

**Filling a Vacancy for:** N/A

**Term Duration:** 3 Years

**Attendance:** Regular

**Phone:** (313) 358-6167

**Email:** [machhadie.assi@gmail.com](mailto:machhadie.assi@gmail.com)

**Mailing Address:** 7602 Pinehurst, Dearborn, MI, 48126

Abdullah H. Hammoud  
Mayor

cc: Public Health Department  
cc: Law Department

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## OFFICE OF THE MAYOR

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**TO:** CITY CLERK  
**FROM:** MAYOR ABDULLAH H. HAMMOUD  
**SUBJECT:** REAPPOINTMENT - ENVIRONMENTAL COMMISSION  
**DATE:** JULY 3, 2025

I hereby certify that the following appointment has been made to the Environmental Commission in accordance with City of Dearborn Code of Ordinance Section 2-416 and City Charter Section 10.9.

See C.R. \_\_\_\_ *Insert the CR that confirmed this appointment* \_\_\_\_

**Name:** Machhadie Assi

**Status:** Reappointment

**Current Term Ending:** June 30, 2025

**Reappointment Term Ending:** June 30, 2028

**Filling a Vacancy for:** N/A

**Term Duration:** 3 Years

**Attendance:** Regular

**Phone:** (313) 358-6167

**Email:** [machhadie.assi@gmail.com](mailto:machhadie.assi@gmail.com)

**Mailing Address:** 7602 Pinehurst, Dearborn, MI, 48126

Respectfully submitted,

Abdullah H. Hammoud  
Mayor

cc: Public Health Department  
cc: Law Department



# Dearborn Commissions Application

Submission Date

11th May 2025

First Name

Machhadie

Last Name

Assi

Status

Reappointment

Phone



13133586167

Email

machhadie.assi@gmail.com

Occupation

consultant



## Level of Education

University Degree

## Name of Educational Institution &amp; Graduation Year

University of Michigan Dearborn

## Commissions &amp; Boards

Environmental Commission

## Why do you want to join this commission?

I'm passionate about promoting sustainable, community-driven solutions and believe the Environmental Commission offers a meaningful way to contribute to policies that protect our environment and improve public health. I'd also like to help make environmental information more accessible and understandable to the public to encourage broader engagement

## Are you a veteran?

No

## Memberships, Civic Activities, and Awards Received

Please See attached resume

## Do you Have a Resume?

Yes

## Resume

 [MayMachhadie\\_MichoAssi\\_Resume.pdf](#)

## Term Ending Date

30th June 2028

## Dearborn Commissions Departments

Public Health

Submitted on May 11, 2025

# Machhadi e Assi

## Contact

**Address**

Dearborn, USA 48126

**Phone**

(313) 358-6167

**E-mail**

machhadie.assi@gmail.com

## Skills

- Legislative Affairs & Advocacy
- Strategic Planning & Communications
- Procedure & Policy Development
- Facilitation and Training
- Stakeholder Engagement
- Team & Operations Management
- Policy Analysis
- Government Relations
- Campaign Strategy
- Cross-Sector Collaboration
- Process Improvement

Experienced cross-sector public service leader with a decade of proven management in statewide public health coordination, crisis response programs, behavioral advocacy, and staff development. Adept at overseeing large teams, coordinating across government agencies, and directing complex community support services. Successfully led clinical outreach during the Flint Water Crisis, directed large-scale pandemic relief operations across seven Michigan counties, and supervised cross-disciplinary teams in education, behavioral health, and equity-based interventions. Skilled in navigating interagency partnerships, supervising staff training and development, and fostering inclusive, trauma-informed care environments aligned with state-level program goals.

## Work History

2024-12 - Current	<b>Environmental Commissioner   Vice Chair</b> <i>City of Dearborn, Dearborn, USA</i>
2023-04 - 2024-12	<b>Office Manager / Senior Staff</b> <i>Michigan House Democratic Caucus - Democratic Communications, Lansing, USA</i> <ul style="list-style-type: none"><li>• Developed accessible summaries, talking points, and press materials to communicate the budgetary and legislative impact of House-passed bills to the public and stakeholders.</li><li>• Co-Led strategic communications and fiscal planning for the Michigan House Democratic Caucus for the Communication Department managing a 20-person team and department budget to support cohesive messaging on major policy issues and state funding priorities.</li><li>• Collaborated with Data analysts, policy staff, and legislators to align external communications with the Michigan state budget process, including high-profile initiatives and budget wins.</li><li>• Represented the caucus in cross-agency meetings and coordinated messaging across departments and external events to reinforce legislative and fiscal objective</li></ul>
2023-01 - 2023-03	<b>Constituent Services Director</b>

*Michigan House of Representatives, Lansing, USA*

- Liaised with state agencies to resolve constituent issues with legislative implications.
- Analyzed bill impact on constituents and broke down complex issues into clear concise language that constituents can understand.
- Engaged with community organizations , businesses & constituents to understand their needs and concerns.

2022-03 -  
2022-11

### **Campaign Manager**

*Campaign for State Representative Erin Byrnes, Dearborn, USA*

- Developed campaign messaging rooted in policy priorities and budget concerns.
- Executed stakeholder engagement strategy involving labor, advocacy, and grassroots organizations.
- Managed campaign team and volunteer network, leading to a 67% victory margin.

2019-11 -  
2022-11

### **Victim Advocate - Flint Water Crisis Criminal Prosecution**

*Michigan Attorney General's Office, Detroit/Flint, USA*

- Designed and implemented victim intake tools to help identify and connect crisis-impacted individuals with appropriate state and local resources.
- Participated in multi-agency meetings involving MDHHS, the Governor's Office, and legal teams to coordinate public communication around the Flint Water Crisis, connecting policy updates to actionable outcomes for constituents.
- Reviewed medical documentation and compiled investigative summaries to support assistant attorney generals and special agents in prosecution.
- Maintained consistent communication with victims and community members to provide updates and gather case-relevant information.
- Supported evidence collection and documentation processes for pending cases, contributing directly to case-building efforts.

2021-10 -  
2022-01

## **Project Manager**

*Peace Tech Lab, Michigan, USA*

- Initiated and managed the 'Road to Equal Justice' Michigan conference, creating a model later adopted nationwide.
- Oversaw full project development within three months, managing recruitment, logistics, and budgeting with a focus on social justice and DEI.
- Recruited diverse speakers and 13 expert trainers to enhance the quality and impact of workshops and advocacy sessions.
- Managed and coordinated a diverse network of 145 staff, volunteers, vendors, and activists across 14 nonprofit organizations, enhancing inter-organizational collaboration and impact.

2018-02 -  
2021-01

## **Director of Operations**

*Michigan Muslim Community Council (MMCC),  
Michigan, USA*

- Directed COVID-19 crisis response, coordinating statewide community center partnerships across 7 Michigan counties.
- Led strategic planning, event management, and cross-sector engagement.
- Built alliances with federal and state partners including USAID.

2017-10 -  
2019-11

## **Investigator / Paralegal**

*Washtenaw County Public Defender's Office, Ann Arbor, USA*

- Advised defendants on their rights and assisted them in securing legal representation, including for juvenile, misdemeanor, and narcotics cases.
- Conducted client interviews and gathered critical case information to support effective legal defense.
- Maintained organized and detailed case files, coordinated court schedules, and managed evidence.
- Facilitated clear communication between attorneys, clients, and witnesses to improve case outcomes.



## Education

### **Criminal Justice and Biological Sciences**

*University of Michigan - Dearborn - Dearborn, MI*

- 150+ credits completed
- Developed foundational research and analytical skills through rigorous coursework in biological sciences, including lab-based data analysis, scientific reporting, and evidence evaluation-skills that directly support data-driven decision-making, legal research, and systems-level analysis in public policy roles.

2016-06

### **Law & Criminal Justice Professional Fellowship Track**

*The Washington Center - Washington, D.C.*

## Leadership Community Engagement

### **President, MAPS Michigan (Muslim Americans in Public Service) | Appointed 2024 – Present**

- Leading the establishment and statewide launch of the Michigan chapter of MAPS, a national nonpartisan organization supporting Muslim Americans in public service.
- Recruited and appointed key leadership roles including Vice President, Secretary, and Communications Chair.
- Driving membership growth across Michigan among Muslim-identifying public servants in government, law, education, and advocacy.
- Facilitating statewide engagement initiatives and partnerships to strengthen leadership pipelines and civic participation within the Muslim American community.

## Awards Recognition

- Arab America 40 Under 40 (2023)

- University of Michigan Difference Maker (2017)
- Sgt. Vincent J. Bell Service Award (2022)
- Voice of the Voiceless, The Washington Center (2023)
- NPNA (National Partnerships for New Americans) Arab American Leader (2023)

## Professional Affiliations Leadership

- Democracy Risings, Democracy Transformation Project, National Fellow, 2024-2026
- GLPA Great Lakes Political Academy, New American Leader Alumni
- Civic Engagement Chair, Dearborn Heights Mosque
- Board of Directors, Arab American Women United

## Project High Scale Event Leadership

- **Road to Equal Justice Conference**, Initiated, managed, and executed a statewide DEI-focused conference that served as a national model; oversaw all aspects of planning, budgeting, speaker recruitment, and cross-sector coordination.
- **Michigan Muslim Capitol Day**, Organized civic advocacy day for 500+ attendees to engage with lawmakers; developed training curriculum and coordinated legislative meetings.
- **Special Emergency Flood Assistance Town Hall**, Led crisis response projects requiring intergovernmental coordination and funding justification, including FEMA and MDHHS emergency aid events serving over 600 families.
- **State of the State Communication Coordination** (2024), Co-organized key logistics and communications strategy for Michigan's State of the State event under the House Democratic Caucus.
- **Congress 101 , Government 101 and SBA Innovation Events**, Designed and moderated high-impact community education and federal engagement sessions featuring White House and SBA officials.

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# OFFICE OF THE MAYOR

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**TO:** CITY COUNCIL

**FROM:** MAYOR ABDULLAH H. HAMMOUD

**SUBJECT:** REAPPOINTMENT - PLANNING COMMISSION

**DATE:** JULY 3, 2025

In accordance with City of Dearborn Charter Section 10.21, the Mayor shall appoint members of the Planning Commission, subject to approval by the City Council. Recommendation for the approval of this appointment is made to serve:

**Name:** Mirvat Kadouh

**Status:** Reappointment

**Filling a Vacancy for:** N/A

**Current Term Ending:** June 30, 2025

**Term Duration:** 3 Years

**Appointment Term Ending:** June 30, 2028

**Attendance:** Regular

**Phone:** (313) 779-5450

**Email:** [mirvat@mileneplisko.com](mailto:mirvat@mileneplisko.com)

**Mailing Address:** 1 Pembroke Court, Dearborn, MI 48126

Abdullah H. Hammoud  
Mayor

cc: Economic Development  
cc: Law Department



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## OFFICE OF THE MAYOR

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**TO:** CITY CLERK  
**FROM:** MAYOR ABDULLAH H. HAMMOUD  
**SUBJECT:** REAPPOINTMENT - PLANNING COMMISSION  
**DATE:** JULY 3, 2025

I hereby certify that the following appointment has been made to the Planning Commission pursuant to City of Dearborn Charter Section 10.21.

See C.R. \_\_\_\_ *Insert the CR that confirmed this appointment* \_\_\_\_

**Name:** Mirvat Kadouh

**Status:** Reappointment

**Filling a Vacancy for:** N/A

**Current Term Ending:** June 30, 2025

**Term Duration:** 3 Years

**Appointment Term Ending:** June 30, 2028

**Attendance:** Regular

**Phone:** (313) 779-5450

**Email:** [mirvat@mileneplisko.com](mailto:mirvat@mileneplisko.com)

**Mailing Address:** 1 Pembroke Court, Dearborn, MI 48126

Abdullah H. Hammoud  
Mayor

cc: Economic Development  
cc: Law Department



# Dearborn Commissions Application

Submission Date

10th July 2025

First Name

Mirvat

Last Name

Kadouh

Phone

 13137795450

Email

mirvat@mileneplisko.com

Home Address

1 Pembroke Ct, Dearborn, MI 48126, USA

Zip Code

48126

Years of Residency in Dearborn

51

Occupation

Agency Business Consultant

Company

Farmers Insurance

Length of Service

20

Business Address

17199 N Laurel Park Dr Ste 314, Livonia, MI 48152

Business Telephone Number

734-464-4806

Level of Education

University Degree

Name of Educational Institution & Graduation Year

University of Michigan 2019

Commissions & Boards

Planning Commission

Why do you want to join this commission?

I want to continue serving on the Dearborn Planning Commission to help guide responsible growth and ensure development aligns with our community's values and long-term vision. As a current board member, I've gained valuable experience and insight into the city's planning needs, and I'm committed to promoting smart, inclusive, and sustainable development. Renewing my position allows me to build on ongoing initiatives, contribute to meaningful projects, and represent residents' interests effectively. I care deeply about Dearborn's future and want to help shape a vibrant, balanced, and livable city for all.

Are you a veteran?

No

Do you Have a Resume?

Yes

Resume



MirvResume.pdf

Submitted on Jul 10, 2025

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# MIRVAT KADOUH

1Pembroke Ct.

Dearborn, MI 48126

mkadouh@mileneplisko.com

313.779.5450

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Feb 2024-Present

## FARMERS INSURANCE DISTRICT 15 PLISKO | AGENCY BUSINESS CONSULTANT

1. **Agency Growth and Development**
  - Support agents in growing their book of business through strategic planning, marketing initiatives, and lead generation.
  - Help agents implement business plans aligned with Farmers' goals for revenue, retention, and customer acquisition.
2. **Operational Excellence**
  - Improve agency efficiency and profitability by identifying process gaps and recommending best practices in operations, staffing, and customer service.
  - Guide agents in utilizing Farmers' technology, tools, and resources to streamline day-to-day functions.
3. **Performance Coaching and Accountability**
  - Regularly evaluate agency performance against key metrics (e.g., sales targets, customer retention, policy growth).
  - Conduct coaching sessions to address underperformance and promote continuous improvement.
4. **Recruitment and Staff Development**
  - Assist agents in identifying, hiring, and training high-performing team members.
  - Provide onboarding guidance for new staff and support professional development of agency teams.
5. **Compliance and Risk Management**
  - Ensure agents comply with Farmers' corporate policies, insurance regulations, and ethical standards.
  - Monitor agency practices to minimize exposure to operational, legal, or financial risk.
6. **Strategic Partner and Advisor**
  - Act as a trusted advisor to agents by building strong, consultative relationships.
  - Deliver insights based on data analysis, market trends, and competitive intelligence to guide strategic decision-making.
7. **Product and Market Expansion**
  - Promote awareness and adoption of new Farmers products or services within the agency.
  - Identify opportunities for cross-selling and upselling to increase customer lifetime value.

Dec 2008-Feb 2024

## FARMERS INSURANCE | MIRVAT KADOUH AGENCY, Livonia, MI

### Agency Owner

- Effectively built a leading insurance agency with over \$2.5M in commissionable premium
- Consistently ranks amongst top three agents statewide in commercial sales
- Analyzed and monitored sales trends in order to adapt and maximize production in a declining market
- Established a balanced book of business across auto, home, life, and business insurance in an effort to sustain stable growth during market fluctuation
- Hired, managed, and trained four associates whom eventually opened successful individual agencies, thus contributing to the corporate bottom line
- Became a Platform Agent and was able to waive 100% of subsidy

### FARMERS INSURANCE, Livonia, MI

### Commercial Specialist /Mentor

- Invited to speak on various panels as insurance sales expert statewide; addressed agents, district managers, and corporate leaders on how to navigate business insurance sector into their agencies
- Consulted agents in an official capacity on sales strategies by appointment and close sales
- Assisted agents in identifying target markets and specific product enhancements to drive sales within their agency
- Accompanied Farmers Agents to sales appointments

Oct 2016-Oct 2018	<b>FARMER INSURANCE, Woodland Hills, CA</b> <b>Farmers Commercial Advisory Board</b> Chosen amongst nationwide agents to serve on a board in an advisory capacity to recommend policy changes and inform corporate sales strategy Successfully lobbied for the addition of EPLI insurance on all business owner policies
Nov 2005- Present	<b>ISLAMIC CENTER OF AMERICA, Dearborn, MI</b> <b>Board of Trustees and Founder of Ladies of the ICA</b> <ul style="list-style-type: none"> <li>• Elected to serve on the board of the largest mosque in North America</li> <li>• Chaired fundraising committee which raised \$15M to build the mosque</li> <li>• Fundraises an additional \$300,000/year for operating expenses</li> <li>• Restructured organizational chart of the mosque and co-wrote the employee handbook which led to operational savings of \$140,000</li> <li>• Founded the Ladies of the ICA, a cohort of 100+ who meet on issues relating to ‘women &amp; Islam’, volunteer ship, and community outreach</li> <li>• Ladies of the ICA raise \$100K+ annually through a large-scale baking operation</li> <li>• Personally featured in Food &amp; Wine Magazine March 2018 edition</li> <li>• Organized annual food drives and facilitated Vaccine Clinic</li> </ul>
Jan 2004-Nov 2010	<b>AMSTAR MORTGAGE, Dearborn Heights, MI</b> Mortgage Broker Hired, managed, and trained 6 loan officers and one mortgage processor Worked effectively with Underwriting to close on average \$1.8 million in mortgage loans Developed and maintained relationships with Real Estate Agents and clients

<b>EDUCATION</b>	<b>THE UNIVERSITY OF MICHIGAN, Dearborn, MI</b> Bachelor of Business Administration in Business Management  <b>HENRY FORD COMMUNITY COLLEGE, Dearborn, MI</b> Associates in Business Administration  Michigan Property and Casualty License Michigan Life and Health; Series 6, 63 and 26
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<b>SKILLS</b>	Fluent in English, Fluent in Arabic
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<b>AWARDS</b>	D15 Agent of the Year 2017 Championship 2014	Blue Vase 2009, 2019 Toppers Club 2014 & 2020	Farmers Hero Club 2011-2012 D15 Mentor Agent of Year 2018-2022
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<b>BOARDS</b>	Islamic Center of America City of Dearborn Planning Commission	Maya Board of Education	Patio Homes at Fairlane Woods
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## OFFICE OF THE MAYOR

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**TO:** CITY COUNCIL  
**FROM:** MAYOR ABDULLAH H. HAMMOUD  
**SUBJECT:** NEW APPOINTMENT - CITY BEAUTIFUL COMMISSION  
**DATE:** JULY 3, 2025

Pursuant to City of Dearborn Code of Ordinance Section 2-89 and City Charter Section 10.9, the Mayor shall appoint members of the City Beautiful Commission, subject to approval by the City Council. Recommendation for the approval of this appointment is made to serve:

**Name:** Mohammed Rhaleb

**Status:** New Appointment

**Current Term Ending:** N/A

**Filling a Vacancy for:** N/A

**Term Duration:** 3 Years

**Appointment Term Ending:** June 30, 2028

**Attendance:** N/A

**Phone:** (313) 289-7675

**Email:** [mohammedrhaleb@gmail.com](mailto:mohammedrhaleb@gmail.com)

**Mailing Address:** 7012 Steadman Street, Dearborn, MI 48126

Abdullah H. Hammoud  
Mayor

cc: Community Relations  
cc: Law Department

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## OFFICE OF THE MAYOR

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**TO:** CITY CLERK

**FROM:** MAYOR ABDULLAH H. HAMMOUD

**SUBJECT:** NEW APPOINTMENT - CITY BEAUTIFUL COMMISSION

**DATE:** JULY 3, 2025

I hereby certify that the following appointment has been made to the City Beautiful Commission in accordance with the provisions of City of Dearborn Code of Ordinance Section 2-89 and City Charter Section 10.9.

See C.R. \_\_\_\_ *Insert the CR that confirmed this appointment* \_\_\_\_

**Name:** Mohammed Rhaleb  
**Status:** New Appointment  
**Current Term Ending:** N/A  
**Filling a Vacancy for:** N/A  
**Term Duration:** 3 Years  
**Appointment Term Ending:** June 30, 2028  
**Attendance:** N/A  
**Phone:** (313) 289-7675  
**Email:** [mohammedrhaleb@gmail.com](mailto:mohammedrhaleb@gmail.com)  
**Mailing Address:** 7012 Steadman Street, Dearborn, MI 48126

Abdullah H. Hammoud  
Mayor

cc: Community Relations  
cc: Law Department





# Dearborn Commissions Application

Submission Date

11th April 2025

First Name

Mohammed

Last Name

Rhaleb

Status

New Applicant

Phone



13132897675

Email

mohammedrhaleb@gmail.com

Home Address

7012 Steadman Street, Dearborn, MI, USA

Zip Code

48126

Years of Residency in Dearborn

24.5

Occupation

Purchasing & Automotive Analyst

Company

Lear

Length of Service

4 months

Business Address

46615 Ryan Ct, Novi, MI 48377

Business Telephone Number

+12486694185

Level of Education

University Degree

Name of Educational Institution & Graduation Year

Eastern Michigan university

Commissions & Boards

City Beautiful Commission

Why do you want to join this commission?

I am a proud Dearborn resident with a passion for contributing to the beauty and spirit of our city. One small idea I've been inspired by is planting more flowers throughout Dearborn's sidewalks, parks, and public spaces. I believe this could bring color, warmth, and a sense of peace to the community—something I'd love to help make happen.

This idea is personal to me, inspired by someone who means a lot, but I also see its broader potential to uplift all residents. When I learned my friend Abdullah Majzoub was appointed to the City Beautiful Commission, it motivated me to get involved and take an active role in shaping Dearborn's visual identity.

I'm excited for the chance to serve and contribute wherever I can—through volunteering, creative ideas, and hands-on effort.

Thank you for your consideration.

Are you a veteran?

No

Which Branch Did You Serve?

N/A

What Was Your Rank?

N/A

Years of Service?

N/A

Memberships, Civic Activities, and Awards Received

Deans list

Do you Have a Resume?

Yes

## Resume



Mohammed Rhaleb.AC (1) RESUME 2024.pdf

## Interview Date

16th June 2025

## Term Ending Date

30th June 2028

## Dearborn Commissions Departments

Community Relations

Submitted on Apr 11, 2025

# Mohammed Rhaleb

Mohammedrhaleb@gmail.com – 313-289-7675

## Objective

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Dependable Buyer with 2 years of experience in the automotive industry, prioritizing client satisfaction, organization, and accuracy. Proven ability to manage multiple projects simultaneously while delivering cost savings and maintaining high-quality standards. Skilled in using SAP, managing Bill of Materials (BOM) managing new model parts, and processing bills of lading (BOL), vendor negotiations, data analysis, and technical sourcing, with a focus on ensuring smooth procurement processes and timely part releases for Tier 1 suppliers.

## Work Experience

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**Lear Corporation – Southfield, MI**

**February 2025 –Present**

### Technical Purchasing Analyst II

- Lead a team of buyers supporting procurement operations across two manufacturing plants, ensuring alignment with engineering, production, and quality requirements.
- Manage the end-to-end supply chain for both facilities, including materials planning, supplier management, and logistics coordination.
- Direct RFQ processes, negotiate supplier terms, and execute purchasing strategies to meet aggressive cost and delivery targets.
- Utilize SAP to issue purchase orders, maintain supplier records, and monitor part releases across multiple programs.
- Conduct root cause analysis to resolve critical supply chain issues, including part shortages and supplier non-compliance.
- Partner cross-functionally with logistics, engineering, and quality teams to optimize procurement processes and drive continuous improvement.
- Develop and maintain advanced Excel reports and dashboards to support executive decision-making and improve operational transparency.
- Actively lead supplier escalation meetings and performance reviews to ensure on-time delivery and compliance with program timelines.

**Hollingsworth**

**March 2023 -September 2024**

### Buyer

- A part of the release team that collaborates with Ford Motor Company.
- Leveraged proficiency in Microsoft Excel for advanced data analysis and reporting, contributing to more informed decision-making within the procurement process.
- Managed and maintained Bill of Materials (BOM) to support pre-production and launch phases, ensuring all components met engineering and program requirements.
- Released and managed new model parts for pre-production and launch phases, ensuring compliance with engineering specifications and timely availability.
- Processed and tracked bills of lading (BOL) for domestic and international shipments, ensuring accurate documentation and on-time deliveries.
- Participated in regular meetings with Ford Buyers and Executives, facilitating clear communication and ensuring the timely delivery of products.

- Interpreted technical drawings and specifications to ensure that all procured parts, including electrical components such as brake lights and fuel injectors, met rigorous quality and technical standards required in Tier 1 supplier environments.
- Drafted air and sea shipment contracts to ensure timely deliveries and cost-effective transportation for a wide range of parts and components.
- Successfully managed a diverse portfolio of vendors, negotiating contracts that resulted in a 15% cost reduction while maintaining high standards for product quality and delivery reliability.
- Drafted RFQs to send to vendors, optimizing procurement processes for both domestic and international suppliers.

## Target Consultant

**November 2019 – February 2023 Fulfillment**

- Maximized efficiency in preparing, packing, and sorting guest orders for shipment.
- Exceeded productivity metrics and fulfillment goals, achieving daily and weekly targets.
- Assisted management in training new employees to apply strategies and best practices in fulfillment process.
- Collaborated effectively with colleagues on initiatives focused on achieving measurable improvements in production, quality, and workflow.

## Education

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**University of Eastern Michigan** - Ypsilanti, MI  
Chain Management August 2021 – December 2023  
Dean's List for 3 semesters Maintained 3.8 GPA

Bachelor in Supply

**Henry Ford College** – Dearborn, MI  
Administration & Management August 2019 – August 2021

Associates in Business

3.5 GPA and involved with Ice Carving Club

## Skills

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- **SAP Business Software:** Proficient in inventory management, procurement tracking, and reporting.
  - **Data Entry:** Experienced in maintaining accurate records and ensuring data integrity.
  - **Buying Fulfillment:** Skilled in sourcing and acquiring materials to meet project deadlines.
  - **Consulting Parts Release:** Adept at ensuring parts meet engineering and program requirements.
  - **Microsoft Office Suite:** Proficient in Word, Excel, and PowerPoint.
  - **Meeting Coordination:** Effective at facilitating cross-functional collaboration to drive project success.
  - **Data Analysis:** Expertise in Excel for advanced reporting and actionable insights.
  - **Corrective Actions:** Experienced in identifying and resolving procurement and supply chain issues.
  - **Recordkeeping:** Accurate in maintaining organized documentation.
  - **Shipping Options Comparison:** Skilled in optimizing logistics solutions for cost and efficiency.
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## Personal Projects

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- Installed a ProCharger Stage II Intercooled System and Speed Engineering Longtube Headers on a 2016 Camaro 2SS, increasing horsepower to 700hp and optimizing vehicle performance.
- Tuned high-performance cars using the MyCalibrator Tuner from Livernois Motorsports, showcasing technical expertise and a passion for Motorsports.

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# OFFICE OF THE MAYOR

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**TO:** CITY COUNCIL

**FROM:** MAYOR ABDULLAH H. HAMMOUD

**SUBJECT:** REAPPOINTMENT - ZONING BOARD OF APPEALS

**DATE:** JULY 3, 2025

*This reappointment is being resubmitted. Mona Hammoud was unable to be sworn-in upon her first appointment confirmation at the June 10, 2025 City Council meeting due to being out of town on an international trip in Lebanon.*

Pursuant to Section 5 of Michigan Public Act 207 of 1921 and Dearborn Zoning Ordinance Section 33.04, the Mayor shall appoint members of the Zoning Board of Appeals, subject to approval by the City Council. Recommendation for the approval of this appointment is made to serve:

**Name:** Mona Hammoud

**Status:** Reappointment as Full Time Member

**Current Term Ending:** June 30, 2025

**Filling a Vacancy for:** N/A

**Term Duration:** 3 Years

**Reappointment Term Ending:** June 30, 2028

**Attendance:** Regular

**Phone:** (313) 671-5867

**Email:** [monalisa97@hotmail.com](mailto:monalisa97@hotmail.com)

**Mailing Address:** 17 West Lane Court, Dearborn, MI 48124

Abdullah H. Hammoud  
Mayor

cc: Economic Development Department  
cc: Law Department



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# OFFICE OF THE MAYOR

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**TO:** CITY CLERK

**FROM:** MAYOR ABDULLAH H. HAMMOUD

**SUBJECT:** REAPPOINTMENT - ZONING BOARD OF APPEALS

**DATE:** JULY 3, 2025

I hereby certify that the following appointment has been made to the Zoning Board of Appeals in accordance with Section 5 of Michigan Public Act 207 of 1921 and Dearborn Zoning Ordinance Section 33.04.

See C.R. \_\_\_\_ *Insert the CR that confirmed this appointment* \_\_\_\_

**Name:** Mona Hammoud

**Status:** Reappointment as Full Time Member

**Current Term Ending:** June 30, 2025

**Filling a Vacancy for:** N/A

**Term Duration:** 3 Years

**Reappointment Term Ending:** June 30, 2028

**Attendance:** Regular

**Phone:** (313) 671-5867

**Email:** [monalisa97@hotmail.com](mailto:monalisa97@hotmail.com)

**Mailing Address:** 17 West Lane Court, Dearborn, MI 48124

Abdullah H. Hammoud  
Mayor

cc: Economic Development Department  
cc: Law Department



## Dearborn Commissions Application

**Submission Date**

May 14 2025

**First Name**

Mona

**Last Name**

Hammoud

**Phone**

+13136715867

**Email**

[monalisa97@hotmail.com](mailto:monalisa97@hotmail.com)

**Home Address**

17 W Lane Ct, Dearborn, MI 48124, USA

**Years of Residency in Dearborn**

About 28 years

**Occupation**

Architectural Designer

**Company**

Iconic Designs LLC

**Length of Service**

About 19 years

**Business Address**

17 W Lane Ct

**Business Telephone Number**

3136715867

**Level of Education**

Master Degree

**Name of Educational Institution & Graduation Year**

Architectural Association School of Architecture (2001)

**Commissions & Boards**

Zoning Board of Appeals

**Why do you want to join this commission?**

I have been working on designing and producing construction documents for both residential and commercial buildings for a long time in Dearborn and other cities as well. I am very informed about the zoning ordinances and I can easily understand all of the issues of the projects being presented in front of the board. Because of this, my decision on the board is backed by my knowledge and understanding of the rules. Therefore, I believe that I am a good fit to the Zoning Board of Appeal and I am looking forward to become a permanent member.

**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?**

Yes

**Description of Professional History**

[ This question was not answered ]

## Resume

PDF Resume.pdf

Submitted on May 14 2025

 **monday.com**

# Mona Hammoud

## Architectural Designer

17 West Lane Court  
Dearborn, MI 48124

Tel: 1-313-671-5867  
monalisa97@hotmail.com

### Education

Masters Degree (MA)	Housing and Urbanism Programme, The Architectural Association School of Architecture, London, England, September/01
Bachelor's Degree	Architecture, Lawrence Technological University (LTU), May/97
Associate Degree	General Studies, Washtenaw Community College, Dec/92
High School	Math Elementaire, a concentration in Math, Physics and Chemistry, Lebanon, July/87

### Coursework

MA Thesis: **The Southern Suburbs of Beirut: A critique of the State's Intervention in Reviving the Suburbs and Regularising the Illegal Settlements.**

During the course of the MA, work had to be done on major urban projects within London and abroad, one of which was in the Favelas (the Slums) of Rio in Brazil.

### Special Skills

Computer skills in multiple architectural software. Fluent in English, French and Arabic

### Work Experience

**Computer Laboratory Proctor (Cad Lab)** 1997

**Ghafari Associates Inc.** 1998

-Worked on major projects that included Chrysler, Hurley Medical Center, and IMAX

**RaymondO'leary Inc.** 2000

- Worked on producing detailed drawings for Detroit Public schools.

**Iconic Designs LLC (owner)** present

- Work entails producing numerous construction documents for residential, commercial, and industrial projects in multiple cities.
- Coordinate with various engineers and architects to produce plans for major commercial projects.

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## OFFICE OF THE MAYOR

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**TO: CITY COUNCIL**

**FROM: MAYOR ABDULLAH H. HAMMOUD**

**SUBJECT: REAPPOINTMENT - WARREN BUSINESS DISTRICT AUTHORITY**

**DATE: JULY 3, 2025**

Pursuant to Public Act 57 of 2018 and City Council Resolution Number 2-70-11, the Mayor shall appoint members to the Warren Business District Authority, subject to approval by the City Council. Recommendation for the approval of this appointment is made to serve:

**Name:** Muaadh Alghazali

**Status:** Reappointment

**Filling a Vacancy for:** N/A

**Term Duration:** 3 Years

**Current Term Ending:** June 30, 2025

**Reappointment Term Ending:** June 30, 2028

**Type of Membership:** Business

**Name of Business:** Asal Bee Cafe

**Business Address:** 10503 W. Warren Avenue, Dearborn, MI 48126

**Attendance:** Regular

**Phone:** (313) 445-6888

**Email:** [asalbeeusa@gmail.com](mailto:asalbeeusa@gmail.com)

**Mailing Address:** 4632 Palmer Street, Dearborn, MI 48126

Abdullah H. Hammoud  
Mayor

cc: Economic Development Department  
cc: Law Department

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## OFFICE OF THE MAYOR

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**TO:** CITY COUNCIL

**FROM:** MAYOR ABDULLAH H. HAMMOUD

**SUBJECT:** REAPPOINTMENT - WARREN BUSINESS DISTRICT AUTHORITY

**DATE:** JULY 3, 2025

I hereby certify that the following appointment has been made to the Warren Business District Authority, in accordance with Public Act 57 of 2018 and City Council Resolution Number 2-70-11.

See C.R. \_\_\_\_ *Insert the CR that confirmed this appointment* \_\_\_\_

**Name:** Muaadh Alghazali

**Status:** Reappointment

**Filling a Vacancy for:** N/A

**Term Duration:** 3 Years

**Current Term Ending:** June 30, 2025

**Reappointment Term Ending:** June 30, 2028

**Type of Membership:** Business

**Name of Business:** Asal Bee Cafe

**Business Address:** 10503 W. Warren Avenue, Dearborn, MI 48126

**Attendance:** Regular

**Phone:** (313) 445-6888

**Email:** [asalbeeusa@gmail.com](mailto:asalbeeusa@gmail.com)

**Mailing Address:** 4632 Palmer Street, Dearborn, MI 48126

A handwritten signature in black ink, appearing to read "Abdullah H. Hammoud", is written over a horizontal line.

Abdullah H. Hammoud  
Mayor

cc: Economic Development Department  
cc: Law Department



# Dearborn Commissions Application

Submission Date

28th May 2025

First Name

Muaadh

Last Name

Alghazali

Phone

 13134456888

Email

muaadh@asalbee.com

Home Address

4632 Palmer St, Dearborn, MI 48126, USA

Years of Residency in Dearborn

5 years



Occupation

Entrepreneur

Company

AsalBee

Length of Service

USA

Business Address

Muaath@asalbee.com

Business Telephone Number

3134456888

Level of Education

University Degree

Name of Educational Institution & Graduation Year

2015

Commissions & Boards

Warren Business District Improvement Authority

Why do you want to join this commission?

I am eager to join this commission because I believe in its mission and the positive impact it has on our community. With my background in business development, customer service, and community engagement through managing Asal Bee, I understand the importance of thoughtful decision-making, collaboration, and strategic planning.

I see this as an opportunity to contribute my skills, offer a fresh perspective, and help shape initiatives that support local growth and public interest. Being part of this commission would also allow me to stay actively involved in addressing community needs, promoting economic opportunities, and ensuring that the voices of small business owners and residents are represented.

Are you a veteran?

No

Which Branch Did You Serve?

N/A

What Was Your Rank?

N/A

Years of Service?

N/A

Do you Have a Resume?

No

### Description of Professional History

I have developed a diverse and results-oriented professional background with experience spanning across [insert industry or industries, e.g., food & beverage, retail, logistics]. Over the years, I have held various roles that have strengthened my expertise in [insert skills or specialties, e.g., business management, customer service, operations, team leadership].

One of my key accomplishments includes founding and managing Asal Bee, a business specializing in high-quality honey products, honey-based beverages, and traditional Yemeni desserts. Under my leadership, the brand has successfully expanded, gaining a loyal customer base and establishing a strong presence in [insert locations if needed, e.g., Paterson, NJ and Royal Oak, MI].

My professional journey reflects a strong commitment to excellence, innovation, and customer satisfaction. I continue to seek new challenges and opportunities for growth while maintaining a deep focus on quality and community connection.

### Dearborn Commissions Departments

Public Works & Facilities

Submitted on Jun 5, 2025

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## OFFICE OF THE MAYOR

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**TO: CITY COUNCIL**

**FROM: MAYOR ABDULLAH H. HAMMOUD**

**SUBJECT: NEW APPOINTMENT - DIX-VERNOR BUSINESS DISTRICT  
IMPROVEMENT AUTHORITY**

**DATE: JULY 3, 2025**

Pursuant to Michigan Public Act 57 of 2018 and City Council Resolution Number 12-820-09, the Mayor shall appoint members of the Dix-Vernor Business District Improvement Authority, subject to approval by City Council. Recommendation for the approval of this appointment is made to serve:

**Name:** Patrick Rugiero

**Status:** New Appointment

**Filling a Vacancy for:** N/A

**Current Term Ending:** N/A

**Appointment Term Ending:** June 30, 2029

**Term Duration:** 4 Years

**Attendance:** N/A

**Phone:** (313) 539-5000

**Email:** [parugiero@aol.com](mailto:parugiero@aol.com)

**Mailing Address:** Roman Village, 9924 Dix Avenue, Dearborn, MI 48120

Abdullah H. Hammoud  
Mayor

cc: Economic Development Department  
cc: Law Department

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## OFFICE OF THE MAYOR

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**TO:** CITY CLERK

**FROM:** MAYOR ABDULLAH H. HAMMOUD

**SUBJECT:** NEW APPOINTMENT - DIX-VERNOR BUSINESS DISTRICT  
IMPROVEMENT AUTHORITY

**DATE:** JULY 3, 2025

I hereby certify that the following appointment has been made to the Dix-Vernor Business District Improvement Authority in accordance with the provisions of Michigan Public Act 57 of 2018 and City Council Resolution Number 12-820-09.

See C.R. \_\_\_\_ *Insert the CR that confirmed this appointment* \_\_\_\_

**Name:** Patrick Rugiero

**Status:** New Appointment

**Filling a Vacancy for:** N/A

**Current Term Ending:** N/A

**Appointment Term Ending:** June 30, 2029

**Term Duration:** 4 Years

**Attendance:** N/A

**Phone:** (313) 539-5000

**Email:** [parugiero@aol.com](mailto:parugiero@aol.com)

**Mailing Address:** Roman Village, 9924 Dix Avenue, Dearborn, MI 48120

Abdullah H. Hammoud  
Mayor

cc: Economic Development Department  
cc: Law Department



# Dearborn Commissions Application

Submission Date

5th June 2025

First Name

Patrick

Last Name

Rugiero

Phone

 13135395000

Email

parugiero@aol.com

Home Address

9924 Dix Ave, Dearborn, MI 48120, USA

Years of Residency in Dearborn

60

Occupation

Restaurant owner

Company

Roman Village

Length of Service

58 years

Business Address

9924 Dix Ave

Business Telephone Number

313-539-5000

Level of Education

University Degree

Name of Educational Institution & Graduation Year

University of Michigan 2007

Commissions & Boards

Dix-Vernor Business District Authority

Why do you want to join this commission?

As a lifelong resident and business owner in the south end, it's important that we be as involved as possible in the community.

Are you a veteran?

No

## Memberships, Civic Activities, and Awards Received

Many different awards and sit on multiple different boards in the community

Do you Have a Resume?

No

## Description of Professional History

Business owner

Submitted on Jun 5, 2025



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## OFFICE OF THE MAYOR

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**TO:** CITY COUNCIL

**FROM:** MAYOR ABDULLAH H. HAMMOUD

**SUBJECT:** NEW APPOINTMENT - EAST DEARBORN DOWNTOWN DEVELOPMENT  
AUTHORITY

**DATE:** JULY 3, 2025

Pursuant to State law, and in accordance with the provisions of the City of Dearborn Code of Ordinance Section 7-97, the Mayor shall appoint members on the East Dearborn Downtown Development Authority, subject to approval by the City Council. Recommendation for the approval of this appointment is made to serve:

**Name:** Steve Witkowski

**Status:** New Appointment

**Type of Membership:** Business

**Business Name:** Corewell Health Dearborn Hospital

**Business Address:** 18101 Oakwood Blvd, Dearborn, MI 48124

**Filling a Vacancy For:** Debra Allen-Guido, President of Corewell Health Dearborn Hospital, resigned on May 16, 2025.

**Current Term Ending:** June 30, 2028 to complete Debra Allen-Guido's term.

**Term Duration:** 4 Years (3 years to complete Debra Allen-Guido's term)

**Appointment Term Ending:** June 30, 2028

**Attendance:** N/A

**Phone:** (586) 531-8175

**Email:** [steven.witkowski@corewellhealth.org](mailto:steven.witkowski@corewellhealth.org)

**Mailing Address:** 36585 Catalpa Lane, New Baltimore, MI 48047

Abdullah H. Hammoud  
Mayor

cc: Economic Development  
cc: Law Department

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## OFFICE OF THE MAYOR

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**TO:** CITY CLERK

**FROM:** MAYOR ABDULLAH H. HAMMOUD

**SUBJECT:** NEW APPOINTMENT - EAST DEARBORN DOWNTOWN DEVELOPMENT  
AUTHORITY

**DATE:** JULY 3, 2025

I hereby certify that the following appointment has been made to the East Dearborn Downtown Development Authority Board of Directors in accordance with the provisions of the City of Dearborn Code of Ordinance Section 7-97.

See C.R. \_\_\_\_ *Insert the CR that confirmed this appointment* \_\_\_\_

**Name:** Steve Witkowski

**Status:** New Appointment

**Type of Membership:** Business

**Business Name:** Corewell Health Dearborn Hospital

**Business Address:** 18101 Oakwood Blvd, Dearborn, MI 48124

**Filling a Vacancy For:** Debra Allen-Guido, President of Corewell Health Dearborn Hospital, resigned on May 16, 2025.

**Current Term Ending:** June 30, 2028 to complete Debra Allen-Guido's term.

**Term Duration:** 4 Years (3 years to complete Debra Allen-Guido's term)

**Appointment Term Ending:** June 30, 2028

**Attendance:** N/A

**Phone:** (586) 531-8175

**Email:** [steven.witkowski@corewellhealth.org](mailto:steven.witkowski@corewellhealth.org)

**Mailing Address:** 36585 Catalpa Lane, New Baltimore, MI 48047

Abdullah H. Hammoud  
Mayor

cc: Economic Development  
cc: Law Department



# Dearborn Commissions Application

Submission Date

20th May 2025

First Name

Steven

Last Name

Witkowski

Phone

 15865318175

Email

steven.witkowski@corewellhealth.org

Home Address

36585 Catalpa Ln, New Baltimore, MI 48047, USA

Years of Residency in Dearborn

2 Years working at Corewell Health Dearborn Hospital

Occupation

RN-Hospital Administration-Sr. Director Hospital Operations

Company

Corewell Health-Dearborn Hospital

Length of Service

30 Years

Business Address

18101 Oakwood

Business Telephone Number

3135937602

Level of Education

Master Degree

Name of Educational Institution & Graduation Year

Steven Witkowski

Commissions & Boards

East Dearborn Downtown Development Authority

Why do you want to join this commission?

I am part of the Administration Team at Corewell Health Dearborn Hospital and would like to help with Development and healthcare needs of the community. I would be replacing the hospital president of Corewell Health Dearborn Hospital (Deb Guido-Allen).

Are you a veteran?

Yes

Which Branch Did You Serve?

USAF

What Was Your Rank?

E-4 Sgt

Years of Service?

4 Years

Memberships, Civic Activities, and Awards Received

Please see Resume for all memberships

Do you Have a Resume?

Yes

Resume



Resume Updated Dec 2024 1.doc

Submitted on May 20, 2025

**Steven J. Witkowski**  
36585 Catalpa Lane  
New Baltimore, MI 48047  
586-531-8175 sjwitt68@sbcglobal.net

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Operations focused executive who has consistently demonstrated the ability to improve the hospital and health systems operating margin through revenue optimization and targeted expense reduction. An expert in the use of Lean and Kaizen methodologies, that have been utilized to achieve key improvements such as decrease length of stay, improved throughput, streamlined services, decreased supply costs, and reorganization of leadership structures and departments to better serve the mission of the health system.

**COREWELL (BEAUMONT) HEALTH SYSTEM 1996 to Current**

Corewell Health East (Beaumont Health System) is an eight-hospital system that merged with Spectrum Health in 2022. Corewell Health is now the largest health system in the state of Michigan that includes 22 Hospitals, more than 60,000 employees, 11,500 physicians and a 1.3-million-member health plan (Priority Health).

**Senior Director of Hospital Operations (Dearborn) April 2024-Present**

Administrative oversight of the Corporate and Regional Shared Services departments which include Surgical Services, Imaging Services, Cardiology Services, Lab, Oncology Services  
Respiratory Care, Nutritional Services, Security, Environmental Services  
(including Linen Services), Patient Transportation, Facilities, Rehabilitative Services, and the Trauma Service Line

**Senior Director Clinical Operations (Farmington Hills), 2018 to 2024  
(Director 2016 -2018)**

Administrative oversight for Surgical Services, Cardiology, Lab, Oncological, Respiratory Care, Patient Transportation, Radiology Services, Nutritional Services, Security, Linen Services, Physical and Occupational Therapy

**System-Level Responsibilities:**

**Administrative facilitator for the Orthopedic Clinical Care Practice Committee**

**Achievements:**

Decreased length of stay: Total joint patients four days to two days. Currently, most total joint patients go home the same day.

Standardization of total joint order sets.

Created program to optimize orthopedic surgeons time to allow for operating in two operating rooms

Increased surgeon volumes from 4-5 cases per eight-hour block to 8-10 cases per eight-hour block.

Created a Pre-Anesthesia Clinic for high-risk patients to help prepare and treat patients before surgery.

Decreased same day surgical cancellations by 80 percent through by treating medical issues before the patient scheduled day of surgery (blood clotting issues, electrolyte imbalances, cardiac clearance, etc.)

### **Corporate Surgical Value Analysis Team Lead**

#### **Achievements:**

Built relationships with General Purchasing Agencies (GPOs) to improve supply savings and standardization.

Stapler and Hernia Mesh Conversion – Cost savings initiative while decreasing inventory and eliminating duplicates. Standardizing to 2-3 vendors from 4-8 vendors.

Trocar standardization-Cost savings initiative while decreasing inventory and eliminating duplicates/converted to one vendor.

Total Joint and Spine Standardization: Cost saving initiative decrease costs of high priced joint and spine implants by reducing vendors and having only 2 main vendors for spine/3-4 vendors for total joints. Program has been in place for 7 years.

Represented health system as a representative for multiple General Purchasing Organizations (GPO) (see list below)

These committees were able to generate contracted savings for multiple health systems including Beaumont Health. Held a vote to decide major contract awards for different surgical companies and products.

Med Assets, University Health System Consortium (UHC) Perioperative Committee, University Health System Consortium (UHC)-Novation Perioperative Council, and the Health Trust Perioperative Council

#### **Division-Level Responsibilities:**

##### **Oversight of the Readmission Team Committee**

Co-lead and moderator of the Readmission Team. This team's primary focus is to reduce the number of readmissions throughout the hospital. The team's main focus is on patients who have a diagnosis of Congestive Heart Failure, Chronic Pulmonary Disease, Acute Myocardial Infarction, Total Knee/Hip Arthroplasty, Cardiac Bypass (Open Heart surgical patients), and pneumonia,

##### **Oversight of Surgical Tower renovation and expansion, part of the \$330 million project**

Opened 9 new operating room suites and new 35 bed Pre/PACU Unit.

Expanded from a 6-room to 20 room Pre-PACU Operating Suite creating opportunities to grow multi-specialty surgeries (orthopedic, general surgery, ENT surgery, urology, robotic, and GYN).

##### **Oversight of renovation of the \$5 million Cath Lab Project**

Oversight included expansion of the Cath lab (2<sup>nd</sup> Cath lab), recruitment of cardiologists and vascular surgeons, and the development of the pulmonary embolism team (PERT Team) to avoid transferring patients to other facilities.

Oversight of plan to accept cardiac patients who need intervention from ambulatory (free standing) emergency rooms.

##### **Labor Pool Lead during COVID Pandemic**

Determined staffing placement needs throughout crisis.

Led daily staff placement meetings for the hospital and throughout the health system.

##### **Readmissions Committee (CHF /Pulmonary Patients)**

Development of progression rounds on all observation and admitted patients (including in the EC) to implement treatment/discharge plan.

Development of new meds to beds program to improve medication compliance and ensured patients had follow up appointments and home care visits scheduled before discharge.

**Growth initiatives for Ancillary Areas (testing/procedural areas)**

Added additional Mobile MRI slots by shortening testing times (10 slots/per added day).

Expanded MRI, Ultrasound, Breast Care Testing hours and days (by shortening time slots).

Shorten appointment times and expanded hours to equal 5-8 slots per day.

Added a Lung Nodule Clinic in the Cancer Center to help screen and treat early diagnosis of lung cancer. This service was never offered on campus and there was a need for a referral tract for lung cancer patients.

Startup of the 7 for \$70 cardiac testing (EKG, blood draw, echo/ultrasound, physician visit).

Successfully recruited surgeons specializing in robotic, orthopedic, general surgery, GYN, oncology to support community needs assessment

Successfully maximized surgical block time per surgeon by maximizing 4- and 8-hour surgical blocks.

**Director of the Operating Rooms, and Central Processing (Troy), 2007 to 2016**

Managed over 200 full-time equivalents (FTEs) and directed four (4) cost centers

Administrative lead: OR, Central Processing, Business Office, and the Outpatient Surgical Center

Administrative lead for *Orthopedic Center of Excellence (CCP)*, and *Spine Center of Distinction*

Corporate Compliance Officer for Surgical Services Macomb Ambulatory Surgery Center (Outpatient)

Initiated Trauma Program and successful Level 2 Trauma status

Responsible for expansion of Ambulatory Surgical Center. Added additional block time for orthopedic, general surgery, podiatry, ENT, and plastic surgery surgeons. Increased surgical volume by 20-30% over 1-2 years.

**Surgical Expansion Project Committee**

Improving surgical net revenue by 3.5% (\$1.2 million) over a one-year period by focusing on surgical acuity and case mix.

Increased surgical volumes to meet State of Michigan's CON requirements to add five new ORs.

Directed the \$39.7 million dollar OR renovation and expansion project.

Relocated and redesigned the surgical and pre/post-op space.

Redesigned Patient throughput from pre-op to discharged from the PACU.

Expanded a robotic surgery program serving five areas of specialty.



**Administrative Nurse Manager Surgical Services (Royal Oak), 2004-2007**  
**Associate Nurse Manager-Surgical Services (Royal Oak), 2003-2004**  
**Nurse Educator-Surgical Services (Royal Oak), 2000-2003**  
**Staff Nurse-Surgical Services (Royal Oak), 1996-2000**  
**Staff Nurse-Emergency Room, Mt. Clemens General Hospital, Mt. Clemens, MI\_1994-2000**

## **UNITED STATES AIR FORCE 1986-1990**

Sgt E4  
Medical Service Specialist  
Coordinate and provide patient care for OB and newborn patients  
Transport patients to various military and civilian hospitals

## **EDUCATION**

2008 Masters of Science Administration, Central Michigan University  
2000 Bachelor of Science, Nursing, University of Phoenix  
1994 Associates Degree, Nursing-Henry Ford Community College

## **MEMBERSHIPS**

Association of Operating Room Nurses  
National Association of Orthopedic Nurses  
American College of Healthcare Executives  
American Nurses Credentialing Center

## **BOARD PARTICIPATION & VOLUNTEERISM**

Co-Chair for the Wilson Cancer Center Golf and Tennis event Beaumont-Troy helped raise over \$100,000 (annually) for the Troy Cancer Center (2009 to 2016)  
Member of the Spag Golf Outing Committee Beaumont-Farmington Hills helped raise over \$50,000 (annually) for Resident education (2016-2019)  
Member of the Beaumont Farmington Hills Gala Committee raised over \$100,000 (annually) for the medical staff fund (2017-Present)  
Member of the Grosse Pointe Golf Classic Committee- helped raise over \$100,000 for the Women's Cancer Center at Corewell Beaumont Grosse Pointe (2020-2022)  
Member of the Drive for Life Committee raised over \$200,000 (annually) for the Corewell University and Corewell Beaumont Troy Cancer Centers (2019-Present)  
Eagle Scout, AYSO and AAU Volunteer (2007-2014)  
Macomb ASC, LLC-Board Officer-Secretary (2008-2010)

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## OFFICE OF THE MAYOR

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**TO: CITY COUNCIL**

**FROM: MAYOR ABDULLAH H. HAMMOUD**

**SUBJECT: NEW APPOINTMENT - CITY BEAUTIFUL COMMISSION**

**DATE: JULY 3, 2025**

Pursuant to City of Dearborn Code of Ordinance Section 2-89 and City Charter Section 10.9, the Mayor shall appoint members of the City Beautiful Commission, subject to approval by the City Council. Recommendation for the approval of this appointment is made to serve:

**Name:** Zeinab Allie

**Status:** New Appointment

**Current Term Ending:** N/A

**Filling a Vacancy for:** N/A

**Term Duration:** 3 Years

**Appointment Term Ending:** June 30, 2028

**Attendance:** N/A

**Phone:** (313) 207-8105

**Email:** [zoubba9@gmail.com](mailto:zoubba9@gmail.com)

**Mailing Address:** 3 Ashby Lane, Dearborn, MI 48120

Abdullah H. Hammoud  
Mayor

cc: Community Relations  
cc: Law Department

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## OFFICE OF THE MAYOR

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**TO:** CITY CLERK  
**FROM:** MAYOR ABDULLAH H. HAMMOUD  
**SUBJECT:** NEW APPOINTMENT - CITY BEAUTIFUL COMMISSION  
**DATE:** JULY 3, 2025

I hereby certify that the following appointment has been made to the City Beautiful Commission in accordance with the provisions of City of Dearborn Code of Ordinance Section 2-89 and City Charter Section 10.9.

See C.R. \_\_\_\_ *Insert the CR that confirmed this appointment* \_\_\_\_

**Name:** Zeinab Allie  
**Status:** New Appointment  
**Current Term Ending:** N/A  
**Filling a Vacancy for:** N/A  
**Term Duration:** 3 Years  
**Appointment Term Ending:** June 30, 2028  
**Attendance:** N/A  
**Phone:** (313) 207-8105  
**Email:** [zoubba9@gmail.com](mailto:zoubba9@gmail.com)  
**Mailing Address:** 3 Ashby Lane, Dearborn, MI 48120

Abdullah H. Hammoud  
Mayor

cc: Community Relations  
cc: Law Department



# Dearborn Commissions Application

Submission Date

8th May 2025

First Name

Zeinab

Last Name

Allie

Phone

 13132078105

Email

zoubba9@gmail.com

Home Address

3 Ashby Ln, Dearborn, MI 48120, USA

Years of Residency in Dearborn

54

Occupation

Social Responsibility Technician/Parent Liaison

Company

Dearborn Public Schools

Length of Service

16yrs

Business Address

18500 Oakwood Blvd

Business Telephone Number

3138274600

Level of Education

High School Degree

Name of Educational Institution & Graduation Year

Fordson High School 1989

Commissions & Boards

City Beautiful Commission

Why do you want to join this commission?

I would like to join The City Beautiful committee because I'm passionate about contributing to the beautification and pride of our community. I believe that recognizing and honoring residents who invest time and care into their property's maintenance and curb appeal encourages a culture of excellence and civic pride.

Are you a veteran?

No

Which Branch Did You Serve?

N/A

What Was Your Rank?

N/A

Years of Service?

N/A

Memberships, Civic Activities, and Awards Received

Key Club Middles School Advisor  
School District Impact Award 2016

Do you Have a Resume?

No

Description of Professional History

I care deeply about the look and feel of our city. I take great pride in maintaining my home and have received top honors for it multiple years. I also help maintain the garden at Stout Middle School and organize the annual spring cleanup around the school grounds. While I don't have a formal background in design or planning, I bring a creative eye, a strong sense of community, and a genuine passion for making our city more welcoming and vibrant.

Interview Date

17th June 2025

Dearborn Commissions Departments

Community Relations

Submitted on May 8, 2025



## EXECUTIVE SUMMARY AND MEMORANDUM

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**REQUEST:** Zoning Language Amendment: Short Term Rentals – Amending Articles 1.00, 4.00 7.00, 11.00, 12.00, 17.00, & 27.00.

**DEPARTMENT:** Economic Development

**BRIEF DESCRIPTION:**

- Short-term rental companies are a growing commercial enterprise that have directly impacted residential neighborhoods in cities like Dearborn. This has resulted in the need to create specific regulations for short-term rentals to identify where they can be located and reduce negative externalities associated with their operations.
  - Under the proposed ordinance, short-term rentals will only be permitted in specific areas within the East and West Downtowns. They will be prohibited from operating within Dearborn's single-family residential neighborhoods.
  - The Planning Commission recommended approval at the May 12<sup>th</sup>, 2025 meeting.
  - The Planning & Zoning Division recommended approval to the Planning Commission.
- 

**PRIOR COUNCIL ACTION:** N/A

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**BACKGROUND:**

There are also proposed modifications to the Code of Ordinances that is a companion piece to this item.

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**FISCAL IMPACT:** N/A

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**COMMUNITY IMPACT:**

The proposed ordinance ensures Dearborn's residential neighborhoods remain residential in nature and not for commercial businesses. The proposed ordinance also safeguards Dearborn's housing stock for residents including long-term renters.

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**IMPLEMENTATION TIMELINE:**

Requires two readings by City Council.

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**COMPLIANCE/PERFORMANCE METRICS:** N/A



## **EXECUTIVE SUMMARY AND MEMORANDUM**

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**TO:** City Council

**FROM:** Planning Commission

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Zoning Language Amendment: Short Term Rentals

**DATE:** June 5<sup>th</sup>, 2025 (COW)

### **Background:**

Short-term rental companies such as Airbnb & VRBO have been rising in popularity over the past decade. This new commercial enterprise has created the need for cities to develop regulations to reduce negative externalities associated with their operations. Examples of negative externalities from short-term rentals typically include: contributing to housing shortages and high housing costs, introducing nuisances into residential neighborhoods, and shifting patrons away from hotels that are often located in more appropriate places for visitors.

The short-term rental ordinance is comprised of two pieces: modifications to the Zoning Ordinance and modifications to the Code of Ordinances. The changes to the Zoning Ordinance will create the land use standards, while the Code of Ordinance changes will create the registration and continuous compliance process.

The proposed ordinance amendments were drafted with the following objectives in mind:

- Ensuring Dearborn's residential neighborhoods remain residential in nature and not for commercial businesses.
- Reducing common nuisances that come along with this type of use.
- Requiring short-term rentals to register with the city and meet certain safety standards.
- Safeguarding our existing housing stock for residents including long-term renters.
- Allowing short-term rentals to operate in areas that will help support greater land use objectives that the city has.

### **Summary of Changes**

- Clearly differentiate between short-term rentals and other types of residential rentals.
  - Short-term rentals will be defined as a rental of a dwelling or dwelling unit, either wholly or partly, for compensation for periods of 30 consecutive days or less.
- Short-term rentals will only be permitted in the East and West Downtowns. Maps of both of these districts can be found in the attached memo exhibits.
  - In the East Downtown they will only be permitted in the specific zoning districts that allow multiple-family uses (such as BA- Local Business District, BB- Community Business District, etc.)





**ECONOMIC  
DEVELOPMENT**

## EXECUTIVE SUMMARY AND MEMORANDUM

- In the West Downtown they will be permitted in all of the frontages with the exception of the Mixed Residential frontage. The Mixed Residential frontage includes primarily single-family uses. Prohibiting short-term rentals within this area is consistent with the intent of ensuring Dearborn's residential neighborhoods remain residential.
- Only one short-term rental unit will be permitted per parcel or per condominium unit. Additional short-term rental units may be permitted via Special Land Use approval.
  - This will ensure that there will not be a concentration of short-term rentals in one location without a more comprehensive review.
- Amend the ordinance to allow hotels/motels subject to Special Land Use approval in the West Downtown District. Currently, they are permitted by right. This is consistent with our intent to regulate this type of use more closely.
- Clean up other regulations within the code such as eliminating Bed & Breakfasts and eliminating duplicative parking requirements.

### **Recommendation:**

After due consideration and a public hearing on May 12<sup>th</sup>, 2025 the following recommendation was made by the Planning Commission:

A motion was made by Commissioner Phillips, supported by Commissioner Abdallah to recommend approval of the ordinance amendment for Articles 1.00, 4.00, 7.00, 11.00, 12.00, 17.00, & 27.00. Upon roll call the following vote was taken: Ayes: (8) (Commissioners Abdallah, Abdulla, Easterly, Fadlallah, Kadouh, Mohamed, Phillips, and Saymuah). Absent: (1) (Commissioner King). 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:

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JEREMY ROMER  
Corporation Counsel

**ORDINANCE NO. xx-xx**  
**AN ORDINANCE TO AMEND THE ZONING ORDINANCE**  
**OF THE CITY OF DEARBORN BY AMENDING**  
**ARTICLE 1.00, ENTITLED**  
**“SHORT TITLE, RULES OF CONSTRUCTION AND DEFINITIONS”**

**THE CITY OF DEARBORN ORDAINS TO:**

**Amend Articles 1.00 of the Zoning Ordinance of the City of Dearborn to include the following with a **delayed effective date of October 27, 2025**:**

**ARTICLE 1.00 - SHORT TITLE, RULES OF CONSTRUCTION AND DEFINITIONS:**

**Sec. 1.03. - Definitions.**

~~**Bed-and-Breakfast.** A single-family dwelling which is owner-occupied in which the overnight accommodations are provided or offered for transient guests for compensation, often including provisions for a morning meal for overnight guests~~

**Short-Term Rental or Short-Term Rental Unit (STR).** The rental of a dwelling or dwelling unit, either wholly or partly, for compensation for periods of 30 consecutive days or less, by persons other than the permanent resident or owner, and when the permanent resident or owner has obtained a Short-term Rental Permit issued by the Director or their designee.

**ORDINANCE NO. xx-xx**  
**AN ORDINANCE TO AMEND THE ZONING ORDINANCE**  
**OF THE CITY OF DEARBORN BY AMENDING**  
**ARTICLE 4.00, ENTITLED**  
**“OFF-STREET PARKING AND LOADING REQUIREMENTS”**

**THE CITY OF DEARBORN ORDAINS TO:**

**Amend Article 4.00 of the Zoning Ordinance of the City of Dearborn to include the following with a delayed effective date of October 27, 2025:**

**ARTICLE 4.00 - OFF-STREET PARKING AND LOADING REQUIREMENTS:**

**Sec. 4.01. – Off-street parking requirements.**

Land Use	Required No. of Parking Spaces	Per Each Unit of Measure as Follows
Hotel, Motel, or Other Lodging	1.0 1.0	Occupancy Unit, PLUS Employee
In addition, spaces shall be provided as required for restaurants, bars, assembly rooms, and other affiliated uses.		
<del>Motels, Hotels, Public Lodging House</del>	<del>1.0 1.0</del>	<del>Guest Room, PLUS Employee</del>
<del>In addition, additional spaces shall be provided as required for restaurant facilities, meeting, and similar uses.</del>		

**ORDINANCE NO. xx-xx  
AN ORDINANCE TO AMEND THE ZONING ORDINANCE  
OF THE CITY OF DEARBORN BY AMENDING  
ARTICLE 7.00, ENTITLED  
“SITE DEVELOPMENT STANDARDS APPLICABLE TO SPECIFIC USES”**

**THE CITY OF DEARBORN ORDAINS TO:**

**Amend Article 7.00 of the Zoning Ordinance of the City of Dearborn to include the following with a **delayed effective date of October 27, 2025:****

**ARTICLE 7.00 - SITE DEVELOPMENT STANDARDS APPLICABLE TO SPECIFIC  
USES:**

**Sec. 7.03. – Site development standards for residential uses.**

**F. Short Term Rentals.** The following regulations shall apply to Short Term Rentals:

1. **Number of rental units.** One short-term rental unit is permitted per parcel or condominium site. Additional short-term rental units may be permitted subject to the Special Land Use process and standards outlined in Sec. 32.03.
2. **Registration.** Short- term rentals must be registered with the City of Dearborn and must remain compliant with all local and state laws including those outlined in Chapter 11 of the Code of Ordinances.

**ORDINANCE NO. xx-xx**  
**AN ORDINANCE TO AMEND THE ZONING ORDINANCE**  
**OF THE CITY OF DEARBORN BY AMENDING**  
**ARTICLE 11.00, ENTITLED**  
**“RP- RESIDENTIAL PRESERVATION DISTRICT”**

**THE CITY OF DEARBORN ORDAINS TO:**

**Amend Article 11.00 of the Zoning Ordinance of the City of Dearborn to include the following with a **delayed effective date of October 27, 2025**:**

**ARTICLE 11.00 - R-P, RESIDENTIAL PRESERVATION DISTRICT:**

**Sec. 11.02. – Permitted uses and structures.**

**A. Principal uses and structures.** In all areas zoned R-P, no building shall be erected, used, or structurally altered, nor shall the land or premises be used in whole or in part, except for one or more of the following principal permitted uses:

1. Office of civic, professional, religious or charitable organizations.
2. Office of an accountant, architect, artist, attorney, doctor or dentist.
3. An insurance agency.
4. A real estate office.
5. A public park or playground.
6. Any other use that, according to the city planner, is similar to the above.
7. Low-impact retail that would be harmonious with and support the neighborhood.

~~8. A bed and breakfast.~~

8. ~~9.~~ Family day care homes.

9. ~~10.~~ Residential uses as permitted in residential districts.

**ORDINANCE NO. xx-xx**  
**AN ORDINANCE TO AMEND THE ZONING ORDINANCE**  
**OF THE CITY OF DEARBORN BY AMENDING**  
**ARTICLE 12.00, ENTITLED**  
**“R-C, R-D, AND R-E MULTIPLE FAMILY RESIDENTIAL DISTRICTS”**

**THE CITY OF DEARBORN ORDAINS TO:**

**Amend Article 12.00 of the Zoning Ordinance of the City of Dearborn to include the following with a **delayed effective date of October 27, 2025**:**

**ARTICLE 12.00 - R-C, R-D, AND R-E MULTIPLE FAMILY RESIDENTIAL DISTRICTS:**

**Sec. 12.02. - Permitted uses and structures.**

A. Principal uses and structures. In all areas zoned R-C, R-D, and R-E Multiple Family Residential Districts, no building shall be erected, used, or structurally altered, nor shall the land or premises be used in whole or in part, except for one (1) or more of the following principal permitted uses:

1. Single-family attached dwellings or townhouses, as defined in [Article 1.00](#).
2. Multiple-family dwellings, including apartments, terrace apartments, and row houses.
3. Two-family dwellings.
4. Private parks and community buildings owned and maintained by a homeowner association or the proprietor of a housing project.
5. State licensed residential facilities which provide resident services for six (6) or fewer persons, such as family day care homes, adult foster care family homes, foster family homes, or foster family group homes, subject to the regulations of Michigan Public Act 116 of 1973, as amended.
6. Public and private museums.
7. Uses and structures accessory to the above, subject to the provisions in Section [2.03](#), except for the provisions of Sections [2.03](#)C.5. and D.3. including, but not necessary limited to, the following:
  - (a) Private swimming pools for the exclusive use of residents and their guests.
  - (b) Private garages, carports, community garages, or parking lots.

B. Special land uses. The following uses may be permitted subject to the conditions specified for each use, review and approval of the site plan, any special conditions imposed during the course of review, and the provisions set forth in [Article 32.00](#).

1. Single-family detached dwellings, subject to the area, height, bulk, and placement requirements for single-family dwellings in the R-A and R-B One Family Residential Districts, Article 10.00.

2. Multiple-family housing for the elderly, subject to the provisions in Section [7.03\(A\)](#).

~~3. Bed and breakfast operations. A use which is subordinate to the principal use as a single family dwelling unit which is owner occupied and a use in which transient guests are provided a sleeping room and breakfast in return for payment. The use shall conform to the following conditions:~~

~~— (a) Not more than twenty five percent (25%) of the total floor area of the dwelling unit shall be used for sleeping rooms.~~

~~— (b) There shall be not more than eight (8) sleeping rooms, including sleeping rooms occupied by the owner, one (1) or more of which are available for rent to transient tenants.~~

~~— (c) There shall be no separate cooking facilities used by the transient guests.~~

~~— (d) Name plates identifying the use shall not exceed twenty four (24) inches x twenty four (24) inches in size, shall be permanently affixed to the dwelling, and shall be made of polished hardwood or brass and contain the name and/or address identifying the bed and breakfast.~~

~~— (e) No Certificate of Occupancy shall be issued for the use to a dwelling unit located on a parcel of property within two hundred (200) feet, measured from centerline to centerline of an existing bed and breakfast operation.~~

~~3. 4.~~ Nursing homes or convalescent homes, subject to the provisions in Section [7.02\(M\)](#).

~~4. 5.~~ Group day care homes and child-care centers, subject to the provisions in Section [7.02G](#).

~~5. 6.~~ Private noncommercial recreational facilities, such as a community center for the housing project.

~~6. 7.~~ Child care organizations which provide resident and child caring services for thirty (30) or fewer children, subject to the regulations of Michigan Public Act 116 of 1973, as amended.

**ORDINANCE NO. xx-xx**  
**AN ORDINANCE TO AMEND THE ZONING ORDINANCE**  
**OF THE CITY OF DEARBORN BY AMENDING**  
**ARTICLE 17.00, ENTITLED**  
**“B-D, DOWNTOWN BUSINESS DISTRICT”**

**THE CITY OF DEARBORN ORDAINS TO:**

**Amend Article 17.00 of the Zoning Ordinance of the City of Dearborn to include the following with a **delayed effective date of October 27, 2025**:**

**ARTICLE 17.00 - B-D, DOWNTOWN BUSINESS DISTRICT:**

**Sec. 17.02. - Permitted uses and structures.**

**A. Principal uses and structures.** In all areas ~~designated as within the~~ B-D, Downtown Business District~~s~~, no building shall be erected, used, or structurally altered, nor shall land or premises be used in whole or in part, except for one (1) or more principal permitted uses in a B-A, Local Business District; B-B, Community Business District; and B-C, General Business District; O-S, Business Office District; and R-C, R-D, and R-E, Multiple Family Residential Districts.

**B. Special Land Uses.** In all areas ~~designated as within the~~ B-D, Downtown Business District~~s~~, Special Land Uses may be permitted as specified in the B-A, Local Business District; B-B, Community Business District; B-C, General Business District and O-S, Business Office District, subject to the conditions specified for each use, review and approval of the site plan, any special conditions imposed during the course of review, and the provisions set forth in Article 7.00 and Article 32.00.

**C. Short Term Rentals.** Within the BD, Downtown Business District, Short Term Rentals, as defined in Section 1.03, may be permitted in zoning districts where multiple-family dwellings are permitted subject to the same standards and review process for multiple-family dwellings. Additional standards specific to short term rentals may be found in Sec. 7.03 F and Chapter 11 of the Code of Ordinances.



**ORDINANCE NO. xx-xx**  
**AN ORDINANCE TO AMEND THE ZONING ORDINANCE**  
**OF THE CITY OF DEARBORN BY AMENDING**  
**ARTICLE 27.00, ENTITLED**  
**“WEST DOWNTOWN DISTRICT”**

**THE CITY OF DEARBORN ORDAINS TO:**

**Amend Article 27.00 of the Zoning Ordinance of the City of Dearborn to include the following with a **delayed effective date of October 27, 2025**:**

**ARTICLE 27.00 - WEST DOWNTOWN DISTRICT:**

**Sec. 27.05. – Permitted uses and structures.**

P = Permitted Use S = Special Land Use	Urban General		Urban General - Storefront		Urban Mixed-Use		Mixed Residential
	Ground Floor	Upper Story	Ground Floor	Upper Story	Ground Floor	Upper Story	All Stories
<b>Non-Residential</b>							
Lodging	P S	P S	P <sup>2</sup> S <sup>2</sup>	P S			
Short-Term Rentals <sup>7</sup>	P	P	P <sup>2</sup>	P	P	P	

**Footnotes**

<sup>2</sup> Only support functions such as lobbies, rental offices, and club rooms may be located on the first floor.

<sup>7</sup> **Refer to Sec. 7.03 F and Chapter 11 of the Code of Ordinances for additional regulations.**

**Sec. 27.08. – Definitions.**

**Lodging.** A building or part of a building, with a common entrance or entrances, in which the dwelling units or rooming units are used primarily for transient occupancy, and/or in which one or more of the following services are offered: maid service, furnishing of linen, telephone, secretarial or desk service, and bellboy service.

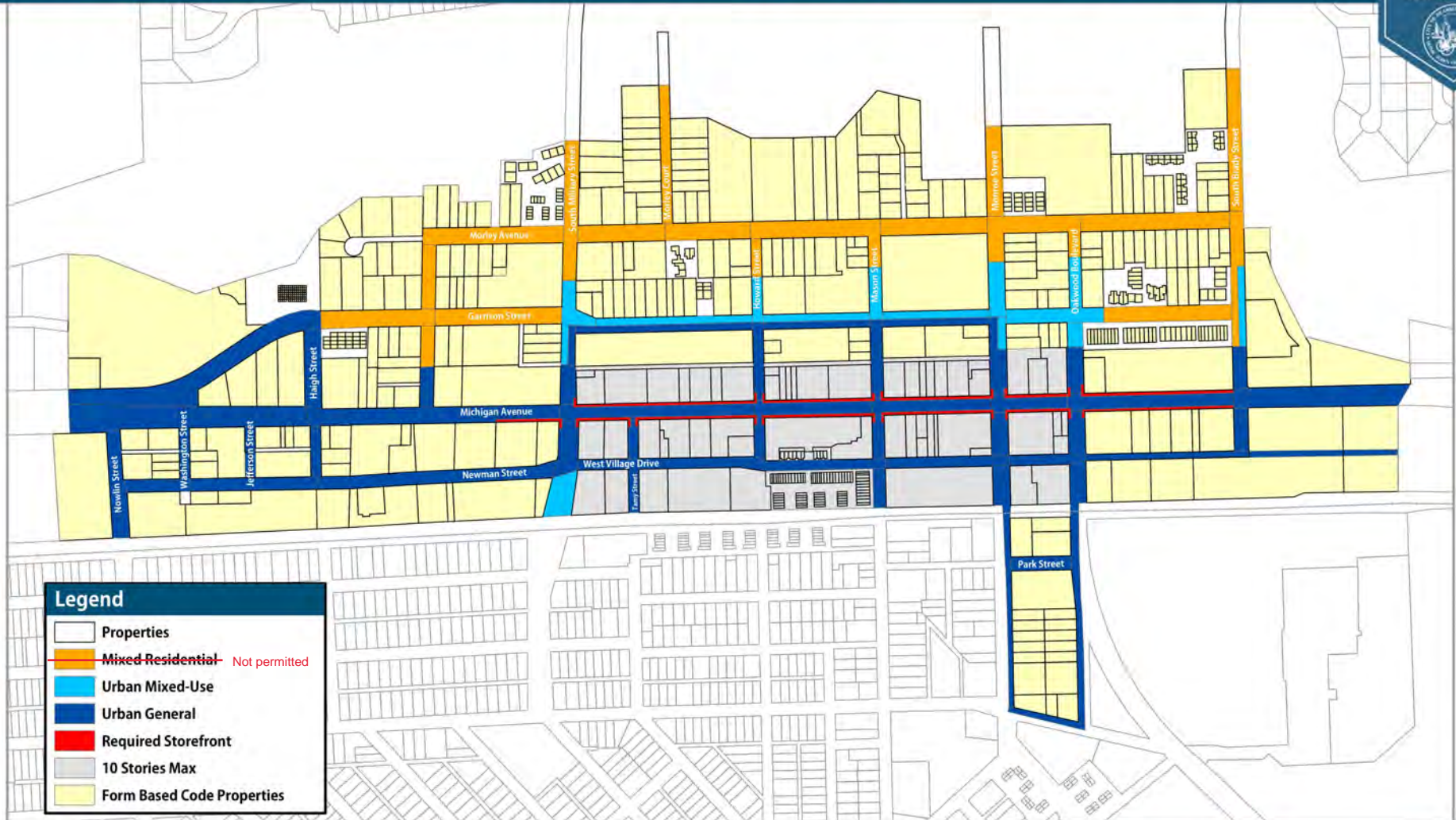
**Short-Term Rental or Short-Term Rental Unit (STR).** The rental of a dwelling or dwelling unit, either wholly or partly, for compensation for periods of 30 consecutive days or less, by persons other than the permanent resident or owner, when the permanent resident or owner has obtained a Short-term Rental Permit issued by the Director or their designee.

# Zoning Map - West Downtown District

Form Based Code  
As Amended to October, 2024

ECONOMIC  
DEVELOPMENT

Mayor Abdulwaheed H. Hammoud



ECONOMIC  
DEVELOPMENT

City of Dearborn, Michigan  
Planning and Zoning Division



0 0.0625 0.125 0.25 Miles  
1:2,500

# Existing Zoning - *BD District*





## EXECUTIVE SUMMARY AND MEMORANDUM

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**REQUEST:** Rezoning: 100 N. Telegraph Road (Parcel# 82-09-163-30-003)

**DEPARTMENT:** Economic Development

**BRIEF DESCRIPTION:**

- Existing Zoning: BA (Local Business District)
  - Proposed Zoning: BB (Community Business District)
  - Planning Commission recommended approval of the request at the May 12<sup>th</sup>, 2025 meeting.
  - Planning & Zoning Division recommended approval to the Planning Commission.
- 

**PRIOR COUNCIL ACTION:** N/A

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**BACKGROUND:**

The parcel's future land use designation of *Mixed-Use Centers: Vehicle Oriented* (as designated by the Master Plan) aligns with the BB (Community Business District) & BC (General Business District) zoning districts.

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**FISCAL IMPACT:** N/A

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**COMMUNITY IMPACT:**

Existing on the site is a gas station which is a nonconforming use in the BA zoning district. Rezoning the parcel to BB would allow it become a conforming use.

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**IMPLEMENTATION TIMELINE:**

Requires two readings by City Council.

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**COMPLIANCE/PERFORMANCE METRICS:** N/A



**ECONOMIC  
DEVELOPMENT**

## EXECUTIVE SUMMARY AND MEMORANDUM

**TO:** City Council

**FROM:** Planning Commission

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Rezoning: 100 N. Telegraph Road (Parcel# 82-09-163-30-003)

**DATE:** June 5<sup>th</sup>, 2025 (COW)

### Summary of Request

The applicant is requesting to rezone 100 N. Telegraph Road from BA (Local Business) to the BB (Community Business) zoning district. The site is ~0.281 acres and contains a gas station with an accessory retail store. The applicant is requesting to rezone the site in order to reconfigure and update the site.

### Background and Justification

- Per the Master Plan, the future land use of the subject properties is *Mixed-Use Centers: Vehicle-Oriented*. The proposed rezoning to Business B aligns with this designation as illustrated in the table below.

Zoning Districts	Future Land Use
	<i>Mixed-Use Centers</i>
	<i>Vehicle-Oriented</i>
R-A One Family Residential	
R-B One Family Residential	
R-C Multiple Family Residential	
R-D Multiple Family Residential	
R-E Multiple Family Residential	
R-P Preservation	
O-S Business Office	
B-A Local Business	
<b>B-B Community Business</b>	<input checked="" type="checkbox"/>
B-C General Business	<input checked="" type="checkbox"/>
B-D Downtown	
I-A Light Industrial	
I-B Medium Industrial	
I-C Intensive Industrial	
I-D General Industrial	
T-R Technology Research	
PUD, Planned Unit Development/Mixed Use	
FP, Floodplain	
VP, Vehicular Parking	





## **EXECUTIVE SUMMARY AND MEMORANDUM**

- The Master Plan defines the *Mixed-Use Centers: Vehicle Oriented* designation as the following:

*“Local, community and regional commercial areas of the City where buildings and parking are arranged to place an emphasis on customers arriving via automobile. Characterized by larger, single-use, retail buildings with abundant front and side yard parking and buildings setback, appropriate land uses include: general retail, food service, and office and service type uses. Automobile oriented uses such as gas stations, auto repair, and drive-through facilities may be appropriate in these areas when designed in relationship to the area’s character.”*

- Existing on site is a nonconforming gas station which is currently not a permitted use within the BA District.
  - Rezoning the property would allow the gas station to become a conforming use. Gas stations are permitted in the BB district subject to Special Land Use approval.
- The Zoning Ordinance places strict limitations on any modifications to the nonconforming uses and structures. Rezoning the property would permit improvements to the site. However, modifications would still require compliance with applicable site development standards and would still be subject to the Planning Commission's review and approval (since it is a Special Land Use).
- Due to the underground storage tanks and potential contamination, gas stations are often challenging to redevelop. Because of these factors, the existing gas station use is unlikely to change.

### **BA to BB Comparison**

- An overview of differences in the development regulations between the BA and BB districts are provided in Exhibit C-8.
- An overview of the uses permitted by right and subject to Special Land Use approval in the BA and BB districts are provided in Exhibit C-9.
  - The BA district is intended to provide low-intensity commercial uses for adjacent residential areas; in contrast, the BB district is intended to provide for commercial development that offers a broad range of goods and services.
- Due to the property’s location on Telegraph Road (a large state highway), a slightly more intense commercial zoning district could be accommodated for.
- This would be consistent with the zoning pattern of Telegraph Road, which primarily consists of BB-zoned properties, in the southern part of the City.



**ECONOMIC  
DEVELOPMENT**

## **EXECUTIVE SUMMARY AND MEMORANDUM**

- There may be some uses in the BB district that may not be compatible with the nearby School and Church (located west across Telegraph Road).
  - However, the majority of those uses are Special Land Uses in the BB district which would require a more detailed review by the Planning Commission.

### **Recommendation:**

After due consideration and a public hearing on May 12<sup>th</sup>, 2025 the following recommendation was made by the Planning Commission:

A motion was made by Commissioner Abdallah, supported by Commissioner Kadouh to approve the request of Michael Tsakoff, on behalf of Wayne Rental & Development LLC, to rezone 100 N. Telegraph Road (Parcel #: 82-09-163-30-003) from BA (Local Business District) to the BB (Community Business District) zoning classification. Upon roll call the following vote was taken: Ayes: (8) (Commissioners Abdallah, Abdulla, Easterly, Fadlallah, Kadouh, Mohamad, Phillips, & Saymuah). Absent: (1) (Commissioner King). The motion was adopted.

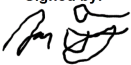
### **Signature Page**

**Prepared by:**

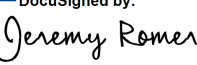
*Kaileigh Bianchini*

KAILEIGH BIANCHINI, AICP  
Planning and Zoning Manager

**Approved:**

Signed by:  
  
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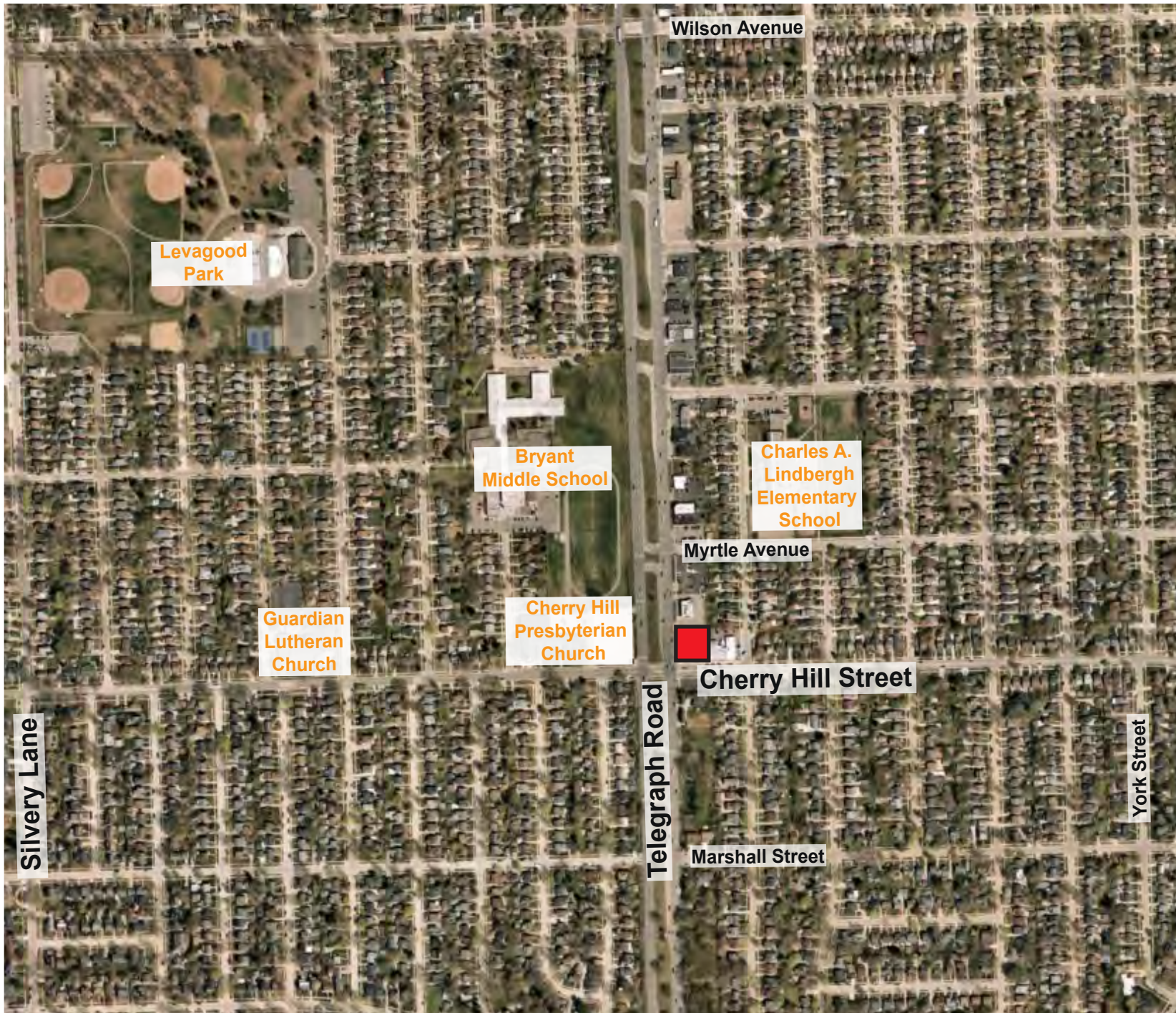
JORDAN TWARDY  
Economic Development Director

DocuSigned by:  
  
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JEREMY ROMER  
Corporation Counsel




# Site Context - 100 N. Telegraph Road



## Legend

 Subject Property



0 125 250 500  
 Feet



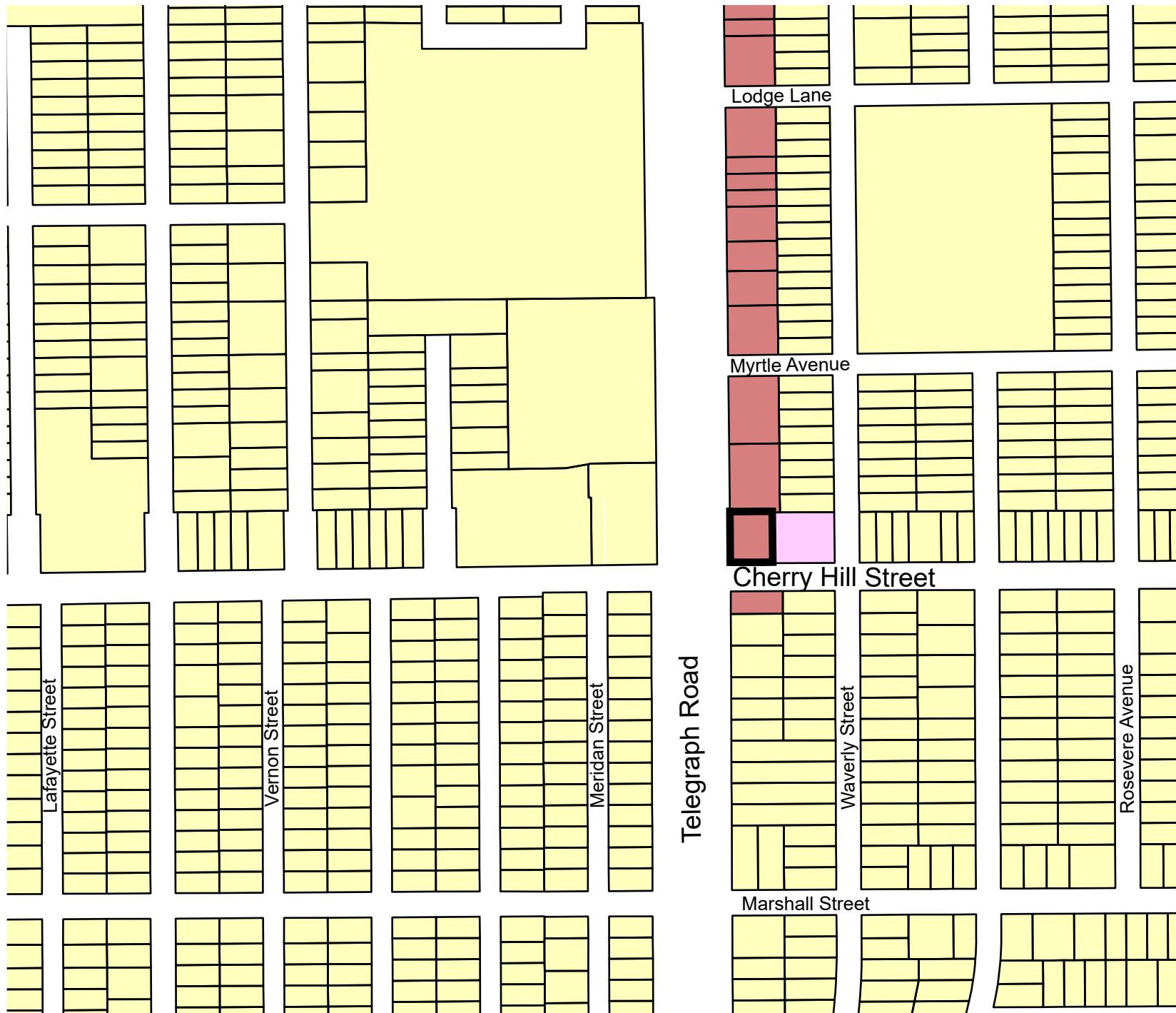
# Zoning Map - 100 N. Telegraph Road







# Proposed Zoning Map - 100 N. Telegraph Road



# Future Land Use - 100 N. Telegraph Road



## Legend

-  Subject Property
-  Great Neighborhoods - Low Density
-  Mixed Use Center - Vehicle Oriented
-  Mixed Use Center - Shopfront

The subject property's Future Land Use Designation is:

Mixed Use Center - Vehicle Oriented






# Existing Site Conditions - 100 N. Telegraph Road

N. Telegraph Road

Cherry Hill Street

## Legend

-  Subject Property
-  Existing Structure
-  Existing Gas Canopies  
- Including 6 gas pumps



0 6.25 12.5 25 Feet

**Sec. 29.02. - Schedule of regulations.**

All buildings, uses, and parcels of land shall comply with the regulations set forth in the following schedule of regulations and footnotes thereto.

## Section 29.02—SCHEDULE OF REGULATIONS

	<i>Lot Minimum</i>		<i>Maximum Height of Structures</i>		<i>Maximum Coverage of Lot by All Buildings</i>	<i>Minimum Setback Requirement</i> (in Feet) <sup>i</sup>				<i>Minimum Usable Floor Area Per Unit</i> (Sq. Ft.)	<i>Maximum Density Units/Acre</i>
<i>District</i>	<i>Area (Sq. Ft.)</i>	<i>Width (Feet)</i>	<i>In Stories</i>	<i>In Feet</i>		<i>Front Yard</i>	<i>One Side Yard</i>	<i>Other Side Yard</i>	<i>Rear Yard</i>		
R-A One Family	7,500 <sup>g</sup> .	60'	a.	a.	c.	25' <sup>b</sup> .	a.	a.	a.	1,200	5.8
R-B One Family	6,000 <sup>g</sup> .	50'	a.	a.	c.	25' <sup>b</sup> .	a.	a.	a.	1,000	7.26
R-P Residential Preservation											
R-B Duplex	3,500/unit	70'	a.	a.		25' <sup>b</sup> .	a.	a.	a.	1,000	6.23
R-C Multiple Family Low Density	5,000/unit	—	2	30'	40%	25'	10'	10'	20'		8.71
R-D Multiple Family Medium Density	3,600/unit	—	3	40'	50%	35'	20'	20'	30'		12.1
R-E Multiple Family High Density	2,100/unit	—	4	50'	60%	45'	30'	30'	30'		20.7
R-E Housing for the Elderly	1,500/unit <sup>k</sup> .	—	4 <sup>d</sup> .	50' <sup>d</sup> .	30%	25'	30'	30'	30'	350	29.04 <sup>d</sup> .
R-E Condominium Stacked Units	1,400/unit	—	4	45'	50%	15'	9'	9'	30'		31
O-S Business Office	—	—	3	35'	25%	10'	7' <sup>e</sup> . h.	e. h.	20'	—	—
B-A Local Business	—		2	30'	30%	50' <sup>f</sup> .	7' <sup>h</sup> .	e. h.	20'	—	—
B-B Community Business	—	—	3	40'	40%	50' <sup>f</sup> .	7' <sup>h</sup> .	e. h.	20'	—	—
B-C General Business	—	—	4	50'	50%	50' <sup>f</sup> .	7' <sup>h</sup> .	e. h.	20'	—	—
B-D Downtown Business											
I-A Light Industrial	—	—	2	35'	60%	20'	20'	20'	20'	—	—
I-B Medium Industrial	—	—	5 <sup>o</sup>	85' <sup>o</sup>	60%	20'	20' <sup>p</sup>	20' <sup>p</sup>	20'	—	—
I-C Intensive Industrial	—	—	—	—	—	20'	20' <sup>p</sup>	20' <sup>p</sup>	20'	—	—

I-D General Industrial	—	—	—	—	—	20'	20' p	20' p	20'	—	—
T-R Technology & Research	1 acre	100'	3	40'	—	20'	20'	20'	20'	—	—
PUD Planned Unit Development	Refer to District Provisions—Article 23.00						—	—	—	—	—
F-P Floodplain	Refer to District Provisions—Article 24.00						—	—	—	—	—
V-P Vehicular Parking	—	35'	No Buildings Permitted	—	—	10'	10'	10'	10'	—	—

Footnotes to Section 29.02—Schedule of regulations:

a. In a one-family residential district the minimum required side and rear setbacks and maximum permitted building height shall be based upon the width of the lot per the table below:

	<i>Side Yard Setbacks</i>		<i>Rear Setback</i>	<i>Height</i>		
<i>Lot Width</i>	<i>Minimum Single Side Yard Setback (feet)</i>	<i>Minimum Total Side Yards Setback (feet)</i>	<i>Minimum Rear Yard Setback (feet)</i>	<i>Maximum Eave Height for second story (feet)</i>	<i>Maximum Midpoint of the Roof Height (feet)</i>	<i>Maximum Stories</i>
Less than 46 feet	3	12	20	20	24	2
46 - 50 feet	3	13	21	20	24	2
51 - 55 feet	4	14	22	20	25	2
56 - 60 feet	5	15	23	20	25	2
61 - 65 feet	6	16	24	21	26	2
66 - 70 feet	7	17	25	21	26	2
71 - 75 feet	8	18	26	21	26	2
76 - 80 feet	9	19	27	22	27	2
81 - 90 feet	10	20% of total width	28	22	27	2
91 - 100 feet	10	20% of total width	29	22	27	2
101 - 110 feet	10	20% of total width	30	22	28	2.5
111 - 120 feet	10	20% of total width	30	22	28	2.5
121 - 130 feet	10	20% of total width	30	23	29	2.5
131 - 140 feet	10	20% of total width	30	23	29	2.5
141 - 150 feet	10	20% of total width	30	23	29	2.5
151 - 160 feet	12	20% of total width	30	24	30	2.5
161 - 170 feet	14	20% of total width	30	24	30	2.5
171 - 180 feet	16	20% of total width	30	24	30	2.5
Greater than 180 feet	18	20% of total width	30	25	31	2.5



- b. For new homes on isolated vacant lots in established neighborhoods, the setback requirement of twenty-five-(25)-foot homes may be adjusted to meet the existing setback for the homes that are in the area.
- c. In a one-(1)-family residential district the maximum permitted lot coverage shall be based upon the size of the lot and garage configuration per the table below:

<b>Lot Size</b>	<b>Garage Type</b>	<b>Principal Structure<sup>3 2</sup></b>	<b>Minimum Landscaping (Front Yard)<sup>3</sup></b>	<b>Minimum Landscaping (Total Property)<sup>4, 5</sup></b>
Less than 5,000 sq. ft.	Detached	25	65	40
	Attached <sup>1</sup>	30	55	55
5,001 – 7,500 sq. ft.	Detached	25	70	45
	Attached	30	60	55
7,501 – 10,000 sq. ft.	Detached	25	75	50
	Attached	30	65	55
Greater than 10,000 sq. ft.	Detached	25	75	50
	Attached	30	70	55

1. See limitations on attached garages on narrow lots in section 2.05 of this ordinance.
  2. Principal structure coverage includes only the footprint of the home and any attached garage.
  3. Front porches are only regulated under minimum landscaping for the total property and do not count against the minimum landscaping requirement for the front yard.
  4. Air conditioning units do not count against the minimum landscaping regulations for the total property.
  5. A maximum of 5% of the total minimum landscaping area may be used for permeable pavers.
- d. All existing senior citizen housing developments are exempt from height and density requirements.
- e. No setback is required on interior lots but shall be subject to the requirements of the Building Code.
- f. Setback shall be measured from the centerline of the abutting street.
- g. A one-(1)-family dwelling comprising the principal occupancy of a freestanding building may be located on a lot not less than six thousand (6,000) square feet in area, having minimum width of at least fifty (50) feet per lot; provided, however that in case of lots which are in a plat, recorded with the Wayne County Register of Deeds Office on the effective date of this ordinance, each of which lots has an area of at least three thousand five hundred (3,500) square feet, such lots may each have erected thereon a one-(1)-family dwelling, provide the requirements for rear and side yards, as specified in the Zoning Ordinance, are complied with, and provided further, that no lot in a recorded plat in the city, which, on the effective date of this ordinance, is less than six thousand (6,000) square feet, shall be divided to permit a single dwelling to be erected on an area less than the whole area of such lot.
- h. Minimum corner lot setback on exterior side yard required.
- i. Where buildings are abutting, all yard measurements shall be cumulative.
- j. Reserved.
- k. Refer to Section 7.03A. regarding housing for the elderly.
- l. Reserved.
- m. Reserved.
- n. Reserved.
- o. The permitted height of buildings in the I-B District that are at least four hundred (400) feet from the nearest property which is residentially-zoned and used as a dwelling, school, park, or religious institution, regardless of jurisdiction, shall be six (6) stories and one hundred two (102) feet. Such permitted height shall increase by an additional story (up to a maximum of ten (10) stories) and an additional seventeen (17) feet (up to a maximum of one hundred seventy (170) feet) for each additional fifty (50) feet as measured from the building wall to the nearest residentially-zoned property which is used as a dwelling, school, park, or religious institution.

p. The side yard setback may be reduced as part of site plan approval for multiple buildings constructed as part of a campus-like or multiple building projects on a single parcel or adjacent parcels under common ownership or control.

(Ord. No. 93-553, § 29.02, 2-2-1993; Ord. No. 95-627, 3-7-1995; Ord. No. 97-701, 5-6-1997; Ord. No. 03-968, 7-1-2003; Ord. No. 04-996, 2-17-2004; Ord. No. 09-1217, 3-16-2009; Ord. No. 16-1526, 3-15-2016; Ord. No. 16-1563, 12-13-2016; Ord. No. 18-1627, 9-24-2019; Ord. No. 20-1675, 8-25-2020; Ord. No. 21-1723, 1-11-2022; Ord. No. 24-1822, 8-20-2024)



**Business A (BA) – Local Business District: Section 14 of Zoning Ordinance**

<b>Uses Permitted in BA (Local Business District)</b>
Business, Executive, Administrative, and Professional Offices.
Business and Technical Schools and Schools and Studios for Photography, Art, Music, and Dancing.
Establishments Utilizing Customer-Operated Automatic Washer, Dryer, or Dry-Cleaning Machines for Family Washing or Dry Cleaning.
Financial Institutions without Drive-Through Facilities.
Libraries, Museums, and Publicly-Owned Buildings for Offices or Business Functions
Medical or Dental Clinics and Offices
Neighborhood Newspaper Distribution Stations <i>Provided that Loading and Unloading Area is Provided on the Site</i>
Accessory Uses such as Personal Service Establishments such as Shoe Repair Shops, Tailor Shops, Beauty Parlors, Barber Shops, Tanning Salons, and Dry Cleaning or Laundry Pickup Stations <i>Provided that Processing is not on the Premises and the use is Customarily Incidental to the Above Permitted Uses.</i>
Private Clubs, Fraternities, and Lodges without Rental of Facilities
Religious Institutions
Retail Stores
Stores Purchasing Jewelry, Leather Goods, Candles, and Similar Merchandise to be Sold at Retail on the Premises <i>Provided that the Services of not more than Four (4) Persons are Required to Produce Such Merchandise</i>
Accessory Structures and Uses Customarily Incidental to the Above Permitted Uses
Other Uses not Specifically Listed in this Ordinance <i>Determination must be made by the Director of Building and Safety that Such Use is similar to Other Permitted Uses in This District.</i>

<b>Special Land Uses in BA (Local Business District)</b>
Group Day Care Homes/Child-Care Centers
Multiple-Family Dwellings to Include Rental Apartments and Condominium Units. <i>These Dwellings Shall only be a Special Land Use on the Second Floor of Buildings in which the First Floor is Occupied by Commercial Uses that are Permitted or are a Special Land Use in the BA Zoning District</i>
Restaurants: Standard Restaurants, Carry-out Restaurants, and Restaurants with Outdoor Seating.

## Business B (BB) – Local Business District: Section 15 of Zoning Ordinance

<b>Uses Permitted in BB (Community Business District)</b>
Bakeries <i>All Goods for Retail Sale on the Premises</i>
Blueprinting Shops
Business, Executive, Administrative, and Professional Offices.
Business and Technical Schools and Schools and Studios for Photography, Art, Music, and Dancing.
Commercial Parking Lots
Electronics, Bicycle, and Household Appliance Repair Shops
Establishments Utilizing Customer-Operated Automatic Washer, Dryer, or Dry-Cleaning Machines for Family Washing or Dry Cleaning.
Equipment and Car Rentals
Financial Institutions without Drive-Through Facilities.
Laundries and Dry-Cleaning Establishments <i>Processing Must be Limited to Goods Brought to the Establishment by the Individual Retail Customer</i>
Libraries, Museums, and Publicly-Owned Buildings for Offices or Business Functions
Medical or Dental Clinics and Offices
Neighborhood Newspaper Distribution Stations <i>Provided that Loading and Unloading Area is Provided on the Site</i>
Accessory Uses such as Personal Service Establishments such as Shoe Repair Shops, Tailor Shops, Beauty Parlors, Barber Shops, Tanning Salons, and Dry Cleaning or Laundry Pickup Stations <i>Provided that Processing is not on the Premises and the use is Customarily Incidental to the Above Permitted Uses.</i>
Private Clubs, Fraternities, and Lodges without Rental of Facilities
Religious Institutions
Restaurants: Standard, Fast-Food, and Carry-Out Restaurants
Retail Stores
Stores Purchasing Jewelry, Leather Goods, Candles, and Similar Merchandise to be Sold at Retail on the Premises <i>Provided that the Services of not more than Four (4) Persons are Required to Produce Such Merchandise</i>
Accessory Structures and Uses Customarily Incidental to the Above Permitted Uses
Other Uses not Specifically Listed in this Ordinance <i>Determination must be made by the Director of Building and Safety that Such Use is similar to Other Permitted Uses in This District.</i>
Outdoor Dining

**Business B (BB) – Local Business District: Section 15 of Zoning Ordinance**

<b>Special Land Uses in BB (Community Business District)</b>
Alternative Financial Establishments
Automobile Filling and/or Repair Stations <i>May also Provide Retail Sales of Prepackaged Food Products for Consumption off Premises</i>
Bar, Lounges, and Taverns
Day Labor Agencies
Financial Institutions with Drive-Through Facilities
Funeral Homs and Mortuaries
Group Day Care Home or Child Care Center
Gun Sales, Retails Sales, Commercial Services, Storage, or Repair of Firearms <i>Must not be Located Closer than 700 feet to the Nearest Residential Zoning District, Residential Land Use, Church or Place of Worship, and Public or Private School</i>
Indoor Recreation Facilities
Motels and Hotels
Multiple-Family Dwellings to Include Rental Apartments and Condominium Units. <i>These Dwellings Shall only be a Special Land Use on the Second Floor of Buildings in which the First Floor is Occupied by Commercial Uses that are Permitted or are a Special Land Use in the BB Zoning District</i>
Open Air Businesses
Restaurants with Drive Through Facilities
Smoking Lounges
Veterinary Hospitals

April 21, 2025

Michael A. Tsakoff, Architect  
**24500 Ford Rd., Suite 40**  
**Dearborn Hgts., MI 48127**  
**Voice: 313-949-1628**  
**E mail: mtsakoff@sbcglobal.net**

## ***Rezoning Narrative***

100 N. Telegraph  
Commercial Plan Review – The new Use for this site will be the same as the current use.  
Rezoning from BA to BB.

Re: Redevelopment of BP Station at NE corner of Telegraph & Cherry Hill.

Owner: Abdul Beydoun

Property Area - .28-acre, 12,232 sq. ft.

Demolition work: 1.) Existing Structure - 1,412 sq. ft. 2.) Existing two canopies. 3.) Six pumps  
4.) Existing Asphalt Paving with storm water sheet flow to street.

New Construction 1.) New Structure – 2,197 sq. ft. 2. New single canopy – 78' x 25' feet. 3.) Six  
new pumps. 4.) New concrete pavement with Storm Water System.

This project is initiated by the owner and is due to the aging infrastructure of underground storage  
and piping systems.

The current structure is much closer to Telegraph Rd. where four pumps are directly adjacent and  
parallel to the Telegraph lot line. The existing locations of two pumps place those cars very close to  
the Telegraph sidewalk and are not considered well served in the interest of public safety.

The filling station on this site has been operating since the 1970's under BA Zoning.  
Over the years the station has transformed from full service and repair to self-service with C Store.

Employment impact for this redevelopment will be retained or exceeded.

The structure shall be fully accessible and comply with the American Disabilities' Act.

### Environmental Impact Statement -

No materials or construction procedures shall be utilized on this project which are prohibited by Law  
or shall cause a harmful effect on the environment or to any person on the site during construction  
or later occupancy.

Sincerely,

Michael A. Tsakoff, Architect

313-949-1628



## LAW

### EXECUTIVE SUMMARY AND MEMORANDUM

**REQUEST:** Amend Chapter 11 to add regulations for Short-Term Rentals (STR's), and relocate regulations for non-owner occupied rentals into a new Article V that addresses both STR's and non-owner occupied rentals.\*

**\*Companion piece with Short-Term Rental Ordinance amendments**

**DEPARTMENT:** Law

**BRIEF DESCRIPTION:** Changes creates a new ordinance for Short-Term Rentals (STR's), and consolidates existing regulations for non-owner-occupied rentals that do the following:

1. Defines STR's as the rental of a dwelling or dwelling unit for 30 consecutive days or less;
2. Requires STR operators to obtain a Certificate of Compliance ("COC") before renting, which in turn requires application and inspection;
3. Requires a local agent responsible for the STR if the STR's owners do not stay on property or are out-of-town during the short-term stay;
4. ~~Prohibits STR occupants from on-street parking (restriction removed from ordinance);~~
5. Prohibits advertising STR's unless they have a COC;
6. Creates an inspection schedule;
7. Requires the installation of smoke detectors, carbon monoxide detectors, and fire extinguishers in STR units;
8. Penalty for violation of the Code is a \$750 civil infraction for the first offense, and a \$1,000 civil infraction for repeat violations, **with the property owner or local agent being held responsible for violations.**
9. **Revocation of a COC upon 3 separate violations w/in 12-mth period**
10. Citations for violations of the ordinance to be given to the owner, local agent, or renter, whoever is on site at the property and responsible for the violation.
11. The local agent must be a human person that resides in Michigan, and may not be an LLC or other legal entity.
12. **Require the owner of the STR provide renter info (e.g., name, date of birth) and duration of stay at least 24-hrs before the stay, with online submission of the form to the City.**
13. **Provide info sheet for renters highlighting, among other things, applicable nuisance ordinances.**
14. **Delayed effective date of October 27, 2025.**

**PRIOR COUNCIL ACTION:** Non-owner-occupied regulations previously adopted in 1981.

**BACKGROUND:** Companion piece with the recently adopted STR zoning ordinance. The regulations for non-owner-occupied dwelling units are being relocated to an article containing the STR ordinance because both uses share similar characteristics.

**FISCAL IMPACT:** COC and inspection fees for STR's will raise revenue to cover additional administrative review and inspection related to STR's.

**COMMUNITY IMPACT:** Creates standards that all STR's in the City must follow, and will better control the negative external impacts some STR's have had on residents.

**IMPLEMENTATION TIMELINE:** Ordinance amendments require two readings before adoption.

**COMPLIANCE/PERFORMANCE METRICS:** N/A



# LAW

## EXECUTIVE SUMMARY AND MEMORANDUM

**REVISED 6/4/25 6/7/25 6/30/25**

**TO:** City Council

**FROM:** Corporation Counsel

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Short-Term Rental Ordinance and relocation of regulations for Non-Owner-Occupied Rentals

**DATE:** ~~May 27, 2025~~ ~~June 4, 2025~~ ~~June 7, 2025~~ June 30, 2025

The proposed amendments create a new Short-Term Rental Ordinance, which will regulate short-term rentals (or "STR's") in the City, and relocate existing regulations for Non-Owner-Occupied Rentals to a new Article of the Code where the STR ordinance will also be located:

1. Defines STR's as the rental of a dwelling or dwelling unit for 30 consecutive days or less;
2. Requires STR operators to obtain a Certificate of Compliance ("COC") before renting, which in turn requires application, review, and inspection;
3. Requires a local agent (who must be a corporeal individual who resides in Michigan, and not a business entity such as a corporation or LLC) responsible for the STR if the STR's owners do not stay on property, or are out-of-town during the short-term stay;
4. ~~Prohibits STR occupants from on-street parking (restriction removed from ordinance);~~
5. Prohibits advertising STR's unless they have a COC;
6. Creates an inspection schedule, including inspections based on identifiable external violations or set forth in complaints receive by the City;
7. Requires the installation of smoke detectors, carbon monoxide detectors, and fire extinguishers in STR units;
8. Penalty for violation of the Code is a \$750 civil infraction for the first offense, and a \$1,000 civil infraction for repeat violations (citations must be handed to the responsible party, as opposed to mailed, when possible; the property owner or local agent will be held responsible for violations.);
9. Requires revocation of an STR COC if the STR is the site of at least 3 separate violations (that occur on separate days) within a 12-month period; and
10. Creates an appeal process before the Building Board of Appeals if an STR COC is revoked.
11. Citations for violations of the ordinance to be given to the owner, local agent, or renter, whoever is on site at the property and responsible for the violation.
12. Require the owner of the STR provide renter info (e.g., name, date of birth) and duration of stay at least 24-hrs before the stay, with online submission of the form to the City.
13. Provide info sheet for renters highlighting, among other things, applicable public disturbance and nuisance ordinances.

The ordinance will have a delayed effective date of October 27, 2025.

The Department of Economic Development will be responsible for enforcement of the STR Ordinance. There are no changes to the non-owner-occupied regulations, they are simply being relocated to the same Article in Chapter 11 of the Code where the STR Ordinance is located. A copy of the ordinance amendments are attached for review.



**LAW**

## EXECUTIVE SUMMARY AND MEMORANDUM

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Respectfully submitted,

*Bradley J. Mendelsohn*

BRADLEY J. MENDELSON  
Deputy Corporation Counsel

*Jeremy J. Romer*

JEREMY J. ROMER  
Corporation Counsel

*Jordan Twardy*

JORDAN TWARDY  
Director, Economic Development

**ATTACHMENT 1**

**REVISED ~~6/4/25~~ ~~6/7/25~~ 6/26/25**

**Changes from 6/5/25 COW in blue**

**Changes from 6/24/25 study session in green**

**ORDINANCE NO. 25 - \_\_\_\_\_**

**AN ORDINANCE TO AMEND CHAPTER 11 OF THE CODE OF ORDINANCES OF THE CITY OF DEARBORN, TITLED “OCCUPANCY AND BUILDING STANDARDS”, BY ADDING ARTICLE V, TITLED “SHORT-TERM RENTALS AND NON-OWNER-OCCUPIED RESIDENTIAL PROPERTIES.”**

**THE CITY OF DEARBORN ORDAINS TO:**

**Amend Chapter 11 of the Code of Ordinances of the City of Dearborn by adding Article V to regulate short-term rentals and non-owner-occupied residential properties, and to read as follows:**

**ARTICLE V. – SHORT-TERM RENTALS AND NON-OWNER-OCCUPIED RESIDENTIAL PROPERTIES**

**DIVISION 1. – SHORT-TERM RENTALS**

**Sec. 11-312. – Title, purpose, and intent.**

- a) This division shall be known as the “Short-Term Rental Ordinance” of the City of Dearborn.
- b) The City recognizes that tourism supports many different types of businesses in the city, including the hospitality market, the restaurant and dining market, and the shopping and retail market among others.
- c) The City also recognizes that an important part of the tourism industry is the short-term rental marketplace. This marketplace has grown exponentially with the increasing use of online booking websites, and will most likely continue to grow as municipalities in the region limit, restrict, or eliminate the practice.
- d) While short-term rentals can provide community benefits, their proliferation can also cause difficulties for residents and neighborhoods, where the character of the use takes on a more transitory and commercial character. Examples of these difficulties include, but are not limited to, increased noise complaints, nuisance



issues related to trash, and increased neighborhood traffic. , ~~and use of on-street parking by non-residents.~~

- e) The City has determined that regulation of short-term rentals is necessary to establish a community standard for the integration of short-term rentals in the city to ensure health, safety, and welfare of visitors and residents by re-affirming police, fire, and building safety guidelines. Toward that end, the City has determined that all persons or entities that desire to operate a short-term rental within the city must be issued a license pursuant to the requirements of this ordinance.

### **Sec. 11-313. – Definitions.**

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

- a) *Director*. Shall mean the director of the Department of Economic Development.
- b) *Dwelling*. Means any building which is wholly or partly used, or intended to be used, for living or sleeping by human occupants. In no case shall a travel trailer, motor home, automobile, tent or other portable building not defined as a recreational vehicle be considered a dwelling.
- c) *Dwelling unit*. Means any room or group of rooms located within a dwelling and forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking, and eating.
- d) *Guest*. Means the persons renting lodging from a short-term rental host, or through a hosting platform on behalf of the short-term rental host, for a term of less than 30 consecutive days.
- e) *Host*. Means the person engaged in providing a short-term rental unit.
- f) *Host platform*. Means a marketplace in any form or format which facilitates short-term rental units, through advertising, matchmaking or any other means.
- g) *Principal residence (owner-occupied)*. Means the one dwelling or dwelling unit where an owner of the property, has their true, fixed, and permanent home to which, whenever absent, they intend to return and that shall continue as a principal residence until another principal residence is established.
- h) *Short-term rental unit (or “STR”)*. Means the rental of a dwelling or dwelling unit, either wholly or partly, for compensation for periods of 30 consecutive days or less, by persons other than the permanent resident or owner. When used in this ordinance, the acronym “STR” shall mean short-term rental unit. The following types of STRs are allowed under this ordinance:

- 1) *Non-owner-occupied STR*. Means an activity where the owner of a non-owner-occupied residence hosts visitors, for compensation, for periods of 30 consecutive days or less.
  - 2) *Owner-occupied homestay*. Means an activity whereby the property owner(s) hosts visitors in their home, for compensation, for periods of 30 consecutive days or less, while at least one of the owners lives on-site in the dwelling unit throughout the visitors' stay.
  - 3) *Owner-occupied off-site*. Means an activity whereby the property owner(s) hosts visitors in their home, for compensation, for periods of 30 consecutive days or less, while the home is unoccupied by the owner of record during a guest's stay.
  - 4) *Exceptions*. A short-term rental does not include the following: non-owner occupied dwellings or dwelling units with a rental term of more than 30 consecutive days; lodginghouse; roominghouse; multiple dwelling; hotel; dependent housing facilities such as nursing homes; state-licensed residential facilities such as adult foster care facilities, foster care homes, and group homes; hospitals; housing provided by a substance abuse rehabilitation clinic, mental health facility, or other health care related clinic; or dwelling units owned by a business entity and made available on a temporary basis to employees of that business entity or employees of a contractor working for that business entity.
- i) *Short-term rental term (or "STR term")*. The duration of a short-term rental occupancy by a given renter or group of renters. A rental term shall be deemed to end when there is a complete turnover in the occupancy of the short-term rental by the renter or group of renters.
  - j) *Short-term Rental Reservation Summary (or "STR Reservation Summary")*. A standard form issued by the Economic Development Department on which the owner or local agent of a STR shall document, for each anticipated STR term, the name and date of birth of each occupant that will be staying at the property; ~~the number of vehicles that will be parked on site; the make, model, and license number of each such vehicle;~~ and the dates on which the short-term rental term will commence and end.
  - k) *Short-term rental Certificate of Compliance (or "STR Certificate")*. A written document issued by the Director, or their designee, indicating that the dwelling or dwelling unit identified thereon is authorized to operate as an STR in accordance with this ordinance. When used in this ordinance, the word "certificate" refers to an STR Certificate of Compliance.
  - l) *Short-term Rental Term (or "STR term")*. The duration of a short-term rental occupancy by a given renter or group of renters. A rental term shall be deemed to end when there is a complete turnover in the occupancy of the STR unit.

m) *Local agent*. An individual designated by the owner of a STR to do the following:

- 1) Oversee the STR in accordance with this ordinance;
  - 2) Respond to calls from renters, concerned citizens, and representatives of the City; and
  - 3) Act as an agent of the owner(s) with respect to a STR, which shall include the authority to accept service of legal papers and notices relating to the STR on the owner's behalf.
  - 4) *Owner-occupied homestay STR*. For an owner-occupied homestay STR, the local agent shall be the property owner staying on-site throughout the visitors' stay.
  - 5) *Local agent must be an individual person*. A local agent must be an individual corporeal person that resides in the state, and may not be a business, partnership, or corporate entity such as a limited liability company, incorporated business entity, or property management company.
- n) *Visitor Guideline Materials*. Materials prepared by the Director or their designee that include: 1) a summary of the City's Noise Ordinance, Fireworks Ordinance, Trash Disposal Ordinance, and applicable offenses against the public peace and nuisances; 2) a reminder that the rental property is located near a residential area; and 3) a statement informing the renters that neighboring property owners may contact the local agent and local police to report any issues relating to the property.

**Sec. 11-314. -Short-term rental certificate; applications, requirements, and review.**

- a) *Certificate required; limitations*. STRs are prohibited unless the property is registered with the City and has received a Certificate of Compliance pursuant to this ordinance.
- 1) The City shall only issue a certificate to the owner of the property serving as the STR. A certificate shall not be issued to the lessee, renter, tenant, or local agent of a property.
  - 2) The City shall issue only one (1) certificate per dwelling or dwelling unit.
  - 3) The location of a STR is subject to applicable regulations of the City's Code of Ordinances and Zoning Ordinance.
- b) *Application*. The application for a Certificate of Compliance shall, at a minimum, include the following:

- 1) The name, date of birth, address (principal residence and not a P.O. Box or corporate/business address), email address, and telephone number (home and cell phone) of each and every owner of the property.
- 2) The name, date of birth, address (principal residence and not a P.O. Box or corporate/business address), email address, and telephone number (home and cell phone) of the local agent
- 3) The street address of the STR.
- 4) The type of dwelling or dwelling unit being used as the STR (e.g., single-family home, apartment, condominium, townhouse).
- 5) The type of STR (non-owner occupied, owner-occupied homestay, owner-occupied off-site).
- 6) For owner-occupied STRs (homestay or off-site), the owner shall submit a sworn statement affirming that the dwelling or dwelling unit being used as an STR is and will remain the applicant's principal residence for the duration of the certificate.
- 7) Number of bedrooms available to rent.
- ~~8) The number of off-street parking spaces provided on the lot that are reserved exclusively for occupants of the STR. Valid off-street parking spaces include space in a garage or on an improved driveway.~~
- 8) A statement certifying that each bedroom has a working smoke detector and working carbon monoxide detector installed in compliance with the requirements of this ordinance (See Sec. 11-321 below), and that the owner(s) or local agent check those devices at least every 90 days to ensure they are unexpired and in working order.
- 9) A statement certifying that the STR has a working fire extinguisher located in compliance with this ordinance (See Sec. 11-321 below).
- 10) A statement certifying that the owner has obtained liability insurance to cover the short-term rental use.
- 11) A statement certifying that the property is not currently in violation of the City's Code of Ordinances, Zoning Ordinance, or any state or federal housing law, and is in habitable condition.
- 12) A statement certifying that the owner is not in arrears or in default to the City, including but not limited to any unpaid, outstanding and/or delinquent property tax, income tax, special assessments, and/or fines.
- 13) A statement certifying that the owner consents to inspections by the City and that the owner or local agent will make the dwelling unit available to inspections upon request.

- 14) A non-refundable application fee of ~~\$300~~ \$750.
- 15) The application must be signed by the applicant-owner(s) and local agent.
- 16) Submit the property to an inspection for compliance with applicable codes and ordinances, including but not limited to, all regulations applicable to dwellings and occupancy found in Chapter 11 of the City's Code of Ordinances. Failure to complete an inspection shall be grounds for withholding a certificate or revoking an existing certificate. Revocation of a certificate for failure to complete an inspection is not applicable to the appeal procedures provided in Sec. 11-325 of this ordinance.
- c) *Non-transferable.* The certificate shall not be transferred or assigned to another person or address, nor shall the certificate authorize any person, other than the person named therein or their designated local agent, to operate an STR on the property.
- d) *Certificate issuance and inspection; zoning compliance.* To the extent certificates are available in the pertinent zoning district at the time of application, a certificate or certificate renewal shall be granted after a successful inspection if the requirements of this ordinance and any applicable requirements under law are met, including but not limited to the City's Code of Ordinances, Zoning Ordinance, and Michigan Building Code.
- e) *Delinquent payments.* No certificate shall be issued or renewed unless the owner is current on the payment of all real property taxes, utility rates, fees, charges, special assessments, or other amounts due to the City. Delinquencies on any such payments to the City, regardless of whether they relate to the rental unit for which a certificate is sought, shall result in denial of the certificate.
- f) *Changes in information.* An owner or local agent shall notify the Director in writing within 14 calendar days of any change in the information provided on the application form. An owner of an STR shall notify the Director in writing within 14 calendar days of any change in the designated local agent.

#### **Sec. 11-315. – Certificate validity and renewal**

An STR certificate will become invalid in each of the following circumstances:

- a) A certificate expires three (3) years from the date it is issued, unless otherwise revoked pursuant to this ordinance;
- b) A certificate is terminated when the property to which the license applies is conveyed to another party;
- c) A certificate may be renewed only by making application as required by this ordinance.

### **Sec. 11-316. - Local agent required.**

All STRs must have a designated local agent that, in addition to the requirements in Sec. 11-313 of this ordinance, satisfies the following:

- a) The local agent shall be an individual who resides within 20 miles of the geographic boundaries of the City of Dearborn.
- b) An owner may serve as the local agent so long as they have the ability to continue residing at a location within 20 miles of the City of Dearborn during the duration of any STR term.
- c) For owner-occupied homestay STRs, the local agent shall be the owner of the property.

### **Sec. 11-317. – Responsibilities of short-term rental operators.**

The owner(s) and local agent for each short-term rental unit shall each be responsible for ensuring compliance with the following regulations, except where expressly provided otherwise:

- a) *Local agent availability.* During each STR term, the local agent shall be available 24-hours per day, seven days per week, for the purpose of responding within 30 minutes to complaints regarding the condition, operation, or conduct of occupants of the short-term rental unit or their guests.
- b) *Timely and effective response.* The local agent shall, upon notification that any occupant or guest of the STR has created unreasonable noise or disturbances, engaged in disorderly conduct, ~~parked vehicles in violation of this ordinance,~~ or committed any other violations of applicable laws, rules or regulations pertaining to the use and occupancy of the STR, respond in a timely and appropriate manner to halt and prevent a recurrence of such violations.
- c) *Reasonably prudent business practices.* The owner and/or the owner's authorized local agent shall use reasonably prudent business practices to ensure that the occupants and/or guests of the STR do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate any applicable law, rule or regulation pertaining to the use and occupancy of the subject STR.
- d) *Duty to provide certificate and post in window.* Upon request by any occupant, prospective occupant, law enforcement officer, or code enforcement official, the owner(s) or local agent shall provide a copy of the STR certificate. Further, a full-sized copy of the STR certificate must be posted in a prominent first-floor window of the STR during each STR term.
- e) *Criminal code compliance.* Pursuant to Code of Ordinances Sec. 14-7, the owner of a STR shall post a copy of Code of Ord. Sec. 14-7 in a conspicuous place adjacent to the site of registration for the STR or inside the STR.

- f) *Compliance with safety equipment requirements and applicable codes.* All STRs will comply with the safety equipment requirements in Sec.11-321 below, as well as all applicable zoning, construction, fire, property maintenance, occupancy, habitability, and nuisance codes, ordinances, or other regulations. A violation of any of the foregoing shall also be a violation of this ordinance.
- g) *Basement regulations.* No basement can be used for a bedroom unless it has an ingress/egress window approved by a city inspector and found in compliance with local and state code requirements.
- ~~h) *On-street parking prohibited.* STR operators must provide off-street parking consistent with Sec. 11-318 of this ordinance.~~
- h) *Maximum occupancy.* The number of occupants in a STR shall comply with applicable requirements under the law, including but not limited to the City's Code of Ordinances, the City's Zoning Ordinance, and the Michigan Building Code.
- i) *Reservation requirements.* At least 24-hours prior to the commencement of a STR term, the owner or local agent shall do the following:
  - a. Obtain the contact information for the occupants who will be staying at the STR unit;
  - b. Complete ~~a copy of~~ the STR Reservation Summary form and ~~file it with the City as specified on the form~~ submit it through the City's website, [www.dearborn.gov](http://www.dearborn.gov);
  - c. Ensure that a copy of the STR Reservation Summary Form is available within the dwelling during each STR term so that rental occupants can produce it upon request in conformance with Sec. 11-318 below; and
  - d. Provide a copy of the Visitor Guideline Materials to the prospective occupants.
  - ~~e. Inform the prospective occupants of the number and location of off-street parking spaces provided on the lot and of the parking regulations provided in Section 11-318 below.~~

**Sec. 11-318. – Responsibilities of short-term rental occupants and guests.**

- ~~a) *On-street parking prohibited.* No STR occupant, nor any guest visiting a STR during a STR term, shall park vehicles on public streets adjacent to the unit. Rather, the off-street parking spaces provided on the lot must be utilized, and any excess vehicles must be parked in public parking lots or other permitted off-site locations.~~

- a) *STR Reservation Summary.* Occupants shall produce a copy of the STR Reservation Summary to a City police officer or other ordinance enforcement officer upon request.
- b) *Duty to comply with applicable laws.* STR occupants and guests shall comply with all local laws and regulations, including but not limited to the City's noise, fireworks, trash disposal, open burning, and public peace regulations. A violation of any of the foregoing shall also be a violation of this ordinance.

**Sec. 11-319. – Unauthorized rentals and advertising.**

- a) *Unauthorized rentals.* It shall be unlawful to engage in STR activity with respect to any dwelling or dwelling unit that has not been issued a certificate pursuant to this ordinance. In any prosecution or action to determine a violation of this ordinance, the following shall apply:
  - 1) Advertising that offers a property as a STR shall constitute prima facie evidence of STR activity involving the property, and the burden of proof shall be on the property owner or other defendant to establish that the subject property has not been used as a STR.
  - 2) Subject to the exceptions listed in the definition of a "short-term rental unit" found in Section 11-313, any communication in which a person offers a dwelling or dwelling unit for rent for a term of less than 30 days shall constitute prima facie evidence of short-term activity, and the burden of proof shall be on the property owner or other defendant to establish that the subject property had not been used for short-term rentals.
- b) *Unauthorized advertising.* It shall be unlawful to advertise any dwelling or dwelling unit that does not have a short-term rental certificate issued pursuant to this ordinance. Such advertisement shall constitute a violation of this ordinance.

**Sec. 11-320. – Inspections; opportunity to correct; voiding certificate.**

- a) *Inspection schedule.* Dwellings and dwelling units being used as STRs shall be inspected as follows:
  - 1) Upon the sale or transfer of any ownership interest in the property.
  - 2) Upon the application for, or renewal of, a STR certificate.
  - 3) Upon identifiable external violations documented by the City or set forth in complaints received by the City, if such inspections are needed to correct violations of this ordinance or any applicable law.
  - 4) Inspections shall generally occur during the City's regular business hours, except in emergency situations or when otherwise agreed to by the City and the owner or local agent. All fees shall be paid prior to the inspection.



- b) *Scheduling.* Upon written notice from the City, it shall be the owner's or local agent's responsibility to schedule and allow the City's inspection of the STR.
- c) *Opportunity to correct deficiencies.* If an inspection reveals that the STR is not in compliance with this ordinance, or any other applicable law or code, the owner(s) shall be provided a list of deficiencies or violations that must be corrected. Failure to correct such deficiencies in a reasonable time shall be grounds for withholding a STR certificate or revoking an existing certificate.
- d) *Additional inspections.* The City may conduct additional inspections as it deems necessary, upon reasonable notice to the owner(s) or local agent, for the following:
  - 1) A complaint is filed with the City; or
  - 2) The City otherwise has reasonable cause to believe a STR is in violation of any City ordinance or applicable law.

**Sec. 11-321. – Safety equipment.**

- a) *Smoke detectors.* The owner(s) and local agent of each STR shall each be responsible for the installation of smoke detectors/alarms in each STR. All smoke detectors/alarms shall be installed in accordance with applicable code requirements.
- b) *Smoke detector locations.* Smoke detectors/alarms shall be installed in the following locations:
  - 1) In each sleeping room;
  - 2) Outside of each separate sleeping areas in the immediate vicinity of the bedrooms; and
  - 3) On each additional story of the STR, including basements and cellars, but not including crawl spaces and uninhabitable attics.
- c) *Carbon monoxide detectors.* The owner(s) and local agent of each STR shall each be responsible for the installation of a carbon monoxide detector in each rental unit. All carbon monoxide detectors shall be of the type described in MCL 125.1504d.
- d) *Fire extinguisher.* The owner(s) and local agent of each STR shall each be responsible for the installation of a fire extinguisher in the kitchen of each unit and near each outdoor cooking device.

- e) *Tampering prohibited.* No person shall tamper or interfere with the effectiveness of a smoke detector, carbon monoxide detector, or fire extinguisher required by this section.

**Sec. 11-322. – Violations; notice of violations; responsible party.**

- a) *Violations as civil infraction.* A violation of this ordinance shall be punishable as a civil infraction with a fine of not less than \$500, plus costs and other sanctions. Repeat offenses shall be subject to an increased civil fine as follows:
  - 1) The fine for a first repeat offense shall be no less than \$750 plus costs and other sanctions.
  - 2) The fine for a second repeat offense or any subsequent repeat offense shall be no less than \$1,000, plus costs and other sanctions.
  - 3) A “repeat offense” shall mean a second (or any subsequent) violation of this ordinance:
    - i. Committed within any 12-month period; and
    - ii. For which the person admits responsibility or is determined to be responsible.
- b) *Notice of violation in lieu of citation.* As an alternative to the immediate issuance of a citation, the City may issue a notice of violation to the owner(s) and/or local agent for the STR to which the violation pertains to obtain compliance with this ordinance. Upon the service of a notice of violation, the owner(s) and local agent shall immediately cease the offending conduct and take corrective action to terminate the violation described. Each notice of violation shall be served in accordance with Sec. 11-323 below and contain the following information:
  - 1) The name of the responsible person(s);
  - 2) The code section violated;
  - 3) The address where the code violation occurred;
  - 4) A description of the code violation; and
  - 5) The names and contact information of the issuing department and enforcement officer
- c) *Responsible party.* The property owner or local agent shall be held responsible for violations of this ordinance. This subsection has no impact or effect on the

enforcement of other violations of the law that occur as a result of activity allowed under this ordinance.

**Sec. 11-323. – Service of notices and citations.**

- a) Any notice or citation issued pursuant to this ordinance, or in connection to a violation of this ordinance, shall be considered served as of the date of the earliest of any of the following events:
- 1) The posting of the notice on or adjacent to the premises, in conjunction with the mailing of the notice to the responsible party's last known address by first-class mail;
  - 2) The sending of the notice by email to an email address designated on a STR certificate for the property;
  - 3) Personal delivery of the notice to the responsible party; or
  - 4) The responsible party's receipt of the notice by certified U.S. mail, as indicated in a notification of receipt.
- b) When possible, service of a citation for violation of this ordinance, or in connection to a violation of this ordinance, shall be done by ~~issuing hand-delivering~~ the citation directly to the individual responsible for the violation under this ordinance, whether that be the owner, ~~or local agent. , renter, or guest.~~

**Sec. 11-324. – Revocation of short-term rental certificate; appeal.**

- a) *Grounds for revocation.* The Director ~~may~~ **shall** revoke the STR certificate for any short-term rental which is the site of at least three (3) separate incidents within a 12-month period (occurring on three (3) separate days) that constitute a violation of this ordinance, whether committed by an owner, local agent, occupant, or guest. To qualify as an incident for purposes of this subsection:
- 1) The City must have issued a civil infraction citation regarding the offending conduct prior to commencing revocation proceedings pursuant to subsection (b) below; and
  - 2) The violation must be either admitted by the owner or proven by a preponderance of the evidence in a civil-infraction prosecution.
- b) *Notice of revocation.* Upon a determination by the Director that the STR certificate is subject to revocation pursuant to subsection (a), the Director shall serve a notice of revocation, pursuant to Sec. 11-323 of this ordinance, to the owner(s) and local agent of the STR stating the following:

- 1) The grounds for revocation of the STR certificate;
  - 2) The effective date of the revocation;
  - 3) That the owner(s) may request, in writing and within 20 calendar days of the date of the notice of revocation, an appeal hearing before Building Board of Appeals pursuant to Sec. 11-325
- c) *Effective date of revocation.* The revocation shall take effect 21 calendar days from the date of the notice of revocation.

**Sec. 11-325. – Appeal hearing.**

- a) *Request for appeal.* The owner(s) of a STR that has its certificate revoked pursuant to Sec. 11-324 above, may request and shall be granted a hearing on the matter before the Building Board of Appeals. Such request must be made as follows:
- 1) The request for appeal must be made in writing to the Director within 20 calendar days of the date notice of revocation is made, pursuant to Sec. 11-323.
  - 2) The request must be filed with the Department of Economic Development.
  - 3) The request must include a brief statement explaining the nature and grounds for appeal.

Upon receipt of the request, the Building Board of Appeals will set a time and place for the hearing and provide notice of same pursuant to Sec. 11-323.

- b) *Exception to appeal.* Pursuant to Sec. 11-314(b)(17) of this ordinance, revocation of an STR certificate for failure to complete an inspection cannot be appealed under this section.
- c) *Hearing.* At the hearing, the appellant will be given an opportunity to be heard and to show why the revocation of their certificate should be modified or withdrawn. The hearing shall be held at the next scheduled meeting of the Building Board of Appeals or at a special meeting of the Board, no later than 30 calendar days after the day on which the petition was filed; provided that upon application of the petitioner, the Board may postpone the date of the hearing for a reasonable time beyond such 30-day period, if in the judgment of the Board the petitioner has submitted a good and sufficient reason for such postponement. The Building Board of Appeals may also postpone the date of the hearing if it does not have quorum.
- d) *Action by appeal board.* After hearing, the Building Board of Appeals shall sustain, modify, or withdraw the certificate revocation, depending upon its

findings to whether the provisions of this ordinance have been complied with. If the Board sustains or modifies such notice, it shall be deemed to be an order.

**Sec. 11-326. – Revocation and fines not exclusive penalty.**

Nothing in this Ordinance shall be deemed to prohibit the Director, their designee, or the City from imposing other penalties authorized by the Dearborn Code of Ordinances and Dearborn Zoning Ordinance, or to file a public nuisance lawsuit or take any other legal action authorized by law.

**Sec. 11-327. – Enforcement.**

The Department of Economic Development shall be primarily responsible for enforcement of this Ordinance. However, nothing in this Ordinance shall be deemed to prohibit other departments within the City from enforcing the provisions of this Ordinance, including but not limited to the Dearborn Police, Dearborn Fire, and the Department of Public Works.

**Sec. 11-328. – Severability.**

If any sentence, paragraph, section, clause, or provision of this ordinance is declared unconstitutional, void, illegal, or ineffective by any court of competent jurisdiction, such sentence, paragraph, section, clause, or provision declared to be unconstitutional, void, or illegal shall thereby cease to be part of the ordinance, but the remainder of the ordinance shall stand and remain in full force and effect.

**Sec. 11-328.1 – Effective date of ordinance.**

The terms and conditions of the Short-Term Rental Ordinance shall become effective on October 27, 2025.

**DIVISION 2. – NON-OWNER-OCCUPIED RESIDENTIAL PROPERTIES**

**Sec. 11-329. – Title, purpose, and intent.**

- a) This division shall be known as the “Non-Owner-Occupied Residential Properties Ordinance” of the City of Dearborn.
- b) The City recognizes that many residents in the City live in residential properties that they rent from the property owner or a representative/agent of the owner.

- c) The purpose of this ordinance is to maintain quality structures for the public health, safety, and welfare, and to establish safeguard controls for non-owner-occupied residential properties in the City.
- d) All applicable provisions of the City Code, including but not limited to the preceding regulations of this Chapter 11 of the Code of Ordinances, shall apply unless stated otherwise herein.

**Sec. 11-330. – Definitions.**

- a) *Non-owner-occupied.* Any residential building or structure in which the owner does not occupy the dwelling or dwelling units contained in the building or structure for more than 30 consecutive days, and/or receives less than 100% of the homestead credit on the homestead property list of the City Assessor.

**Sec. 11-331. – Inspection and occupancy requirements.**

- a) It shall be unlawful for any person to occupy or for any owner or agent thereof to permit the occupation of any building or addition thereto, or part thereof, for any purpose, until occupancy has been approved by the Department of Economic Development.
- b) A certificate of occupancy is issued when all violations noted on the inspection report issued by the Department of Economic Development have been corrected and required repairs have been made.
- c) In the event an owner, prospective purchaser, or transferee requests that occupancy be permitted prior to correction of all violations noted on the inspection report, and if the absence of such complete conformance does not, in the judgment of the Department of Economic Development, constitute material health or safety hazards, conditional occupancy may be allowed upon the condition that complete conformance be achieved within a reasonable time specified by the Department of Economic Development, but in not more than 90 days.
- d) Non-owner-occupied residential property, or portions thereof, shall be inspected and a new certificate of occupancy obtained every three (3) years, or upon change in ownership. Non-owner-occupied residential property with three (3) or more units shall be inspected annually.

**Sec. 11-332. – Data generally; change of status.**

The Department of Economic Development maintains information on non-owner-occupied properties, including name and address of owner, inspection history and certificate of occupancy information. If the status or owner of a dwelling changes, it must be registered within seven days of the change. This information is available upon request by following departmental procedures for requesting non-owner-occupied property information.

**Sec. 11-333. – Inspections.**

- a) The director of the Department of Economic Development, or such other building officials as the director may designate, is hereby authorized to make, and shall make, inspections of non-owner-occupied properties, the non-owner-occupied portions of two-family dwellings including common areas or any other dwelling, except owner-occupied single-family dwellings and the owner-occupied portion of two-family dwellings as follows:
  - 1) Upon sale or transfer of any ownership interest.
  - 2) Upon a change in occupancy if any inspection has not been made within the last three (3) years.
  - 3) Upon identifiable external violations documented by the Department of Economic Development or set forth in complaints registered by area residents and/or neighborhood associations, if such inspections are needed to correct violations heretofore enumerated in this article.
  - 4) At least once every three (3) years, in accordance with Sec. 11-331 above.
- b) An owner, agent, representative or tenant shall consent to such inspections to determine the condition of a vacant dwelling or any other dwelling in the city. For the purpose of making such inspections, the building inspector, or their authorized representative, is hereby authorized, upon seven days' notice, to enter and inspect at all reasonable times. The owner, agent, representative or tenant shall give the building inspector, and their authorized representative, free access to the premises. The owner or their authorized representative shall be present for each such inspection.
- c) The owner of a non-owner-occupied property must obtain a new certificate of occupancy for each inspection required herein within 90 days of such inspection. A temporary certificate of occupancy may be issued at the discretion of the Department of Economic Development when outstanding violations cannot be reasonably and timely corrected or completed. Temporary certificates of occupancy are set to expire in a reasonable timeframe for completing repairs, at which time a certificate of occupancy is required.



## LAW

### EXECUTIVE SUMMARY AND MEMORANDUM

**REQUEST:** Amend Chapter 11 to add regulations for Short-Term Rentals (STR's), and relocate regulations for non-owner occupied rentals into a new Article V that addresses both STR's and non-owner occupied rentals.\*

**\*Companion piece with Short-Term Rental Ordinance amendments**

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**DEPARTMENT:** Law

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**BRIEF DESCRIPTION:** Changes creates a new ordinance for Short-Term Rentals (STR's), and consolidates existing regulations for non-owner-occupied rentals that do the following:

1. Defines STR's as the rental of a dwelling or dwelling unit for 30 consecutive days or less;
2. Requires STR operators to obtain a Certificate of Compliance ("COC") before renting, which in turn requires application and inspection;
3. Requires a local agent responsible for the STR if the STR's owners do not stay on property or are out-of-town during the short-term stay;
4. ~~Prohibits STR occupants from on-street parking (restriction removed from ordinance);~~
5. Prohibits advertising STR's unless they have a COC;
6. Creates an inspection schedule;
7. Requires the installation of smoke detectors, carbon monoxide detectors, and fire extinguishers in STR units;
8. Penalty for violation of the Code is a \$750 civil infraction for the first offense, and a \$1,000 civil infraction for repeat violations, **with the property owner or local agent being held responsible for violations.**
9. **Revocation of a COC upon 3 separate violations w/in 12-mth period**
10. Citations for violations of the ordinance to be given to the owner, local agent, or renter, whoever is on site at the property and responsible for the violation.
11. The local agent must be a human person that resides in Michigan, and may not be an LLC or other legal entity.
12. **Require the owner of the STR provide renter info (e.g., name, date of birth) and duration of stay at least 24-hrs before the stay, with online submission of the form to the City.**
13. **Provide info sheet for renters highlighting, among other things, applicable nuisance ordinances.**
14. **Delayed effective date of October 27, 2025.**

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**PRIOR COUNCIL ACTION:** Non-owner-occupied regulations previously adopted in 1981.

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**BACKGROUND:** Companion piece with the recently adopted STR zoning ordinance. The regulations for non-owner-occupied dwelling units are being relocated to an article containing the STR ordinance because both uses share similar characteristics.

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**FISCAL IMPACT:** COC and inspection fees for STR's will raise revenue to cover additional administrative review and inspection related to STR's.

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**COMMUNITY IMPACT:** Creates standards that all STR's in the City must follow, and will better control the negative external impacts some STR's have had on residents.

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**IMPLEMENTATION TIMELINE:** Ordinance amendments require two readings before adoption.

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**COMPLIANCE/PERFORMANCE METRICS:** N/A





# LAW

## EXECUTIVE SUMMARY AND MEMORANDUM

**REVISED 6/4/25 6/7/25 6/30/25**

**TO:** City Council

**FROM:** Corporation Counsel

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Short-Term Rental Ordinance and relocation of regulations for Non-Owner-Occupied Rentals

**DATE:** ~~May 27, 2025 June 4, 2025 June 7, 2025 June 30, 2025~~

The proposed amendments create a new Short-Term Rental Ordinance, which will regulate short-term rentals (or "STR's") in the City, and relocate existing regulations for Non-Owner-Occupied Rentals to a new Article of the Code where the STR ordinance will also be located:

1. Defines STR's as the rental of a dwelling or dwelling unit for 30 consecutive days or less;
2. Requires STR operators to obtain a Certificate of Compliance ("COC") before renting, which in turn requires application, review, and inspection;
3. Requires a local agent (who must be a corporeal individual who resides in Michigan, and not a business entity such as a corporation or LLC) responsible for the STR if the STR's owners do not stay on property, or are out-of-town during the short-term stay;
4. ~~Prohibits STR occupants from on-street parking (restriction removed from ordinance);~~
5. Prohibits advertising STR's unless they have a COC;
6. Creates an inspection schedule, including inspections based on identifiable external violations or set forth in complaints receive by the City;
7. Requires the installation of smoke detectors, carbon monoxide detectors, and fire extinguishers in STR units;
8. Penalty for violation of the Code is a \$750 civil infraction for the first offense, and a \$1,000 civil infraction for repeat violations (citations must be handed to the responsible party, as opposed to mailed, when possible; the property owner or local agent will be held responsible for violations.);
9. Requires revocation of an STR COC if the STR is the site of at least 3 separate violations (that occur on separate days) within a 12-month period; and
10. Creates an appeal process before the Building Board of Appeals if an STR COC is revoked.
11. Citations for violations of the ordinance to be given to the owner, local agent, or renter, whoever is on site at the property and responsible for the violation.
12. Require the owner of the STR provide renter info (e.g., name, date of birth) and duration of stay at least 24-hrs before the stay, with online submission of the form to the City.
13. Provide info sheet for renters highlighting, among other things, applicable public disturbance and nuisance ordinances.

The ordinance will have a delayed effective date of October 27, 2025.

The Department of Economic Development will be responsible for enforcement of the STR Ordinance. There are no changes to the non-owner-occupied regulations, they are simply being relocated to the same Article in Chapter 11 of the Code where the STR Ordinance is located. A copy of the ordinance amendments are attached for review.



**LAW**

## EXECUTIVE SUMMARY AND MEMORANDUM

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Respectfully submitted,

*Bradley J. Mendelsohn*

BRADLEY J. MENDELSON  
Deputy Corporation Counsel

*Jeremy J. Romer*

JEREMY J. ROMER  
Corporation Counsel

*Jordan Twardy*

JORDAN TWARDY  
Director, Economic Development

**ATTACHMENT 1**

**REVISED ~~6/4/25~~ ~~6/7/25~~ 6/26/25**

**Changes from 6/5/25 COW in blue**

**Changes from 6/24/25 study session in green**

**ORDINANCE NO. 25 - \_\_\_\_\_**

**AN ORDINANCE TO AMEND CHAPTER 11 OF THE CODE OF ORDINANCES OF THE CITY OF DEARBORN, TITLED “OCCUPANCY AND BUILDING STANDARDS”, BY ADDING ARTICLE V, TITLED “SHORT-TERM RENTALS AND NON-OWNER-OCCUPIED RESIDENTIAL PROPERTIES.”**

**THE CITY OF DEARBORN ORDAINS TO:**

**Amend Chapter 11 of the Code of Ordinances of the City of Dearborn by adding Article V to regulate short-term rentals and non-owner-occupied residential properties, and to read as follows:**

**ARTICLE V. – SHORT-TERM RENTALS AND NON-OWNER-OCCUPIED RESIDENTIAL PROPERTIES**

**DIVISION 1. – SHORT-TERM RENTALS**

**Sec. 11-312. – Title, purpose, and intent.**

- a) This division shall be known as the “Short-Term Rental Ordinance” of the City of Dearborn.
- b) The City recognizes that tourism supports many different types of businesses in the city, including the hospitality market, the restaurant and dining market, and the shopping and retail market among others.
- c) The City also recognizes that an important part of the tourism industry is the short-term rental marketplace. This marketplace has grown exponentially with the increasing use of online booking websites, and will most likely continue to grow as municipalities in the region limit, restrict, or eliminate the practice.
- d) While short-term rentals can provide community benefits, their proliferation can also cause difficulties for residents and neighborhoods, where the character of the use takes on a more transitory and commercial character. Examples of these difficulties include, but are not limited to, increased noise complaints, nuisance

issues related to trash, and increased neighborhood traffic. , ~~and use of on-street parking by non-residents.~~

- e) The City has determined that regulation of short-term rentals is necessary to establish a community standard for the integration of short-term rentals in the city to ensure health, safety, and welfare of visitors and residents by re-affirming police, fire, and building safety guidelines. Toward that end, the City has determined that all persons or entities that desire to operate a short-term rental within the city must be issued a license pursuant to the requirements of this ordinance.

### **Sec. 11-313. – Definitions.**

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

- a) *Director*. Shall mean the director of the Department of Economic Development.
- b) *Dwelling*. Means any building which is wholly or partly used, or intended to be used, for living or sleeping by human occupants. In no case shall a travel trailer, motor home, automobile, tent or other portable building not defined as a recreational vehicle be considered a dwelling.
- c) *Dwelling unit*. Means any room or group of rooms located within a dwelling and forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking, and eating.
- d) *Guest*. Means the persons renting lodging from a short-term rental host, or through a hosting platform on behalf of the short-term rental host, for a term of less than 30 consecutive days.
- e) *Host*. Means the person engaged in providing a short-term rental unit.
- f) *Host platform*. Means a marketplace in any form or format which facilitates short-term rental units, through advertising, matchmaking or any other means.
- g) *Principal residence (owner-occupied)*. Means the one dwelling or dwelling unit where an owner of the property, has their true, fixed, and permanent home to which, whenever absent, they intend to return and that shall continue as a principal residence until another principal residence is established.
- h) *Short-term rental unit (or “STR”)*. Means the rental of a dwelling or dwelling unit, either wholly or partly, for compensation for periods of 30 consecutive days or less, by persons other than the permanent resident or owner. When used in this ordinance, the acronym “STR” shall mean short-term rental unit. The following types of STRs are allowed under this ordinance:

- 1) *Non-owner-occupied STR*. Means an activity where the owner of a non-owner-occupied residence hosts visitors, for compensation, for periods of 30 consecutive days or less.
  - 2) *Owner-occupied homestay*. Means an activity whereby the property owner(s) hosts visitors in their home, for compensation, for periods of 30 consecutive days or less, while at least one of the owners lives on-site in the dwelling unit throughout the visitors' stay.
  - 3) *Owner-occupied off-site*. Means an activity whereby the property owner(s) hosts visitors in their home, for compensation, for periods of 30 consecutive days or less, while the home is unoccupied by the owner of record during a guest's stay.
  - 4) *Exceptions*. A short-term rental does not include the following: non-owner occupied dwellings or dwelling units with a rental term of more than 30 consecutive days; lodginghouse; roominghouse; multiple dwelling; hotel; dependent housing facilities such as nursing homes; state-licensed residential facilities such as adult foster care facilities, foster care homes, and group homes; hospitals; housing provided by a substance abuse rehabilitation clinic, mental health facility, or other health care related clinic; or dwelling units owned by a business entity and made available on a temporary basis to employees of that business entity or employees of a contractor working for that business entity.
- i) *Short-term rental term (or "STR term")*. The duration of a short-term rental occupancy by a given renter or group of renters. A rental term shall be deemed to end when there is a complete turnover in the occupancy of the short-term rental by the renter or group of renters.
  - j) *Short-term Rental Reservation Summary (or "STR Reservation Summary")*. A standard form issued by the Economic Development Department on which the owner or local agent of a STR shall document, for each anticipated STR term, the name and date of birth of each occupant that will be staying at the property; ~~the number of vehicles that will be parked on site; the make, model, and license number of each such vehicle;~~ and the dates on which the short-term rental term will commence and end.
  - k) *Short-term rental Certificate of Compliance (or "STR Certificate")*. A written document issued by the Director, or their designee, indicating that the dwelling or dwelling unit identified thereon is authorized to operate as an STR in accordance with this ordinance. When used in this ordinance, the word "certificate" refers to an STR Certificate of Compliance.
  - l) *Short-term Rental Term (or "STR term")*. The duration of a short-term rental occupancy by a given renter or group of renters. A rental term shall be deemed to end when there is a complete turnover in the occupancy of the STR unit.

m) *Local agent*. An individual designated by the owner of a STR to do the following:

- 1) Oversee the STR in accordance with this ordinance;
- 2) Respond to calls from renters, concerned citizens, and representatives of the City; and
- 3) Act as an agent of the owner(s) with respect to a STR, which shall include the authority to accept service of legal papers and notices relating to the STR on the owner's behalf.
- 4) *Owner-occupied homestay STR*. For an owner-occupied homestay STR, the local agent shall be the property owner staying on-site throughout the visitors' stay.
- 5) *Local agent must be an individual person*. A local agent must be an individual corporeal person that resides in the state, and may not be a business, partnership, or corporate entity such as a limited liability company, incorporated business entity, or property management company.

n) *Visitor Guideline Materials*. Materials prepared by the Director or their designee that include: 1) a summary of the City's Noise Ordinance, Fireworks Ordinance, Trash Disposal Ordinance, and applicable offenses against the public peace and nuisances; 2) a reminder that the rental property is located near a residential area; and 3) a statement informing the renters that neighboring property owners may contact the local agent and local police to report any issues relating to the property.

#### **Sec. 11-314. -Short-term rental certificate; applications, requirements, and review.**

a) *Certificate required; limitations*. STRs are prohibited unless the property is registered with the City and has received a Certificate of Compliance pursuant to this ordinance.

- 1) The City shall only issue a certificate to the owner of the property serving as the STR. A certificate shall not be issued to the lessee, renter, tenant, or local agent of a property.
- 2) The City shall issue only one (1) certificate per dwelling or dwelling unit.
- 3) The location of a STR is subject to applicable regulations of the City's Code of Ordinances and Zoning Ordinance.

b) *Application*. The application for a Certificate of Compliance shall, at a minimum, include the following:

- 1) The name, date of birth, address (principal residence and not a P.O. Box or corporate/business address), email address, and telephone number (home and cell phone) of each and every owner of the property.
- 2) The name, date of birth, address (principal residence and not a P.O. Box or corporate/business address), email address, and telephone number (home and cell phone) of the local agent
- 3) The street address of the STR.
- 4) The type of dwelling or dwelling unit being used as the STR (e.g., single-family home, apartment, condominium, townhouse).
- 5) The type of STR (non-owner occupied, owner-occupied homestay, owner-occupied off-site).
- 6) For owner-occupied STRs (homestay or off-site), the owner shall submit a sworn statement affirming that the dwelling or dwelling unit being used as an STR is and will remain the applicant's principal residence for the duration of the certificate.
- 7) Number of bedrooms available to rent.
- ~~8) The number of off-street parking spaces provided on the lot that are reserved exclusively for occupants of the STR. Valid off-street parking spaces include space in a garage or on an improved driveway.~~
- 8) A statement certifying that each bedroom has a working smoke detector and working carbon monoxide detector installed in compliance with the requirements of this ordinance (See Sec. 11-321 below), and that the owner(s) or local agent check those devices at least every 90 days to ensure they are unexpired and in working order.
- 9) A statement certifying that the STR has a working fire extinguisher located in compliance with this ordinance (See Sec. 11-321 below).
- 10) A statement certifying that the owner has obtained liability insurance to cover the short-term rental use.
- 11) A statement certifying that the property is not currently in violation of the City's Code of Ordinances, Zoning Ordinance, or any state or federal housing law, and is in habitable condition.
- 12) A statement certifying that the owner is not in arrears or in default to the City, including but not limited to any unpaid, outstanding and/or delinquent property tax, income tax, special assessments, and/or fines.
- 13) A statement certifying that the owner consents to inspections by the City and that the owner or local agent will make the dwelling unit available to inspections upon request.

- 14) A non-refundable application fee of ~~\$300~~ \$750.
- 15) The application must be signed by the applicant-owner(s) and local agent.
- 16) Submit the property to an inspection for compliance with applicable codes and ordinances, including but not limited to, all regulations applicable to dwellings and occupancy found in Chapter 11 of the City's Code of Ordinances. Failure to complete an inspection shall be grounds for withholding a certificate or revoking an existing certificate. Revocation of a certificate for failure to complete an inspection is not applicable to the appeal procedures provided in Sec. 11-325 of this ordinance.
- c) *Non-transferable.* The certificate shall not be transferred or assigned to another person or address, nor shall the certificate authorize any person, other than the person named therein or their designated local agent, to operate an STR on the property.
- d) *Certificate issuance and inspection; zoning compliance.* To the extent certificates are available in the pertinent zoning district at the time of application, a certificate or certificate renewal shall be granted after a successful inspection if the requirements of this ordinance and any applicable requirements under law are met, including but not limited to the City's Code of Ordinances, Zoning Ordinance, and Michigan Building Code.
- e) *Delinquent payments.* No certificate shall be issued or renewed unless the owner is current on the payment of all real property taxes, utility rates, fees, charges, special assessments, or other amounts due to the City. Delinquencies on any such payments to the City, regardless of whether they relate to the rental unit for which a certificate is sought, shall result in denial of the certificate.
- f) *Changes in information.* An owner or local agent shall notify the Director in writing within 14 calendar days of any change in the information provided on the application form. An owner of an STR shall notify the Director in writing within 14 calendar days of any change in the designated local agent.

#### **Sec. 11-315. – Certificate validity and renewal**

An STR certificate will become invalid in each of the following circumstances:

- a) A certificate expires three (3) years from the date it is issued, unless otherwise revoked pursuant to this ordinance;
- b) A certificate is terminated when the property to which the license applies is conveyed to another party;
- c) A certificate may be renewed only by making application as required by this ordinance.



### **Sec. 11-316. - Local agent required.**

All STRs must have a designated local agent that, in addition to the requirements in Sec. 11-313 of this ordinance, satisfies the following:

- a) The local agent shall be an individual who resides within 20 miles of the geographic boundaries of the City of Dearborn.
- b) An owner may serve as the local agent so long as they have the ability to continue residing at a location within 20 miles of the City of Dearborn during the duration of any STR term.
- c) For owner-occupied homestay STRs, the local agent shall be the owner of the property.

### **Sec. 11-317. – Responsibilities of short-term rental operators.**

The owner(s) and local agent for each short-term rental unit shall each be responsible for ensuring compliance with the following regulations, except where expressly provided otherwise:

- a) *Local agent availability.* During each STR term, the local agent shall be available 24-hours per day, seven days per week, for the purpose of responding within 30 minutes to complaints regarding the condition, operation, or conduct of occupants of the short-term rental unit or their guests.
- b) *Timely and effective response.* The local agent shall, upon notification that any occupant or guest of the STR has created unreasonable noise or disturbances, engaged in disorderly conduct, ~~parked vehicles in violation of this ordinance,~~ or committed any other violations of applicable laws, rules or regulations pertaining to the use and occupancy of the STR, respond in a timely and appropriate manner to halt and prevent a recurrence of such violations.
- c) *Reasonably prudent business practices.* The owner and/or the owner's authorized local agent shall use reasonably prudent business practices to ensure that the occupants and/or guests of the STR do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate any applicable law, rule or regulation pertaining to the use and occupancy of the subject STR.
- d) *Duty to provide certificate and post in window.* Upon request by any occupant, prospective occupant, law enforcement officer, or code enforcement official, the owner(s) or local agent shall provide a copy of the STR certificate. Further, a full-sized copy of the STR certificate must be posted in a prominent first-floor window of the STR during each STR term.
- e) *Criminal code compliance.* Pursuant to Code of Ordinances Sec. 14-7, the owner of a STR shall post a copy of Code of Ord. Sec. 14-7 in a conspicuous place adjacent to the site of registration for the STR or inside the STR.

- f) *Compliance with safety equipment requirements and applicable codes.* All STRs will comply with the safety equipment requirements in Sec.11-321 below, as well as all applicable zoning, construction, fire, property maintenance, occupancy, habitability, and nuisance codes, ordinances, or other regulations. A violation of any of the foregoing shall also be a violation of this ordinance.
- g) *Basement regulations.* No basement can be used for a bedroom unless it has an ingress/egress window approved by a city inspector and found in compliance with local and state code requirements.
- ~~h) *On-street parking prohibited.* STR operators must provide off-street parking consistent with Sec. 11-318 of this ordinance.~~
- h) *Maximum occupancy.* The number of occupants in a STR shall comply with applicable requirements under the law, including but not limited to the City's Code of Ordinances, the City's Zoning Ordinance, and the Michigan Building Code.
- i) *Reservation requirements.* At least 24-hours prior to the commencement of a STR term, the owner or local agent shall do the following:
  - a. Obtain the contact information for the occupants who will be staying at the STR unit;
  - b. Complete ~~a copy of~~ the STR Reservation Summary form and ~~file it with the City as specified on the form~~ submit it through the City's website, [www.dearborn.gov](http://www.dearborn.gov);
  - c. Ensure that a copy of the STR Reservation Summary Form is available within the dwelling during each STR term so that rental occupants can produce it upon request in conformance with Sec. 11-318 below; and
  - d. Provide a copy of the Visitor Guideline Materials to the prospective occupants.
  - ~~e. Inform the prospective occupants of the number and location of off-street parking spaces provided on the lot and of the parking regulations provided in Section 11-318 below.~~

**Sec. 11-318. – Responsibilities of short-term rental occupants and guests.**

- ~~a) *On-street parking prohibited.* No STR occupant, nor any guest visiting a STR during a STR term, shall park vehicles on public streets adjacent to the unit. Rather, the off-street parking spaces provided on the lot must be utilized, and any excess vehicles must be parked in public parking lots or other permitted off-site locations.~~

- a) *STR Reservation Summary.* Occupants shall produce a copy of the STR Reservation Summary to a City police officer or other ordinance enforcement officer upon request.
- b) *Duty to comply with applicable laws.* STR occupants and guests shall comply with all local laws and regulations, including but not limited to the City's noise, fireworks, trash disposal, open burning, and public peace regulations. A violation of any of the foregoing shall also be a violation of this ordinance.

**Sec. 11-319. – Unauthorized rentals and advertising.**

- a) *Unauthorized rentals.* It shall be unlawful to engage in STR activity with respect to any dwelling or dwelling unit that has not been issued a certificate pursuant to this ordinance. In any prosecution or action to determine a violation of this ordinance, the following shall apply:
  - 1) Advertising that offers a property as a STR shall constitute prima facie evidence of STR activity involving the property, and the burden of proof shall be on the property owner or other defendant to establish that the subject property has not been used as a STR.
  - 2) Subject to the exceptions listed in the definition of a "short-term rental unit" found in Section 11-313, any communication in which a person offers a dwelling or dwelling unit for rent for a term of less than 30 days shall constitute prima facie evidence of short-term activity, and the burden of proof shall be on the property owner or other defendant to establish that the subject property had not been used for short-term rentals.
- b) *Unauthorized advertising.* It shall be unlawful to advertise any dwelling or dwelling unit that does not have a short-term rental certificate issued pursuant to this ordinance. Such advertisement shall constitute a violation of this ordinance.

**Sec. 11-320. – Inspections; opportunity to correct; voiding certificate.**

- a) *Inspection schedule.* Dwellings and dwelling units being used as STRs shall be inspected as follows:
  - 1) Upon the sale or transfer of any ownership interest in the property.
  - 2) Upon the application for, or renewal of, a STR certificate.
  - 3) Upon identifiable external violations documented by the City or set forth in complaints received by the City, if such inspections are needed to correct violations of this ordinance or any applicable law.
  - 4) Inspections shall generally occur during the City's regular business hours, except in emergency situations or when otherwise agreed to by the City and the owner or local agent. All fees shall be paid prior to the inspection.

- b) *Scheduling.* Upon written notice from the City, it shall be the owner's or local agent's responsibility to schedule and allow the City's inspection of the STR.
- c) *Opportunity to correct deficiencies.* If an inspection reveals that the STR is not in compliance with this ordinance, or any other applicable law or code, the owner(s) shall be provided a list of deficiencies or violations that must be corrected. Failure to correct such deficiencies in a reasonable time shall be grounds for withholding a STR certificate or revoking an existing certificate.
- d) *Additional inspections.* The City may conduct additional inspections as it deems necessary, upon reasonable notice to the owner(s) or local agent, for the following:
  - 1) A complaint is filed with the City; or
  - 2) The City otherwise has reasonable cause to believe a STR is in violation of any City ordinance or applicable law.

**Sec. 11-321. – Safety equipment.**

- a) *Smoke detectors.* The owner(s) and local agent of each STR shall each be responsible for the installation of smoke detectors/alarms in each STR. All smoke detectors/alarms shall be installed in accordance with applicable code requirements.
- b) *Smoke detector locations.* Smoke detectors/alarms shall be installed in the following locations:
  - 1) In each sleeping room;
  - 2) Outside of each separate sleeping areas in the immediate vicinity of the bedrooms; and
  - 3) On each additional story of the STR, including basements and cellars, but not including crawl spaces and uninhabitable attics.
- c) *Carbon monoxide detectors.* The owner(s) and local agent of each STR shall each be responsible for the installation of a carbon monoxide detector in each rental unit. All carbon monoxide detectors shall be of the type described in MCL 125.1504d.
- d) *Fire extinguisher.* The owner(s) and local agent of each STR shall each be responsible for the installation of a fire extinguisher in the kitchen of each unit and near each outdoor cooking device.

- e) *Tampering prohibited.* No person shall tamper or interfere with the effectiveness of a smoke detector, carbon monoxide detector, or fire extinguisher required by this section.

**Sec. 11-322. – Violations; notice of violations; responsible party.**

- a) *Violations as civil infraction.* A violation of this ordinance shall be punishable as a civil infraction with a fine of not less than \$500, plus costs and other sanctions. Repeat offenses shall be subject to an increased civil fine as follows:
  - 1) The fine for a first repeat offense shall be no less than \$750 plus costs and other sanctions.
  - 2) The fine for a second repeat offense or any subsequent repeat offense shall be no less than \$1,000, plus costs and other sanctions.
  - 3) A “repeat offense” shall mean a second (or any subsequent) violation of this ordinance:
    - i. Committed within any 12-month period; and
    - ii. For which the person admits responsibility or is determined to be responsible.
- b) *Notice of violation in lieu of citation.* As an alternative to the immediate issuance of a citation, the City may issue a notice of violation to the owner(s) and/or local agent for the STR to which the violation pertains to obtain compliance with this ordinance. Upon the service of a notice of violation, the owner(s) and local agent shall immediately cease the offending conduct and take corrective action to terminate the violation described. Each notice of violation shall be served in accordance with Sec. 11-323 below and contain the following information:
  - 1) The name of the responsible person(s);
  - 2) The code section violated;
  - 3) The address where the code violation occurred;
  - 4) A description of the code violation; and
  - 5) The names and contact information of the issuing department and enforcement officer
- c) *Responsible party.* The property owner or local agent shall be held responsible for violations of this ordinance. This subsection has no impact or effect on the

enforcement of other violations of the law that occur as a result of activity allowed under this ordinance.

**Sec. 11-323. – Service of notices and citations.**

- a) Any notice or citation issued pursuant to this ordinance, or in connection to a violation of this ordinance, shall be considered served as of the date of the earliest of any of the following events:
- 1) The posting of the notice on or adjacent to the premises, in conjunction with the mailing of the notice to the responsible party's last known address by first-class mail;
  - 2) The sending of the notice by email to an email address designated on a STR certificate for the property;
  - 3) Personal delivery of the notice to the responsible party; or
  - 4) The responsible party's receipt of the notice by certified U.S. mail, as indicated in a notification of receipt.
- b) When possible, service of a citation for violation of this ordinance, or in connection to a violation of this ordinance, shall be done by ~~issuing hand-delivering~~ the citation directly to the individual responsible for the violation under this ordinance, whether that be the owner, ~~or local agent. , renter, or guest.~~

**Sec. 11-324. – Revocation of short-term rental certificate; appeal.**

- a) *Grounds for revocation.* The Director ~~may~~ **shall** revoke the STR certificate for any short-term rental which is the site of at least three (3) separate incidents within a 12-month period (occurring on three (3) separate days) that constitute a violation of this ordinance, whether committed by an owner, local agent, occupant, or guest. To qualify as an incident for purposes of this subsection:
- 1) The City must have issued a civil infraction citation regarding the offending conduct prior to commencing revocation proceedings pursuant to subsection (b) below; and
  - 2) The violation must be either admitted by the owner or proven by a preponderance of the evidence in a civil-infraction prosecution.
- b) *Notice of revocation.* Upon a determination by the Director that the STR certificate is subject to revocation pursuant to subsection (a), the Director shall serve a notice of revocation, pursuant to Sec. 11-323 of this ordinance, to the owner(s) and local agent of the STR stating the following:

- 1) The grounds for revocation of the STR certificate;
  - 2) The effective date of the revocation;
  - 3) That the owner(s) may request, in writing and within 20 calendar days of the date of the notice of revocation, an appeal hearing before Building Board of Appeals pursuant to Sec. 11-325
- c) *Effective date of revocation.* The revocation shall take effect 21 calendar days from the date of the notice of revocation.

**Sec. 11-325. – Appeal hearing.**

- a) *Request for appeal.* The owner(s) of a STR that has its certificate revoked pursuant to Sec. 11-324 above, may request and shall be granted a hearing on the matter before the Building Board of Appeals. Such request must be made as follows:
- 1) The request for appeal must be made in writing to the Director within 20 calendar days of the date notice of revocation is made, pursuant to Sec. 11-323.
  - 2) The request must be filed with the Department of Economic Development.
  - 3) The request must include a brief statement explaining the nature and grounds for appeal.

Upon receipt of the request, the Building Board of Appeals will set a time and place for the hearing and provide notice of same pursuant to Sec. 11-323.

- b) *Exception to appeal.* Pursuant to Sec. 11-314(b)(17) of this ordinance, revocation of an STR certificate for failure to complete an inspection cannot be appealed under this section.
- c) *Hearing.* At the hearing, the appellant will be given an opportunity to be heard and to show why the revocation of their certificate should be modified or withdrawn. The hearing shall be held at the next scheduled meeting of the Building Board of Appeals or at a special meeting of the Board, no later than 30 calendar days after the day on which the petition was filed; provided that upon application of the petitioner, the Board may postpone the date of the hearing for a reasonable time beyond such 30-day period, if in the judgment of the Board the petitioner has submitted a good and sufficient reason for such postponement. The Building Board of Appeals may also postpone the date of the hearing if it does not have quorum.
- d) *Action by appeal board.* After hearing, the Building Board of Appeals shall sustain, modify, or withdraw the certificate revocation, depending upon its

findings to whether the provisions of this ordinance have been complied with. If the Board sustains or modifies such notice, it shall be deemed to be an order.

**Sec. 11-326. – Revocation and fines not exclusive penalty.**

Nothing in this Ordinance shall be deemed to prohibit the Director, their designee, or the City from imposing other penalties authorized by the Dearborn Code of Ordinances and Dearborn Zoning Ordinance, or to file a public nuisance lawsuit or take any other legal action authorized by law.

**Sec. 11-327. – Enforcement.**

The Department of Economic Development shall be primarily responsible for enforcement of this Ordinance. However, nothing in this Ordinance shall be deemed to prohibit other departments within the City from enforcing the provisions of this Ordinance, including but not limited to the Dearborn Police, Dearborn Fire, and the Department of Public Works.

**Sec. 11-328. – Severability.**

If any sentence, paragraph, section, clause, or provision of this ordinance is declared unconstitutional, void, illegal, or ineffective by any court of competent jurisdiction, such sentence, paragraph, section, clause, or provision declared to be unconstitutional, void, or illegal shall thereby cease to be part of the ordinance, but the remainder of the ordinance shall stand and remain in full force and effect.

**Sec. 11-328.1 – Effective date of ordinance.**

The terms and conditions of the Short-Term Rental Ordinance shall become effective on October 27, 2025.

**DIVISION 2. – NON-OWNER-OCCUPIED RESIDENTIAL PROPERTIES**

**Sec. 11-329. – Title, purpose, and intent.**

- a) This division shall be known as the “Non-Owner-Occupied Residential Properties Ordinance” of the City of Dearborn.
- b) The City recognizes that many residents in the City live in residential properties that they rent from the property owner or a representative/agent of the owner.



- c) The purpose of this ordinance is to maintain quality structures for the public health, safety, and welfare, and to establish safeguard controls for non-owner-occupied residential properties in the City.
- d) All applicable provisions of the City Code, including but not limited to the preceding regulations of this Chapter 11 of the Code of Ordinances, shall apply unless stated otherwise herein.

**Sec. 11-330. – Definitions.**

- a) *Non-owner-occupied.* Any residential building or structure in which the owner does not occupy the dwelling or dwelling units contained in the building or structure for more than 30 consecutive days, and/or receives less than 100% of the homestead credit on the homestead property list of the City Assessor.

**Sec. 11-331. – Inspection and occupancy requirements.**

- a) It shall be unlawful for any person to occupy or for any owner or agent thereof to permit the occupation of any building or addition thereto, or part thereof, for any purpose, until occupancy has been approved by the Department of Economic Development.
- b) A certificate of occupancy is issued when all violations noted on the inspection report issued by the Department of Economic Development have been corrected and required repairs have been made.
- c) In the event an owner, prospective purchaser, or transferee requests that occupancy be permitted prior to correction of all violations noted on the inspection report, and if the absence of such complete conformance does not, in the judgment of the Department of Economic Development, constitute material health or safety hazards, conditional occupancy may be allowed upon the condition that complete conformance be achieved within a reasonable time specified by the Department of Economic Development, but in not more than 90 days.
- d) Non-owner-occupied residential property, or portions thereof, shall be inspected and a new certificate of occupancy obtained every three (3) years, or upon change in ownership. Non-owner-occupied residential property with three (3) or more units shall be inspected annually.

**Sec. 11-332. – Data generally; change of status.**

The Department of Economic Development maintains information on non-owner-occupied properties, including name and address of owner, inspection history and certificate of occupancy information. If the status or owner of a dwelling changes, it must be registered within seven days of the change. This information is available upon request by following departmental procedures for requesting non-owner-occupied property information.

**Sec. 11-333. – Inspections.**

- a) The director of the Department of Economic Development, or such other building officials as the director may designate, is hereby authorized to make, and shall make, inspections of non-owner-occupied properties, the non-owner-occupied portions of two-family dwellings including common areas or any other dwelling, except owner-occupied single-family dwellings and the owner-occupied portion of two-family dwellings as follows:
  - 1) Upon sale or transfer of any ownership interest.
  - 2) Upon a change in occupancy if any inspection has not been made within the last three (3) years.
  - 3) Upon identifiable external violations documented by the Department of Economic Development or set forth in complaints registered by area residents and/or neighborhood associations, if such inspections are needed to correct violations heretofore enumerated in this article.
  - 4) At least once every three (3) years, in accordance with Sec. 11-331 above.
- b) An owner, agent, representative or tenant shall consent to such inspections to determine the condition of a vacant dwelling or any other dwelling in the city. For the purpose of making such inspections, the building inspector, or their authorized representative, is hereby authorized, upon seven days' notice, to enter and inspect at all reasonable times. The owner, agent, representative or tenant shall give the building inspector, and their authorized representative, free access to the premises. The owner or their authorized representative shall be present for each such inspection.
- c) The owner of a non-owner-occupied property must obtain a new certificate of occupancy for each inspection required herein within 90 days of such inspection. A temporary certificate of occupancy may be issued at the discretion of the Department of Economic Development when outstanding violations cannot be reasonably and timely corrected or completed. Temporary certificates of occupancy are set to expire in a reasonable timeframe for completing repairs, at which time a certificate of occupancy is required.



## LAW

## EXECUTIVE SUMMARY AND MEMORANDUM

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**REQUEST:** Amend the City's Code of Ordinances to remove references to, and regulations for, Bed & Breakfasts from the Code of Ordinances (Chapter 12, Sec. 12-6 and Secs. 12-791 to 12-799) **Companion piece with Short-Term Rental Ordinance amendments**

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**DEPARTMENT:** Law

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**BRIEF DESCRIPTION:** The proposed amendments remove references to, and regulations for, bed & breakfasts. This is being done to avoid overlap and confusion with short-term rental regulations.

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**PRIOR COUNCIL ACTION:** Bed & Breakfast regulations were previously adopted in 1990.

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**BACKGROUND:** The City Clerk has confirmed that there are currently no licensed bed & breakfasts operating in the City.

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**FISCAL IMPACT:** Removing the bed & breakfast license from the Code will result in the loss of future licensing fees for bed & breakfasts. However, there are currently no licensed bed & breakfasts operating within the City.

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**COMMUNITY IMPACT:** Loss of bed & breakfasts as an option for lodging in the City.

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**IMPLEMENTATION TIMELINE:** Ordinance amendments require two readings before adoption.

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**COMPLIANCE/PERFORMANCE METRICS:** N/A

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

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**TO:** City Council

**FROM:** Corporation Counsel

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Removal of the Bed & Breakfasts License from the Code of Ordinances

**DATE:** May 27, 2025

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The proposed amendments remove references to, and regulations for, bed & breakfasts. This is being done to avoid overlap and confusion with recently introduced regulations for short-term rentals (or "STRs"), and because there are currently no active bed & breakfasts operating in the City.

Bed & breakfasts and STRs are both lodging options characterized by their location within residential districts, their use of residential dwellings, and the short length of stay (14-day max for bed & breakfasts and 30-day max for STRs). They also share regulatory requirements such as mandatory smoke detectors and fire extinguishers, off-street parking, and administrative approval, including but not limited to inspections and code compliance.

Because bed & breakfasts and STRs are so similar in use and regulation, and since there are no bed & breakfasts in the City, it is recommended to remove bed & breakfasts to avoid overlapping regulation and confusion with STRs. Both ordinance amendments are attached.

Respectfully submitted,

DocuSigned by:

*Bradley Mendelsohn*

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**BRADLEY J. MENDELSON**  
Deputy Corporation Counsel

DocuSigned by:

*Jeremy Romer*

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**JEREMY J. ROMER**  
Corporation Counsel

Signed by:

*George Darany*

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**GEORGE DARANY**  
City Clerk

**ATTACHMENT 1****ORDINANCE NO. 25 - \_\_\_\_\_****AN ORDINANCE TO AMEND CHAPTER 12 OF THE  
CODE OF ORDINANCES OF THE CITY OF DEARBORN,  
TITLED "LICENSES AND BUILDING STANDARDS", BY  
AMENDING SECTION 12-6 TITLED "LICENSE FEES."****THE CITY OF DEARBORN ORDAINS TO:**

**Amend Chapter 12 of the Code of Ordinances of the City of Dearborn by  
amending Section 12-6 to remove the license fee for bed-and-breakfasts, and to  
read as follows:**

**Sec. 12-6. - License fees.**

The various businesses, trades, occupations or professions enumerated in this section shall pay a license fee as established in this schedule. Unless otherwise specified, the fee shall be on an annual basis. The fee for replacement of lost or duplicate licenses shall be half the annual fee, or \$40.00, whichever is less, unless otherwise indicated in this schedule.

Amusement	\$50.00
Apartment (ten or less units)	100.00
Apartment (more than ten units), per unit	10.00
Athletic club	100.00
Auctioneer (single-day)	25.00
Auctioneer (annual)	100.00
Automobile parts and accessories (new or used)	50.00
Awning erector	50.00
<del>Bed and breakfast</del>	<del>300.00</del>
Billiard room (each table)	10.00
Block party	25.00
Boiler operator, high-pressure	50.00
Boiler operator, low-pressure	40.00
Bowling alley	100.00
Building contractor	40.00
Building contractor registration	40.00
Building subcontractor registration	40.00

Card or game room	50.00
Carnival	300.00
Carnival deposit (for grounds cleanup)	1,500.00
Concrete contractor	50.00
Chief powerhouse stationary engineer	100.00
Christmas trees	150.00
Circus	300.00
Circus deposit (for grounds cleanup)	1,500.00
Coffeehouse	50.00
Concrete supplier	250.00
Distributor, vending machine	40.00
Distributor equipment, each machine; not amusement devices	20.00
Distributor, amusement device only	300.00
Dog, (1-year license, expires March 1) The following fees take effect March 1, 2025:	<p>\$20.00 for unsterilized dog with no microchip, or \$10.00 for spayed or neutered dogs</p> <p>\$15.00 for unsterilized dog with a microchip</p> <p>\$10.00 for sterilized dog with or without microchip</p>
Dog (3-year license, expires March 1) The following fees take effect March 1, 2025:	<p>\$60.00 for unsterilized dog with no microchip</p> <p>\$45.00 for unsterilized dog with a microchip</p> <p>\$30.00 for sterilized dog with or without microchip</p>
Dog [license with automatic renewal (no additional fee)] The following fee takes effect March 1, 2025:	<p>\$100.00 for sterilized dog with microchip</p> <p>A \$3.00 processing fee will be added for mailing any dog license and tag.</p>
Drain layer contractor	50.00
Drive-in theater	600.00

Electrical contractor registration	40.00
Escrow license, type	40.00
Exhibitor (expires December 1)	75.00
Exhibitor equipment (each amusement device, expires December 1)	50.00
Explosives contractor	35.00
Fire repair contractor	50.00
Fire sale (30 days only)	75.00
Fire sale renewal (maximum of 2)	75.00
Flea market	250.00
Food establishment	140.00
31-50 seats	192.00
51-100 seats	237.00
101-150 seats	280.00
More than 150 seats	315.00
Satellites (each satellite)	85.00
Catering kitchen and/or commissary food	315.00
Food truck	200.00
Fuel oil truck	40.00
Garage sale	10.00
Garage sale (second sale)	15.00
Garage sale (third sale)	20.00
Garage sale (fourth sale)	25.00
Garage sale advertisement fee	10.00
Going-out-of-business sale (30 days only)	65.00
Going-out-of-business sale renewal (maximum of 2)	65.00
Golf course	500.00
Hauling vehicle, each vehicle	40.00
Hotel, per room	10.00
Junk dealer vehicle, each vehicle	40.00
Junkyard	200.00
Lodging or rooming house	35.00
Manager, motel, hotel, apartment, rooming house, coffee house, athletic club	50.00

Mechanical contractor registration (heating, cooling, ventilation, refrigeration)	15.00
Mechanical excavating and grading	50.00
Mechanical excavating and grading equipment, each	30.00
Motel, per room	5.00
Motor bus, 1 to 300 each	50.00
Motor bus, over 300, no further charge	n/c
Motor supply station	75.00
Motor vehicle for hire	50.00
Motor vehicle parts recycling	100.00
Moving contractor	200.00
Moving van, each vehicle	30.00
Nightclub and nightclub promoter	200.00
Plumbing contractor registration	40.00
Refrigeration contractor registration	40.00
Refrigeration operator, first class	60.00
Refrigeration operator, second class	50.00
Secondhand dealer	75.00
Sidewalk sale	35.00
Sign erector	50.00
Solicitor or vendor	50.00
Stationary engineer, first class	95.00
Stationary engineer, second class	85.00
Stationary engineer, third class	75.00
Stationary engineer/facilities engineer	100.00
Tank installer	50.00
Taxicab, expires June 30	100.00
Taxicab driver	25.00
Tent erector	50.00
Theatre	150.00
Tobacco	500.00
Transient merchant, first 30 days or less	250.00
Transient merchant renewal, each additional 30 days in one year	100.00



Tree removal	50.00
Turbine and reciprocating engineer operator	50.00
Used motor vehicle lot	200.00
Valet parking	300.00
Vendor vehicle	150.00
Welder	30.00

(Ord. No. 81-25, § 5, 6-2-81; Ord. No. 81-192, 12-1-81; Ord. No. 81-192, 12-1-81; Ord. No. 82-214, 3-16-82; Ord. No. 82-214, 3-16-82; Ord. No. 82-233, 6-15-82; Ord. No. 84-308, 7-3-84; Ord. No. 85-333, 8-6-85; Ord. No. 85-337, 9-17-85; Ord. No. 89-441, 2-21-89; Ord. No. 90-479, 2-6-90; Ord. No. 95-633, 4-18-95; Ord. No. 96-670, 5-21-96; Ord. No. 96-685, 10-10-96; Ord. No. 98-741, 10-20-98; Ord. No. 05-1040, 6-6-05; Ord. No. 06-1113, 12-18-06; Ord. No. 10-1280, 6-21-10; Ord. No. 11-1323, 5-16-11; Ord. No. 17-1590, 8-15-17; Ord. No. 19-1641, 1-29-19; Ord. No. 19-1650, 5-21-19; Ord. No. 22-1724, 2-8-22; Ord. No. 22-1725, 1-25-22; Ord. No. 23-1803, 10-10-23; Ord. No. 24-1824, 10-8-24)

**ATTACHMENT 2**

**ORDINANCE NO. 25 - \_\_\_\_\_**

**AN ORDINANCE TO AMEND CHAPTER 12 OF THE CODE OF ORDINANCES OF THE CITY OF DEARBORN, TITLED "LICENSES AND BUILDING STANDARDS", BY AMENDING ARTICLE XVII, TITLED "HOTELS, ROOMINGHOUSES AND LODGINGHOUSES AND BEDS AND BREAKFASTS."**

**THE CITY OF DEARBORN ORDAINS TO:**

**Amend Chapter 12 of the Code of Ordinances of the City of Dearborn by amending Article XVII to remove Division 3, titled "Beds and Breakfasts," and to read as follows:**

**ARTICLE XVII. - HOTELS, ROOMINGHOUSES AND LODGINGHOUSES ~~AND BEDS AND BREAKFASTS~~**

.....

**~~DIVISION 3. - BEDS AND BREAKFASTS~~**

**~~Sec. 12-791. - License required; exception.~~**

~~—It shall be unlawful for any person to operate a bed and breakfast without first having obtained a license. This division shall not apply to hotels, motels, motor lodges, boardinghouses or roominghouses doing business within the city.~~

~~(Ord. No. 90-478, § 1, 2-6-90)~~

**~~Sec. 12-792. - Application.~~**

~~—Applicants for a license required by this division shall complete and submit an application and shall submit a floor plan of the single family dwelling unit that illustrates that the proposed operation will comply with the city zoning ordinance, as amended, and with the terms of this division and any other applicable city codes and ordinances, including the zoning district and offstreet parking requirements. The city clerk shall forward the application to the building and safety, city plan, fire and health departments and shall not issue a license until a response indicating code compliance is received.~~

~~(Ord. No. 90-478, § 2, 2-6-90)~~

~~Sec. 12-793.—Fees.~~

~~—The annual fees for a bed and breakfast license shall be as provided in section 12-6. Fees shall be payable for the whole or any part of a year and shall be paid at the city clerk's office.~~

~~(Ord. No. 90-478, § 2, 2-6-90)~~

~~Sec. 12-794.—Dwelling unit and site requirements.~~

~~—Bed and breakfast operations shall be confined to the single family dwelling unit which is the principal dwelling unit on the property. Parking provided for a bed and breakfast operation shall be in compliance with the zoning ordinance. No premises shall be utilized for a bed and breakfast operation unless the following conditions are met:~~

~~—(1) Minimum exits. There shall be at least two exits to the outdoors from such premises.~~

~~—(2) Size of sleeping rooms. Rooms utilized for sleeping shall have a minimum size of 100 square feet for two occupants with an additional 30 square feet for each additional occupant to a maximum of four occupants per room.~~

~~—(3) Smoke detectors. Each sleeping room used for the bed and breakfast operation shall have a separate smoke detector alarm, installed in accordance with the applicable building and safety codes.~~

~~—(4) Fire extinguishers. Each floor of the bed and breakfast operation shall have a separate fire extinguisher installed, in accordance with the applicable building and safety codes.~~

~~—(5) Lavatory facilities. At least one flush water closet, lavatory basin and bathtub or shower, properly connected to a water and sewer system approved by the building and safety department and in good working condition, shall be supplied for every two sleeping rooms including bedrooms of the owner's family. All such facilities shall be so located within the dwelling so as to be reasonably accessible from a common hall or passage way to all persons sharing such facilities, with the exception of rooms containing a private facility. Every lavatory basin and bathtub or shower shall be supplied with hot water at all times. No such facilities shall be located in a basement.~~

~~—(6) Signage. Name plates identifying the bed and breakfast shall not exceed 11 inches by 14 inches in size, shall be permanently affixed to the dwelling, and shall be made of polished hardwood or brass and contain the name and/or address or both, identifying the bed and breakfast.~~

~~—(7) Offstreet parking. A site plan shall be submitted and reviewed by the city plan department indicating compliance with the zoning ordinance requirements and the location of proposed offstreet parking.~~

~~—(8) Site plan. Any modification of the exterior of the residence shall be subject to the applicable provisions of the zoning ordinance.~~

~~(Ord. No. 90-478, § 3, 2-6-90)~~

~~Sec. 12-795. – Requirements for operation.~~

~~—The dwelling unit in which the bed and breakfast is located shall be the principal residence of the owner who shall live on the premises when the bed and breakfast operation is active. In addition, the bed and breakfast operation shall meet the following conditions:~~

~~—(1) Guest register. Every operator shall keep a list of the names of all persons staying at the bed and breakfast operation. The guest register shall be available for inspection by city officials at any time.~~

~~—(2) Length of stay. The maximum stay for any occupant of the bed and breakfast sleeping rooms shall be 14 days.~~

~~—(3) Public nuisance. Bed and breakfast operations shall not be permitted whenever the operation endangers or interferes with the safety or rights of others, so as to constitute a public nuisance.~~

~~(Ord. No. 90-478, § 4, 2-6-90)~~

~~Sec. 12-796. – Issuance and denial.~~

~~—The city shall issue a license for a bed and breakfast operation if the city finds that the applicant can meet all requirements of this division and of any other applicable local, state or federal regulation. If the city finds that the applicant cannot meet a particular requirement of these licensing requirements, the city shall deny the applicant a license. The denial may be appealed to the zoning board of appeals, which may then weigh the facts of the case and make a final decision.~~

~~(Ord. No. 90-478, § 5, 2-6-90)~~

~~Sec. 12-797. – License renewal.~~

~~—The city may renew the license of any bed and breakfast operation, provided that the licensed operation shall meet the following conditions:~~

~~—(1) Annual inspection. The bed and breakfast operation shall meet all conditions of this division, as confirmed by an annual inspection of the premises by the building and safety department. The review shall include fire safety items and the assistance of the fire department and/or marshal.~~

~~—(2) Lapse of license. The license for the bed and breakfast operation shall not have lapsed for more than 30 days beyond December 31, the annual inspection date.~~

~~—(3) Lapse of operation. The active operation of the bed and breakfast shall not have lapsed for more than nine months.~~

~~—(4) Complaints. Complaints from neighboring property owners indicating code and practical problems with the operation shall be considered.~~

~~(Ord. No. 90-478, § 6, 2-6-90)~~

~~Sec. 12-798. —Nontransferable.~~

~~—A bed and breakfast license shall not be transferable to any property other than the property for which it is approved.~~

~~(Ord. No. 90-478, § 7, 2-6-90)~~

~~Sec. 12-799. —Suspension or revocation.~~

~~—The city shall have the authority to refuse to renew a license or to suspend or revoke a license for continued and repeated violations of the provisions of this division. A decision to suspend, revoke or refuse renewal of a license may be appealed to the zoning board of appeals by the applicant. Any license issued under the provisions of this division may be revoked by the city for good cause shown after investigation and opportunity to the holder of such license to be heard in opposition thereto; in such investigation, the compliance or noncompliance with the state law and local ordinances, the conduct of the licensee in regard to the public, and other considerations shall be weighed in determination of such issues.~~

~~(Ord. No. 90-478, § 8, 2-6-90)~~

~~Secs. 12-800—12-820. —Reserved.~~



LAW

## EXECUTIVE SUMMARY AND MEMORANDUM

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**REQUEST:** Amend Chapter 14, Sec. 14-7 of the City's Code of Ordinances to remove reference to Bed & Breakfasts, and replace it with Short-Term Rental.\*

**\*Companion piece with Short-Term Rental Ordinance amendments**

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**DEPARTMENT:** Law

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**BRIEF DESCRIPTION:** The proposed amendment removes reference to bed & breakfasts in Sec. 14-7, and replaces it with short-term rental. Sec. 14-7 prohibits certain behavior in hotels (and proposed in short-term rentals), including but not limited to:

1. Use or possession of controlled substances and alcohol in violation of the Code of Ordinances; and
2. Damaging the room

---

**PRIOR COUNCIL ACTION:** Adoption of Sec. 14-7

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**BACKGROUND:** Sec. 14-7 must be amended to remove reference to bed & breakfasts, which are being removed from the Code as part of companion ordinance amendments related to short-term rentals.

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**FISCAL IMPACT:** N/A

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**COMMUNITY IMPACT:** N/A

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**IMPLEMENTATION TIMELINE:** Ordinance amendments require two readings before adoption.

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**COMPLIANCE/PERFORMANCE METRICS:** N/A



**LAW**

## EXECUTIVE SUMMARY AND MEMORANDUM

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**TO:** City Council

**FROM:** Corporation Counsel

**VIA:** Mayor Abdullah H. Hammoud

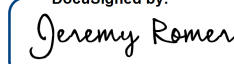
**SUBJECT:** Amending Ord. Sec. 14-7 to replace reference to Bed & Breakfasts with Short-Term Rentals

**DATE:** May 27, 2025


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The proposed amendment removes reference to bed & breakfasts in Sec. 14-7, and replaces it with short-term rental. Sec. 14-7 prohibits criminalizes certain behaviors in hotels and bed & breakfasts, including but not limited to the use of controlled substances and alcohol in violation of the Code of Ordinances. The Ordinance also requires the owner or operator of the hotel or bed & breakfast to post a copy of the ordinance on the property.

A companion ordinance amendment is removing all references to bed & breakfasts from the code, and replacing them with short-term rentals. This is a companion amendment to those changes.

DocuSigned by:  
  
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**JEREMY J. ROMER**  
Corporation Counsel

Respectfully submitted,

DocuSigned by:  
  
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**BRADLEY J. MENDELSON**  
Deputy Corporation Counsel

**ATTACHMENT**

**ORDINANCE NO. 25 - \_\_\_\_\_**

**AN ORDINANCE TO AMEND CHAPTER 14 OF THE CODE OF ORDINANCES OF THE CITY OF DEARBORN, TITLED “OFFENSES”, BY AMENDING SECTION 14-7, TITLED “PROHIBITED ACTS IN HOTEL OR BED AND BREAKFAST.”**

**THE CITY OF DEARBORN ORDAINS TO:**

**Amend Chapter 14 of the Code of Ordinances of the City of Dearborn by amending Sec. 14-7 to read as follows:**

Sec. 14-7. - Prohibited acts in hotel or ~~bed and breakfast short-term rental~~.

(a) An individual or group that does one or more of the following on the premises or property of a hotel or ~~bed and breakfast short-term rental~~, or an individual or group that rents or leases a hotel room or ~~bed and breakfast short-term rental~~ room with reason to know that another individual or group will do one or more of the following on the premises or property of a hotel or bed and breakfast, is guilty of a misdemeanor, punishable by imprisonment for not more than 90 days, community service, or by a fine of not more than \$500.00, or a combination of any of these punishments:

- (1) Uses or possesses a controlled substance in violation of this chapter.
- (2) Consumes or possesses alcoholic liquor in violation of this chapter.
- (3) Commits a violation of this section resulting in damage to the room or its furnishings.

(b) In a case involving damage to the room, a court may order the individual to pay restitution which may include the reasonable loss of revenue resulting from the inability to rent or lease the room during the period of time the room is being repaired.

(c) The owner or operator of the hotel or ~~bed and breakfast short-term rental~~ shall post a copy of this section in a conspicuous place adjacent to the site of registration for a room or inside the room.

(d) This section does not prohibit the prosecution of an individual for the underlying violation which occurred on the premises or property of the hotel or ~~bed and breakfast short-term rental~~.

State Law reference— Similar provision, MCL 750.411g, MSA 28.643(7).





## EXECUTIVE SUMMARY AND MEMORANDUM

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**REQUEST:** Rezoning: 5146 Porath Street (Parcel# 82-10-172-06-004)

**DEPARTMENT:** Economic Development

**BRIEF DESCRIPTION:**

- Existing Zoning: RB (One-Family Residential District)
  - Proposed Zoning: VP (Vehicular Parking District)
  - Planning Commission recommended approval of the request at the June 9<sup>th</sup>, 2025 meeting.
  - Planning & Zoning Division recommended approval to the Planning Commission.
- 

**PRIOR COUNCIL ACTION:**

- In March 2023, City Council authorized a partnership with ACCESS to develop a Recovery and Treatment Center (C.R.s 3-124-23 & 8-145-23).
  - Conditional rezoning of 8 parcels to permit the ACCESS Recovery & Treatment Center (C.R. 8-422-24).
  - Alley vacation (C.R. 3-88-24) & easement vacation (C.R. 6-296-24) for a portion of the alley located adjacent to the Recovery & Treatment Center site.
- 

**BACKGROUND:**

The proposed rezoning is not consistent with the parcel's future land use designation of *Industrial: Logistics*; however, the proposed rezoning will correct an inconsistency in the zoning pattern in this area and facilitate a better design for their overall Treatment & Recovery Center campus.

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**FISCAL IMPACT:** N/A

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**COMMUNITY IMPACT:**

The proposed rezoning will support a local non-profit in providing a necessary service to the community.

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**IMPLEMENTATION TIMELINE:**

Requires two readings by City Council.

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**COMPLIANCE/PERFORMANCE METRICS:** N/A



**ECONOMIC  
DEVELOPMENT**

## EXECUTIVE SUMMARY AND MEMORANDUM

**TO:** City Council

**FROM:** Planning Commission

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Rezoning: 5146 Porath Street (Parcel# 82-10-172-06-004)

**DATE:** July 10<sup>th</sup>, 2025 (COW)

### Summary of Request

In 2024, ACCESS conditionally rezoned 8 parcels that surround the subject property (5146 Porath Street) from BB (Community Business District), RB (One-Family Residential District), and VP (Vehicular Parking District) to BC (General Business District) and VP to support the ACCESS Recovery & Treatment Center development (C.R. 8-422-24). However, 5146 Porath Street, which contains a single-family home, remained zoned Residential B to avoid creating any nonconformities in terms of structure and use.

ACCESS has recently acquired the property and intends on demolishing the structure and incorporating into the overall ACCESS recovery center campus. Consequently, the existing RB zoning is no longer necessary and currently presents characteristics of spot-zoning. In response, the City of Dearborn is requesting to rezone the property to VP to ensure consistency with the zoning classifications of the adjacent properties.

Additionally, the proposed rezoning is being brought forward in conjunction with a request from ACCESS, the property owner of 5146 Porath, to vacate a portion of the 16 ft. public alley behind the property (PC Case # 25-08).

### Background and Justification

- Per the Master Plan, the future land use of the subject property is *Industrial: Logistics*. The proposed rezoning to Vehicular P does not align with this designation as illustrated in the table below.

Zoning Districts	Future Land Use
	<i>Manufacturing</i>
	<i>Logistics</i>
R-A One-Family Residential	
R-B One-Family Residential	
R-C Multiple-Family Residential	
R-D Multiple-Family Residential	
R-E Multiple-Family Residential	
R-P Preservation	
O-S Business Office	
B-A Local Business	
B-B Community Business	
B-C General Business	
B-D Downtown	
I-A Light Industrial	☒
I-B Medium Industrial	☒
I-C Intensive Industrial	☒



**ECONOMIC  
DEVELOPMENT**

## EXECUTIVE SUMMARY AND MEMORANDUM

I-D General Industrial	
T-R Technology Research	
PUD, Planned Unit Development/ Mixed Use	
FP, Floodplain	
<b>VP, Vehicular Parking</b>	
VPD, Vehicular Parking – Class A Auto Dealership	

- The Master Plan describes *Manufacturing: Logistics* as, “Supply chain uses related to the receipt of goods, processing, storage, packaging, shipping and disposal with an emphasis on connections to arterial roads, highways and rail. Appropriate uses include: transport and trade logistics of shippers and freight carriers, and the management of necessary information and communication processes.”
- The VP zoning classification is a floating district intended to support parking for business development where necessary. In turn, there it has no corresponding future land use designation.
- The proposed rezoning would eliminate the resulted spot zoning (refer to Exhibit C-3 for the existing zoning pattern, and set an appropriate development pattern within the area.
- The proposed rezoning would be consistent with the surrounded zoning classification and will not negatively impact the surrounding parcels.
- The subject property contains a vacant single-family home, which would become nonconforming with the proposed rezoning to VP (Vehicular Parking). Therefore, if the rezoning is successful, the property owner intends to demolish the home and combine the adjacent parcels to facilitate a better design for their overall ACCESS Treatment & Recovery Center campus and design the property according to the VP zoning district standards.
- The proposed rezoning in conjunction with a proposed alley vacation (PC Case # 25-08) that will enable a better site design for the campus by eliminating the need to design around an open public alley.

### RB to VP Comparison

- An overview of differences between the RB & VP districts design regulations are shown in Exhibit C-7.
- An overview of the uses permitted in the RB & VP districts by right and those subject to Special Land Use approval are shown in Exhibit C-8.

### Recommendation:

After due consideration and a public hearing on June 9<sup>th</sup>, 2025 the following recommendation was made by the Planning Commission:

A motion was made by Commissioner Kadouh, supported by Commissioner Fadlallah to approve the City-Initiated request to rezone 5146 Porath Street (Parcel # 82-10-172-06-004) from RB (One-Family Residential) to the VP (Vehicular Parking) zoning classification. Upon roll call the following vote was taken: Ayes: (8) (Commissioners Abdulla, Easterly, Fadlallah, Kadouh, King, Mohamad, Phillips, & Saymuah). Absent: (1) (Commissioner Abdallah). The motion was adopted.



**ECONOMIC  
DEVELOPMENT**

## EXECUTIVE SUMMARY AND MEMORANDUM

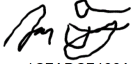
### Signature Page

**Prepared by:**


*Kaileigh Bianchini*

KAILEIGH BIANCHINI, AICP  
Planning and Zoning Manager

**Approved:**

Signed by:  


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JORDAN TWARDY  
Economic Development Director

DocuSigned by:  



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JEREMY ROMER  
Corporation Counsel




# Site Context - 5146 Porath Street

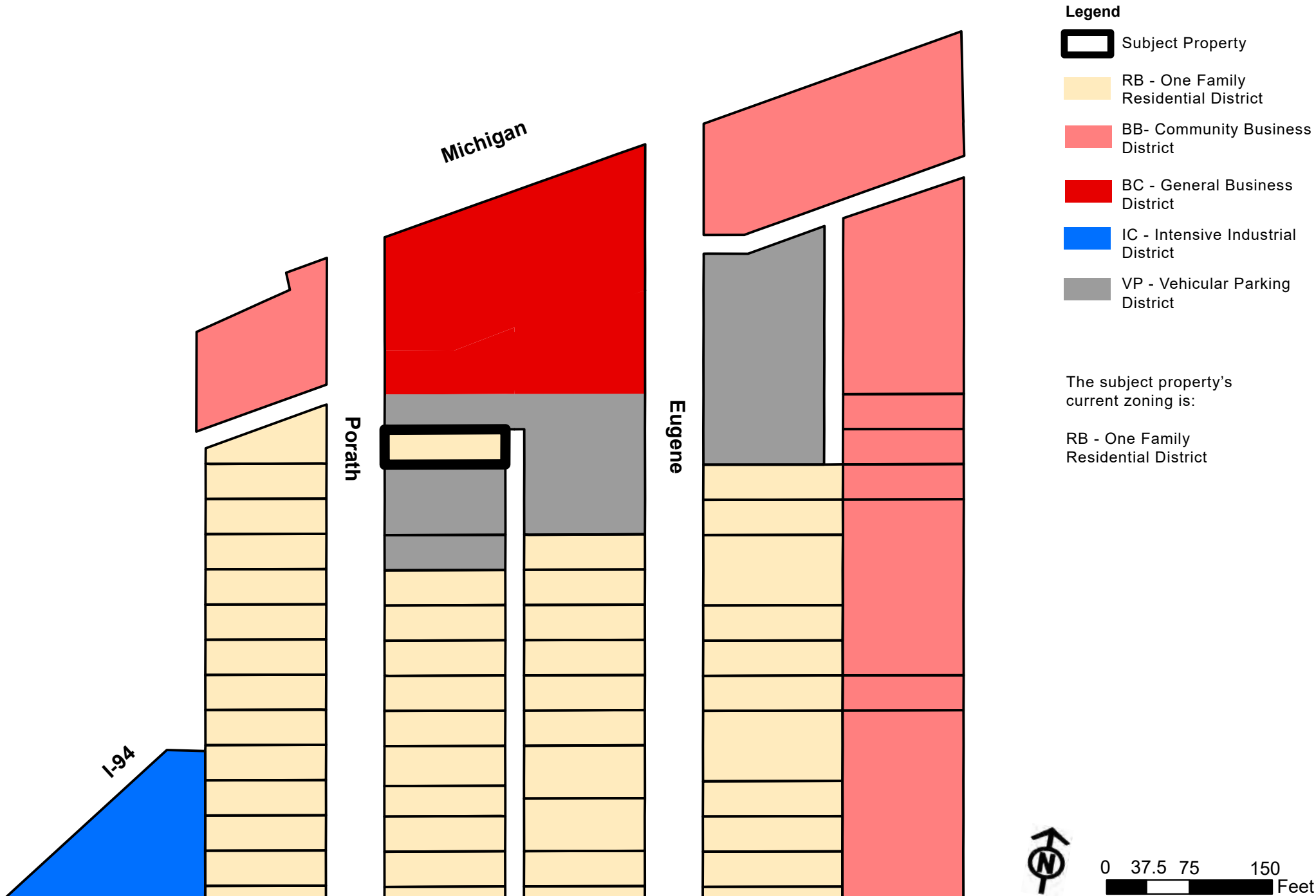


**Legend**

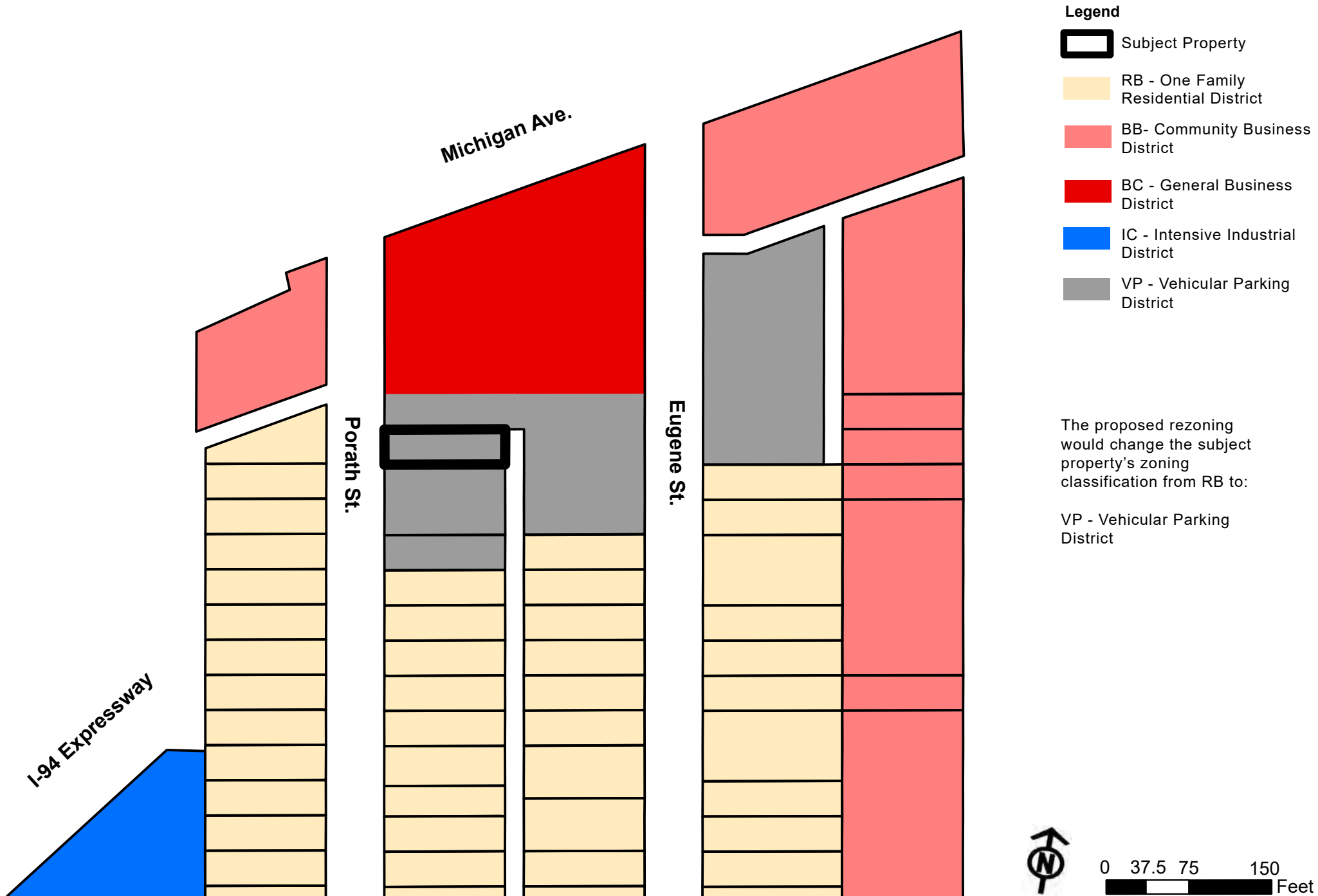
 Subject Property

 0 125 250 500 Feet

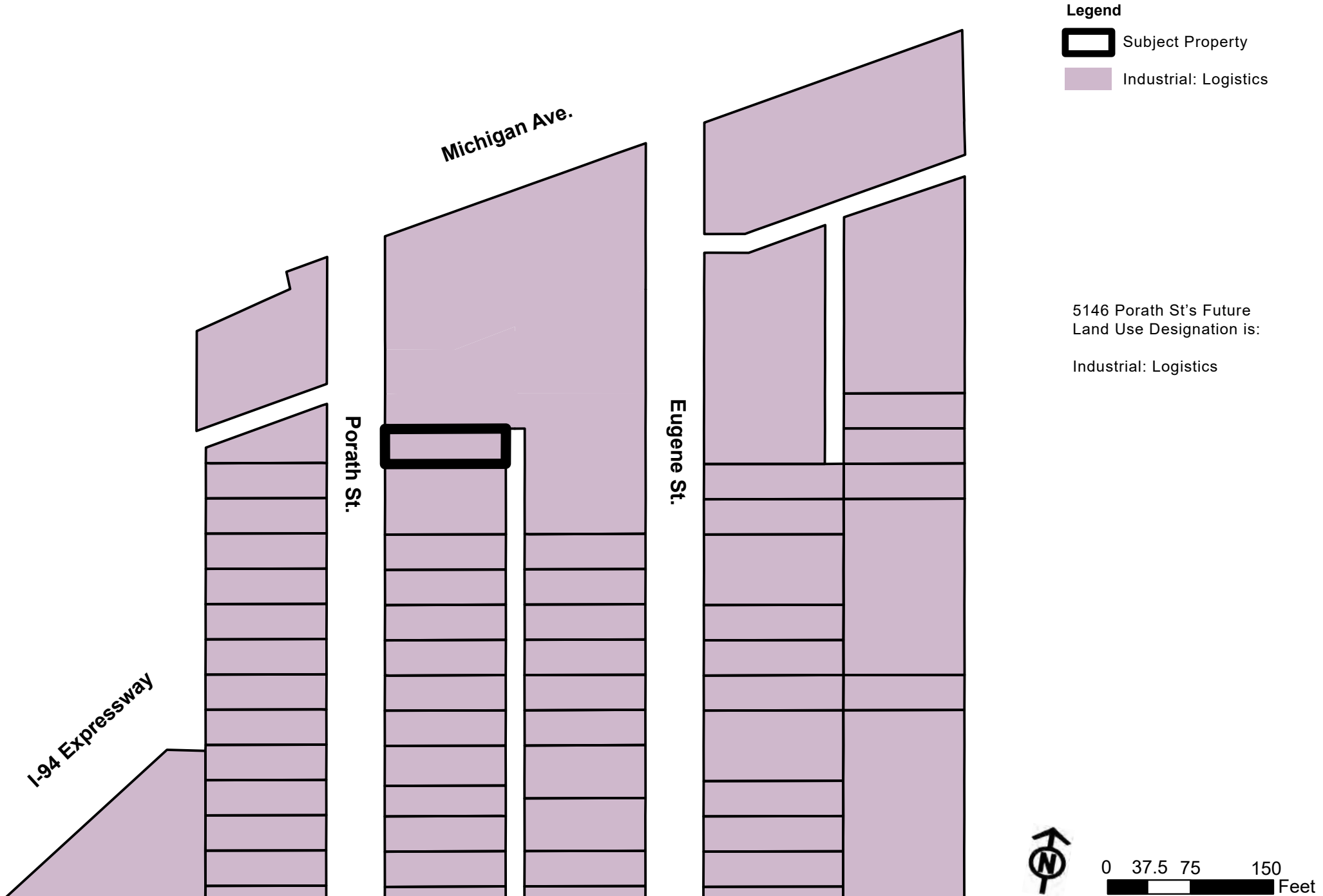
# Existing Zoning Map - 5146 Porath Street



# Proposed Zoning Map - 5146 Porath Street



# Future Land Use Map - 5146 Porath Street






# Existing Conditions - 5146 Porath Street



## Legend

 Subject Property



0 12.5 25 50 Feet

**Sec. 29.02. - Schedule of regulations.**

All buildings, uses, and parcels of land shall comply with the regulations set forth in the following schedule of regulations and footnotes thereto.

## Section 29.02—SCHEDULE OF REGULATIONS

	<i>Lot Minimum</i>		<i>Maximum Height of Structures</i>		<i>Maximum Coverage of Lot by All Buildings</i>	<i>Minimum Setback Requirement</i> (in Feet) <sup>i</sup>				<i>Minimum Usable Floor Area Per Unit</i> (Sq. Ft.)	<i>Maximum Density Units/Acre</i>
<i>District</i>	<i>Area (Sq. Ft.)</i>	<i>Width (Feet)</i>	<i>In Stories</i>	<i>In Feet</i>		<i>Front Yard</i>	<i>One Side Yard</i>	<i>Other Side Yard</i>	<i>Rear Yard</i>		
R-A One Family	7,500 <sup>g</sup>	60'	a.	a.	c.	25' <sup>b</sup>	a.	a.	a.	1,200	5.8
R-B One Family	6,000 <sup>g</sup>	50'	a.	a.	c.	25' <sup>b</sup>	a.	a.	a.	1,000	7.26
R-P Residential Preservation											
R-B Duplex	3,500/unit	70'	a.	a.		25' <sup>b</sup>	a.	a.	a.	1,000	6.23
R-C Multiple Family Low Density	5,000/unit	—	2	30'	40%	25'	10'	10'	20'		8.71
R-D Multiple Family Medium Density	3,600/unit	—	3	40'	50%	35'	20'	20'	30'		12.1
R-E Multiple Family High Density	2,100/unit	—	4	50'	60%	45'	30'	30'	30'		20.7
R-E Housing for the Elderly	1,500/unit <sup>k</sup>	—	4 <sup>d</sup>	50' <sup>d</sup>	30%	25'	30'	30'	30'	350	29.04 <sup>d</sup>
R-E Condominium Stacked Units	1,400/unit	—	4	45'	50%	15'	9'	9'	30'		31
O-S Business Office	—	—	3	35'	25%	10'	7' <sup>e</sup> <sup>h</sup>	e. <sup>h</sup>	20'	—	—
B-A Local Business	—		2	30'	30%	50' <sup>f</sup>	7' <sup>h</sup>	e. <sup>h</sup>	20'	—	—
B-B Community Business	—	—	3	40'	40%	50' <sup>f</sup>	7' <sup>h</sup>	e. <sup>h</sup>	20'	—	—
B-C General Business	—	—	4	50'	50%	50' <sup>f</sup>	7' <sup>h</sup>	e. <sup>h</sup>	20'	—	—
B-D Downtown Business											
I-A Light Industrial	—	—	2	35'	60%	20'	20'	20'	20'	—	—
I-B Medium Industrial	—	—	5 <sup>o</sup>	85' <sup>o</sup>	60%	20'	20' <sup>p</sup>	20' <sup>p</sup>	20'	—	—
I-C Intensive Industrial	—	—	—	—	—	20'	20' <sup>p</sup>	20' <sup>p</sup>	20'	—	—

I-D General Industrial	—	—	—	—	—	20'	20' p	20' p	20'	—	—
T-R Technology & Research	1 acre	100'	3	40'	—	20'	20'	20'	20'	—	—
PUD Planned Unit Development	Refer to District Provisions—Article 23.00						—	—	—	—	—
F-P Floodplain	Refer to District Provisions—Article 24.00						—	—	—	—	—
V-P Vehicular Parking	—	35'	No Buildings Permitted	—	—	10'	10'	10'	10'	—	—

Footnotes to Section 29.02—Schedule of regulations:

a. In a one-family residential district the minimum required side and rear setbacks and maximum permitted building height shall be based upon the width of the lot per the table below:

	<i>Side Yard Setbacks</i>		<i>Rear Setback</i>	<i>Height</i>		
<i>Lot Width</i>	<i>Minimum Single Side Yard Setback (feet)</i>	<i>Minimum Total Side Yards Setback (feet)</i>	<i>Minimum Rear Yard Setback (feet)</i>	<i>Maximum Eave Height for second story (feet)</i>	<i>Maximum Midpoint of the Roof Height (feet)</i>	<i>Maximum Stories</i>
Less than 46 feet	3	12	20	20	24	2
46 - 50 feet	3	13	21	20	24	2
51 - 55 feet	4	14	22	20	25	2
56 - 60 feet	5	15	23	20	25	2
61 - 65 feet	6	16	24	21	26	2
66 - 70 feet	7	17	25	21	26	2
71 - 75 feet	8	18	26	21	26	2
76 - 80 feet	9	19	27	22	27	2
81 - 90 feet	10	20% of total width	28	22	27	2
91 - 100 feet	10	20% of total width	29	22	27	2
101 - 110 feet	10	20% of total width	30	22	28	2.5
111 - 120 feet	10	20% of total width	30	22	28	2.5
121 - 130 feet	10	20% of total width	30	23	29	2.5
131 - 140 feet	10	20% of total width	30	23	29	2.5
141 - 150 feet	10	20% of total width	30	23	29	2.5
151 - 160 feet	12	20% of total width	30	24	30	2.5
161 - 170 feet	14	20% of total width	30	24	30	2.5
171 - 180 feet	16	20% of total width	30	24	30	2.5
Greater than 180 feet	18	20% of total width	30	25	31	2.5

- b. For new homes on isolated vacant lots in established neighborhoods, the setback requirement of twenty-five-(25)-foot homes may be adjusted to meet the existing setback for the homes that are in the area.
- c. In a one-(1)-family residential district the maximum permitted lot coverage shall be based upon the size of the lot and garage configuration per the table below:

<b>Lot Size</b>	<b>Garage Type</b>	<b>Principal Structure<sup>3 2</sup></b>	<b>Minimum Landscaping (Front Yard)<sup>3</sup></b>	<b>Minimum Landscaping (Total Property)<sup>4, 5</sup></b>
Less than 5,000 sq. ft.	Detached	25	65	40
	Attached <sup>1</sup>	30	55	55
5,001 – 7,500 sq. ft.	Detached	25	70	45
	Attached	30	60	55
7,501 – 10,000 sq. ft.	Detached	25	75	50
	Attached	30	65	55
Greater than 10,000 sq. ft.	Detached	25	75	50
	Attached	30	70	55

1. See limitations on attached garages on narrow lots in section 2.05 of this ordinance.
  2. Principal structure coverage includes only the footprint of the home and any attached garage.
  3. Front porches are only regulated under minimum landscaping for the total property and do not count against the minimum landscaping requirement for the front yard.
  4. Air conditioning units do not count against the minimum landscaping regulations for the total property.
  5. A maximum of 5% of the total minimum landscaping area may be used for permeable pavers.
- d. All existing senior citizen housing developments are exempt from height and density requirements.
- e. No setback is required on interior lots but shall be subject to the requirements of the Building Code.
- f. Setback shall be measured from the centerline of the abutting street.
- g. A one-(1)-family dwelling comprising the principal occupancy of a freestanding building may be located on a lot not less than six thousand (6,000) square feet in area, having minimum width of at least fifty (50) feet per lot; provided, however that in case of lots which are in a plat, recorded with the Wayne County Register of Deeds Office on the effective date of this ordinance, each of which lots has an area of at least three thousand five hundred (3,500) square feet, such lots may each have erected thereon a one-(1)-family dwelling, provide the requirements for rear and side yards, as specified in the Zoning Ordinance, are complied with, and provided further, that no lot in a recorded plat in the city, which, on the effective date of this ordinance, is less than six thousand (6,000) square feet, shall be divided to permit a single dwelling to be erected on an area less than the whole area of such lot.
- h. Minimum corner lot setback on exterior side yard required.
- i. Where buildings are abutting, all yard measurements shall be cumulative.
- j. Many buildings in commercial corridors in Dearborn were built on lots with platted depths of one hundred twenty (120) feet or less. In recognition of the practical difficulty that is presented by those types of lots which are located in the OS, BA, BB or BC zoning district, no variances are required for setbacks as long as each new development has a minimum of one (1) foot setback from each property line. As a trade-off for this leniency, it is the intent of the City of Dearborn to require strict adherence to parking and lot coverage requirements.
- k. Refer to Section 7.03A. regarding housing for the elderly.
- l. Reserved.
- m. Reserved.
- n. Reserved.

o. The permitted height of buildings in the I-B District that are at least four hundred (400) feet from the nearest property which is residentially-zoned and used as a dwelling, school, park, or religious institution, regardless of jurisdiction, shall be six (6) stories and one hundred two (102) feet. Such permitted height shall increase by an additional story (up to a maximum of ten (10) stories) and an additional seventeen (17) feet (up to a maximum of one hundred seventy (170) feet) for each additional fifty (50) feet as measured from the building wall to the nearest residentially-zoned property which is used as a dwelling, school, park, or religious institution.

p. The side yard setback may be reduced as part of site plan approval for multiple buildings constructed as part of a campus-like or multiple building projects on a single parcel or adjacent parcels under common ownership or control.

(Ord. No. 93-553, § 29.02, 2-2-1993; Ord. No. 95-627, 3-7-1995; Ord. No. 97-701, 5-6-1997; Ord. No. 03-968, 7-1-2003; Ord. No. 04-996, 2-17-2004; Ord. No. 09-1217, 3-16-2009; Ord. No. 16-1526, 3-15-2016; Ord. No. 16-1563, 12-13-2016; Ord. No. 18-1627, 9-24-2019; Ord. No. 20-1675, 8-25-2020; Ord. No. 21-1723, 1-11-2022; Ord. No. 24-1822, 8-20-2024)

**Residential B (RB) - One Family Residential District: Section 10 of Zoning Ordinance**

<b>Uses Permitted in RB (One-Family Residential District)</b>
Cemeteries
Family Day Care Homes
Golf Courses and Country Clubs
Manufactured Homes
Private Parks Owned and Maintained by Homeowner Associations
Public and Private Museum
Single-Family Detached Dwellings
Uses and Structures Accessory to the Uses Listed Above

<b>Special Land Uses in RB (One-Family Residential District)</b>
Group Day Care Homes/Child-Care Centers
Hospitals
Public, Parochial, and Other Private Elementary, Intermediate, or High Schools Licensed by the State of Michigan to Offer Courses in General Education.
Public or Private colleges, Universities and Other Such Institutions of Higher Learning, Offering Courses in General, Technical or Religious Education.
Religious Institutions
Two-Family Duplexes (Side by Side Units)

**Vehicular Parking District (VP): Section 25 of Zoning Ordinance**

<b>Permitted Uses in VP (Vehicular Parking District)</b>
Off-street parking as an incidental use to an abutting commercial, office, or industrial use

# EXECUTIVE SUMMARY AND MEMORANDUM

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## Immediate Effect Requested

**REQUEST:** Acknowledgment of the 2024-2025 Intergovernmental Agreement between City of Dearborn & Wayne County. Authorize the Finance Director to recognize and appropriate the allocation.

**DEPARTMENT:** Parks & Recreation

**BRIEF DESCRIPTION:** The City of Dearborn has been allocated \$127,669 from Wayne County's parks millage fund for the 2024-2025 Wayne County fiscal year. This funding is designated for improvements to the playground at Cherry Hill Park. Additionally, these funds will be used for improvements to benches located around playgrounds, pavilions, sport courts, and athletic fields in parks within the Snow Woods neighborhood.

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**PRIOR COUNCIL ACTION:** None

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**BACKGROUND:** The Parks & Recreation department spearheaded the discussions and efforts with Wayne County to ensure a fair and equitable distribution of the Parks Millage Funds for the 2024-2025 allocation. To determine which parks would receive improvements, we prioritized areas of the City with the oldest and most outdated recreational facilities, equipment, and opportunities for residents.

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**FISCAL IMPACT:**

\$100,000 – Cherry Hill Playground  
\$27,669 – Snow Woods Neighborhood Park Benches  
Total: \$127,669

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**COMMUNITY IMPACT:** Use of the Wayne County Millage assists in maximizing the amenities the City is allowed to install/improve without using general fund dollars.

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**IMPLEMENTATION TIMELINE:** Both projects will be completed in FY26 for the City of Dearborn.

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**COMPLIANCE/PERFORMANCE METRICS:** Parks & Recreation will be working closely with the contractors to ensure the success and compliance of the projects.



## **EXECUTIVE SUMMARY AND MEMORANDUM**

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**TO:** City Council

**FROM:** Sean Fletcher, Director of Parks & Recreation

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Acknowledgement of the 2024-2025 Intergovernmental Agreement between City of Dearborn & Wayne County.

**DATE:** June 30, 2025

---

### **Summary of Request**

The City of Dearborn has been allocated \$127,669 from Wayne County's parks millage fund for the 2024-2025 Wayne County fiscal year. This funding will be used to improve the playground at Cherry Hill Park and to upgrade benches located around playgrounds, pavilions, sport courts, and athletic fields in parks within the Snow Woods neighborhood. These park improvements will benefit all residents of the City and our guests.

We respectfully request that the Mayor be authorized to sign and execute the annual intergovernmental agreement with Wayne County, allowing for the formal acceptance and use of the funds as outlined.

Additionally, it is respectfully requested that the Finance Director be authorize to recognize and appropriate the funds in the General Capital Improvement fund, projects I26603 (Neighborhood Parks Playground Equipment) and I29724 (Park Bench Replacements).

These actions will allow the City to proceed with the planned park improvements in a timely and fiscally responsible manner, maximizing the impact of the funding for the benefit of the community.

### **Background and Justification**

The City of Dearborn has been awarded a total of \$127,669 from Wayne County's Parks Millage Fund for the 2024-2025 fiscal year. These funds, made available through the county's ongoing commitment to enhancing recreational spaces, will be used to make targeted improvements to public park facilities in the City.

A portion of the funding will be dedicated to the renovation and enhancement of the playground at Cherry Hill Park, a popular park that serves a wide range of Dearborn residents. Planned upgrades aim to improve safety, accessibility, and the overall recreational experience for children and families.

In addition, the remaining funds will support the replacement and installation of benches in various park areas throughout the Snow Woods neighborhood. These upgrades will include new bench installations near playgrounds, picnic pavilions, sport courts, and athletic fields, offering improved comfort and convenience for park users and encouraging greater community use of outdoor spaces.

These improvements align with the City's broader goals of promoting active lifestyles, inclusivity, and enhanced public amenities. Once completed, the upgrades will benefit not only residents of the



# EXECUTIVE SUMMARY AND MEMORANDUM

surrounding neighborhoods, but also visitors from across the city and beyond, helping to ensure that Dearborn's parks continue to be welcoming, functional, and enjoyable spaces for all.

**Prepared By:**

Signed by:

*Jonathon Golich*

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Jonathon Golich, Assistant Director of  
Parks and Recreation

**Department Approval:**

DocuSigned by:

*Sean R Fletcher*

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Sean Fletcher, Director of Parks and Recreation

**Budget Approval:**

DocuSigned by:

*Michael Kennedy*

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Michael Kennedy, Finance Director/ Treasurer

**Corporation Counsel Approval:**

DocuSigned by:

*Jeremy Romer*

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Jeremy Romer, Corporation Counsel



## EXECUTIVE SUMMARY AND MEMORANDUM

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**REQUEST:** Approval of the special event request for the annual Karbalaa Islamic Center Ashura march.

**DEPARTMENT:**

Parks & Recreation

**BRIEF DESCRIPTION:**

The Karbalaa Islamic Education Center is requesting the City Council's approval to host its Ashura Commemoration March/Rally on Saturday, August 16, 2025, from 1:00 p.m. to 7:00 p.m. They commit to adhering to all applicable ordinances, rules, and regulations set forth by the Dearborn Police Department. Additionally, a City noise ordinance waiver is being requested during the event.

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**PRIOR COUNCIL ACTION:**

CR: 7-386-24

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**BACKGROUND:**

The annual Ashura march and rally will commence at the Karbalaa Islamic Education Center, located at 15332 Warren Avenue, Dearborn. Participants will proceed west on Warren Avenue to Greenfield Road, then continue south along the northbound side of the divided highway, concluding at Ford Woods Park. The anticipated attendance is approximately 7,500 attendees.

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**FISCAL IMPACT:**

All city services, including park rental fees, Department of Public Works fees, and police department costs, will be fully reimbursed by the event organizers.

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**COMMUNITY IMPACT:**

Temporary traffic disruptions in the Ford Woods Park area. Additionally, Ford Woods Pool will be closed for the entire day.



**PARKS  
& RECREATION**

## **EXECUTIVE SUMMARY AND MEMORANDUM**

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### **IMPLEMENTATION TIMELINE:**

Immediate Effect is Requested.

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### **COMPLIANCE/PERFORMANCE METRICS:**

Recreation, DPW, and the Police Department will work to ensure event logistics are managed and adhered to.



**PARKS  
& RECREATION**

## EXECUTIVE SUMMARY AND MEMORANDUM

---

**TO:** City Council  
**FROM:** Sean Fletcher, Director of Parks & Recreation  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Approval of the special event request for the annual Karbalaa Islamic Center Ashura march.  
**DATE:** 7/7/2025

---

### **Budget Information**

Adopted Budget:

Amended Budget:

Requested Amount:

Funding Source:

Supplemental Budget:

### **Summary of Request**

The Karbalaa Islamic Education Center is requesting the City Council's approval to host its annual Ashura Commemoration March/Rally on Saturday, August 16, 2025, from 1:00 p.m. to 7:00 p.m. They are committed to adhering to all applicable ordinances, rules, and regulations set forth by the Dearborn Police Department. Additionally, they would like to request a waiver of the City Noise Ordinance for the duration of the event.

The march and rally will commence at the Karbalaa Islamic Education Center, located at 15332 Warren Avenue, Dearborn. Participants will proceed west on Warren Avenue to Greenfield Road, then continue south along the northbound side of the divided highway, concluding at Ford Woods Park. They anticipate approximately 7,500 attendees. All city services, including park rental fees, Department of Public Works fees, and police department costs, will be fully reimbursed by the event organizers. Please be advised that there will be temporary traffic disruptions in the Ford Woods Park area, and Ford Woods Pool will be closed for the entire day. The Dearborn Ice Skating Center is also expected to adjust its operations and will do so accordingly to allow for the smooth operation of the event.



**PARKS  
& RECREATION**

## **EXECUTIVE SUMMARY AND MEMORANDUM**

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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**

Signed by:  
*Jonathon Golich*  
CF454FEAC7BC456...  
Jonathon Golich 7/7/2025

Assistant Director - Parks & Recreation

Signed by:  
*Timothy McHale*  
40EBBA4879BC473...  
Timothy McHale

Commander

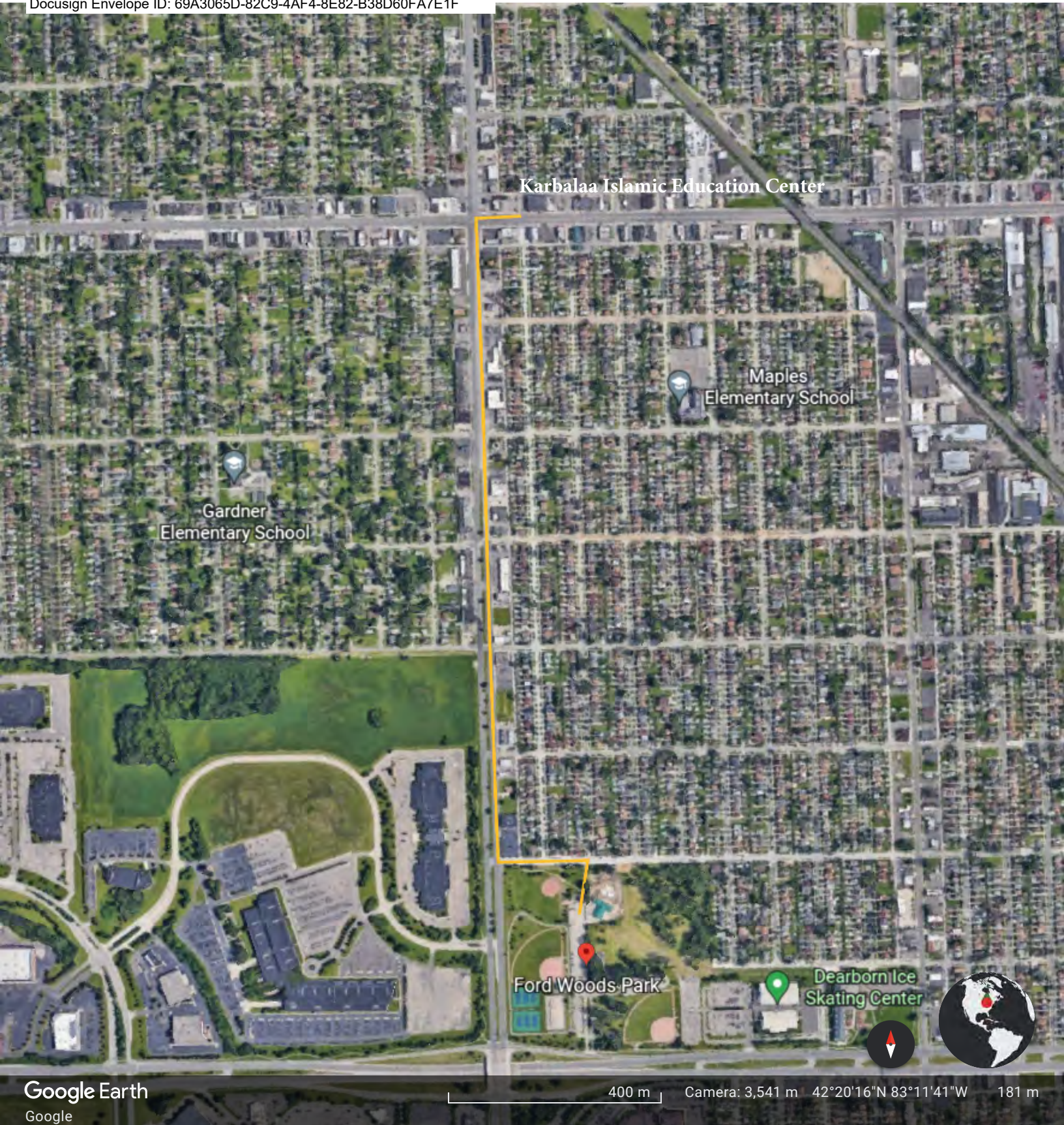
DocuSigned by:  
*Sean R Fletcher*  
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Sean R Fletcher 7/7/2025

Director of Parks & Recreation

DocuSigned by:  
*Jeremy Romer*  
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Jeremy Romer

Corporation Counsel





**Karballa Islamic Education**  
**Arbaeen-Ashura Commemoration March/Rally**  
**Starting Point 15332 W. Warren Avenue, Dearborn, MI**  
**Ends: Ford Woods Park**





## EXECUTIVE SUMMARY

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**REQUEST:** Approve the execution of the 2025 AARP Community Challenge grant agreement for enhancing pedestrian safety in the City of Dearborn.

**DEPARTMENTS:** Philanthropy & Grants, Public Works

**BRIEF DESCRIPTION:** The City of Dearborn has been awarded funding through AARP's 2025 Community Challenge Grant program to install flashing crosswalk signs at high-risk areas near senior housing.

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**PRIOR COUNCIL ACTION:** n/a

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**BACKGROUND:** The AARP Community Challenge grant provides an opportunity to secure funding to expand the broader pedestrian safety initiative to address areas near senior housing, where older adults are particularly vulnerable due to reduced visibility and a lack of accessible pedestrian infrastructure.

The AARP Community Challenge grant program is an annual grant program designed to fund quick-action projects that make communities more livable for people of all ages, with a particular focus on residents aged 50 and older. The City's application for flashing crosswalk signs aligns with the AARP Community Challenge grant program's mission to help communities make immediate improvements and jump-start long-term progress in support of residents of all ages.

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**FISCAL IMPACT:** \$19,323.00 Revenue. This grant will provide \$19,323.00 with no local match.

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**COMMUNITY IMPACT:** Investing in pedestrian safety infrastructure will reduce crashes and make streets safer for all residents, particularly older adults and those in underserved neighborhoods. By enhancing visibility at high-risk crosswalks near senior housing, this project supports a more walkable, accessible Dearborn. These upgrades not only address current safety concerns but also foster long-term mobility and independence for residents of all ages.

---

**IMPLEMENTATION TIMELINE:** Request for immediate effect.

- July 2025: Signage materials enter the purchasing process, installation schedule is created
- September 2025: Installation begins through a phased rollout
- November 2025: Phased installation completed, begin crash data analysis
- December 2025: Ongoing crash data analysis and identification of additional high-risk site evaluations for future intervention

**COMPLIANCE/PERFORMANCE METRICS:** Success will be measured by the number of crosswalks improved with pedestrian-friendly enhancements and a measurable reduction in pedestrian-related incidents. Additional outcomes will include resident feedback indicating an enhanced sense of safety and improved perception of pedestrian infrastructure.





**Philanthropy  
and Grants**

**MEMORANDUM**

**TO:** Dearborn City Council

**FROM:** Philanthropy and Grants Department, Department of Public Works

**SUBJECT:** 2025 AARP Community Challenge Grant

**DATE:** 6/30/25

**Budget Information**

Project	Q74070 AARP Traffic Control
Adopted Budget:	\$0
Amended Budget:	\$0
Requested Amount:	\$19,323 Revenue
Funding Source:	Local Street Fund, Miscellaneous Revenues
Supplemental Budget:	N/A

**Summary of Request**

Approval to execute the 2025 AARP Community Challenge grant agreement to enhance pedestrian safety by installing flashing crosswalk signs at high-risk areas, prioritizing routes near senior housing.

Philanthropy and Grants Development, along with the Department of Public Works, requests that the Finance Director be authorized to recognize and appropriate \$19,323 in the Local Street Fund, Miscellaneous Revenues, and appropriate \$19,323 in the Local Street Fund, Public Works Expenditures.

**Background and Justification**

Pedestrian safety is a top priority for both residents and our administration in Dearborn, which has seen concerning numbers of pedestrian-related accidents, including 40 crashes annually on average over the past 12 years, with 26% of those being fatal. In response, the City of Dearborn has invested in a pedestrian crosswalk safety initiative that installs flashing pedestrian crosswalk signs at key locations throughout the city. This funding from the AARP will expand the broader initiative to address areas near senior housing. This approach ensures that older adults, who are often disproportionately impacted by traffic accidents, will directly benefit from a safer, more walkable environment.



**Philanthropy  
and Grants**

## MEMORANDUM

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**Immediate effect is requested.**

**Philanthropy & Grants:**

Signed by:

*Maria Willett*

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Maria Willett – Philanthropy & Grants Director

**Department Approval:**

DocuSigned by:

*Tim Hawkins*

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Tim Hawkins - DPW Director

**Budget Approval:**

DS

*MHA*

DocuSigned by:

*Michael Kennedy*

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Michael Kennedy – Finance Director/Treasurer

**Corporation Counsel:**

DocuSigned by:

*Jeremy Romer*

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Jeremy J. Romer – Corporation Counsel



Immediate Effect Requested

**REQUEST:** Authorization to Purchase One Surveillance Vehicle From Lunghamer Ford

**DEPARTMENT:** Police Department

**BRIEF DESCRIPTION:** The Police Department, in conjunction with Purchasing, recommends the purchase of one surveillance vehicle from Lunghamer Ford. The pricing for the vehicle is based on 2025 Vehicle State of Michigan Contract # 071B7700180 and Macomb Contract # 21-18 P.2 Alternate.

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**PRIOR COUNCIL ACTION:** C.R. 7-359-24

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**BACKGROUND:**

The Police will use this vehicle in surveillance and enforcement operations. Based on the nature of the surveillance activity, it is necessary to obtain new vehicles on a regular basis to maintain anonymity. It is also effective to have surveillance vehicles blend in with normal vehicle traffic.

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**FISCAL IMPACT:** \$44,570

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**COMMUNITY IMPACT:**

- To enhance Public Safety
  - To provide support for investigative units
- 

**IMPLEMENTATION TIMELINE:** 120 days

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**COMPLIANCE/PERFORMANCE METRICS**

Members of the Police Department will confirm delivery and verify content and performance of the purchased vehicle.

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## FINANCE DEPARTMENT --- PURCHASING DIVISION

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**TO:** City Council  
**FROM:** Finance Purchasing Division  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Award Of Contract For One Police Surveillance Vehicle  
**DATE:** June 30, 2025

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### **Budget Information**

Adopted Budget:	\$252,000
Amended Budget:	\$252,000
Requested Amount:	\$44,570
Funding Source:	Drug Law Enforcement, Police, Capital Equipment, Operating Equipment, Vehicle
Supplemental Budget:	N/A

### **Summary of Request**

The Police Department, in conjunction with Purchasing, recommends the Cooperative Contract purchase of one surveillance vehicle from Lunghamer Ford. The pricing for the vehicle is based on 2025 Vehicle State of Michigan Contract # 071B7700180 and Macomb Contract # 21-18 P.2 Alternate.

It is respectfully requested that City Council authorize the award. Immediate effect is requested in order to expedite the lengthy ordering process. The resulting contracts shall not be binding until fully executed.

### **Background and Justification**

The Police will use this vehicle in surveillance and enforcement operations. Based on the nature of the surveillance activity, it is necessary to obtain new vehicles on a regular basis to maintain anonymity. It is also effective to have surveillance vehicles blend in with normal vehicle traffic.

## Procurement Process

The procurement process was in accordance with the Procurement Ordinance Section 2-568A (c)(3) State of Michigan extended purchasing program, and all internal policies and procedures. The Purchasing Division requests approval to proceed with the procurement.

### Prepared By:

DocuSigned by:

*Jay Andrews*

A06626481858403...

Jay Andrews, Sr. Buyer

### Department Approval:

DocuSigned by:

*Issa Shahin*

1059E1C7585A436...

Issa Shahin, Chief of Police

### Budget Approval:

DocuSigned by:

*Michael Kennedy*

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Michael Kennedy, Director of Finance

DS

*MHA*

### Corporation Counsel Approval:

DocuSigned by:

*Jeremy Romer*

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Jeremy J. Romer, Corporation Counsel

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

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**Immediate Effect Requested**

**REQUEST:** Approve Contract for Purchase of seventeen, MY 2025 Ford Police Patrol Vehicles

**DEPARTMENT:** Police Department, in conjunction with Purchasing

**BRIEF DESCRIPTION:**

Purchasing, on behalf of the Police Department, recommends the Cooperative Contract purchase of seventeen MY 2025, patrol vehicles, from Lunghamer Ford. The pricing for the vehicles is based on 2025 Vehicle State of Michigan Contract # 071B7700180 and Macomb Contract # 21-18 P.2 Alternate.

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**PRIOR COUNCIL ACTION:**

C.R 7-359-24

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**BACKGROUND:**

The new Ford Patrol vehicles will replace seventeen of the current vehicles in the police fleet that have in excess of 100,000 miles and are becoming more costly to maintain and keep in use. These vehicles will be used for patrol and also for ordinance activities.

---

**FISCAL IMPACT:**

- \$729,331
- 

**COMMUNITY IMPACT:**

- To enhance Public Safety
  - To provide support for investigative units
- 

**IMPLEMENTATION TIMELINE:**

Immediate Effect is requested, as the lead time for these vehicles is three to four months

---

**COMPLIANCE/PERFORMANCE METRICS:**

Members of the Police Department will confirm delivery and verify content and performance of the purchased vehicles.



# FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

**TO:** City Council

**FROM:** City Administration

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Award of Contract for Purchase of seventeen, MY 2025 Ford Police Vehicles

**DATE:** June 30, 2025

### Budget Information

Adopted Budget: \$1,065,500 (FY 2026)

Amended Budget: \$1,065,500

Requested Amount: \$729,331

Funding Source: Fleet & Equipment Replacement, Police Admin, Public Safety, Capital Equipment, Vehicle

Supplemental Budget: N/A

### Summary of Request

Purchasing, on behalf of the Police Department, recommends the Cooperative Contract purchase of seventeen MY 2025, Patrol vehicles, from Lunghamer Ford. The pricing for the vehicles is based on 2025 Vehicle State of Michigan Contract # 071B7700180 and Macomb Contact # 21-18 P.2 Alternate.

It is respectfully requested that Council authorize the purchase of the seventeen vehicles. Immediate effect is requested, as the lead time for these vehicles is four months.

### Background and Justification

The new Ford Police vehicles will replace seventeen of the current vehicles in the police fleet that have in excess of 100,000 miles and are becoming more costly to maintain and keep on patrol.

Police							\$	-
Responder	Patrol	COOP	3	Black	Lunghamer Ford	\$	49,996	\$ 149,988
Responder	Patrol	COOP	1	Grey	Lunghamer Ford	\$	49,997	\$ 49,997
Ranger	Patrol	COOP	2	White	Lunghamer Ford	\$	35,781	\$ 71,562
Interceptor	Patrol	COOP	6	Black	Lunghamer Ford	\$	45,421	\$ 272,526
Maverick	Patrol	COOP	2	Oxford White	Lunghamer Ford	\$	30,211	\$ 60,422
Mach-E GT	Patrol	COOP	1	Blue	Lunghamer Ford	\$	41,942	\$ 41,942
Mach-E GT	Patrol	COOP	1	Black	Lunghamer Ford	\$	41,447	\$ 41,447
Mach-E GT	Patrol	COOP	1	Sand	Lunghamer Ford	\$	41,447	\$ 41,447
<b>Police Total</b>							<b>\$</b>	<b>729,331</b>



## FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

### Procurement Process

The procurement process was in accordance with the Procurement Ordinance Section 2-568A (c)(3) State of Michigan extended purchasing program, 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:  
*Issa Shahin*  
1053E1C7585A436...  
Issa Shahin, Police Chief

#### Budget Approval:

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

Initial  
*MD*

#### Corporation Counsel Approval:

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





## FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

---

Immediate Effect Requested

**REQUEST:** Authorization to Purchase Two Surveillance Vehicles From Westborn Chrysler

**DEPARTMENT:** Police Department

**BRIEF DESCRIPTION:** The Police Department, in conjunction with Purchasing, recommends the purchase of two surveillance vehicles from Westborn Chrysler.

---

**PRIOR COUNCIL ACTION:** C.R. 7-359-24

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**BACKGROUND:**

The Police will use these vehicles in surveillance and enforcement operations. Based on the nature of the surveillance activity, it is necessary to obtain new vehicles on a regular basis to maintain anonymity. It is also effective to have surveillance vehicles blend in with normal vehicle traffic.

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**FISCAL IMPACT:** \$95,042

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**COMMUNITY IMPACT:**

- To enhance Public Safety
  - To provide support for investigative units
- 

**IMPLEMENTATION TIMELINE:** 180 days

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**COMPLIANCE/PERFORMANCE METRICS**

Members of the Police Department will confirm delivery and verify content and performance of the purchased vehicles.

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## FINANCE DEPARTMENT --- PURCHASING DIVISION

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**TO:** City Council  
**FROM:** Finance Purchasing Division  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Award Of Contract For Two Police Surveillance Vehicles  
**DATE:** June 30, 2025

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### **Budget Information**

Adopted Budget:	\$252,000
Amended Budget:	\$252,000
Requested Amount:	\$95,042
Funding Source:	Drug Law Enforcement, Police, Capital Equipment, Operating Equipment, Vehicle
Supplemental Budget:	N/A

### **Summary of Request**

The Police Department, in conjunction with Purchasing, recommends the Sole Source purchase of two surveillance vehicles from Westborn Chrysler Dodge. Westborn was the only vendor to submit a bid for this vehicle.

It is respectfully requested that City Council authorize the award. Immediate effect is requested in order to expedite the lengthy ordering process. The resulting contracts shall not be binding until fully executed.

### **Background and Justification**

The Police will use this vehicle in surveillance and enforcement operations. Based on the nature of the surveillance activity, it is necessary to obtain new vehicles on a regular basis to maintain anonymity. It is also effective to have surveillance vehicles blend in with normal vehicle traffic.

**Procurement Process**

Purchasing solicited bids with process details as follows:


Process:	Invitation to Bid
Issue Date:	June 12, 2025
Deadline Date:	June 25, 2025
Vendors Solicited:	187
Solicitations Obtained:	30
Bids Received:	1

The procurement process was in accordance with Section 2-568 (6) Sole Source, of the Procurement Ordinance and all internal policies and procedures.


**Prepared By:**

DocuSigned by:  
  
Jay Andrews, Sr. Buyer

**Department Approval:**


DocuSigned by:  
  
Issa Shahin, Chief of Police

**Budget Approval:**

DocuSigned by:  
  
Michael Kennedy, Director of Finance

DS  


**Corporation Counsel Approval:**

DocuSigned by:  
  
Jeremy J. Romer, Corporation Counsel



**PUBLIC  
WORKS**

## EXECUTIVE SUMMARY AND MEMORANDUM

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**REQUEST:** Approve Contract No. 25-5209 with Michigan Department of Transportation (MDOT).

**DEPARTMENT:** Public Works & Facilities/Engineering Division

**BRIEF DESCRIPTION:** Requesting approval of MDOT Contract No. 25-5209 (MDOT Job No. 219764CON / 219764PE) regarding the U.S. 12 (Michigan Avenue) resurfacing from Firestone to I-94 (Dearborn Job No. 2025-028 / CIP Q74090)

---

**PRIOR COUNCIL ACTION:** CR 2-89-25 - MDOT Request for Noise Ordinance Waiver

---

**BACKGROUND:**

Michigan Avenue is a state road. MDOT plans to remove (cold mill) one (1) layer of the existing asphalt surface and replace it with one (1) layer of hot mix asphalt. This includes pedestrian ramp rehabilitation. The City of Dearborn will participate in the cost of milling and resurfacing the parking lane on Michigan Avenue (U.S. 12) between Schlaff Avenue and Lois Avenue with a total area of approximately 20,000 square feet. Resurfacing work is scheduled by MDOT in July of 2025, and proper notifications will be provided to the businesses by MDOT.

---

**FISCAL IMPACT:**

The City's estimated cost for the parking lane is \$66,000.00

---

**COMMUNITY IMPACT:**

Improved road conditions in the City of Dearborn, as well as for the parking lane in front of local businesses on Michigan Avenue from Schlaff Avenue to Lois Avenue.

---

**IMPLEMENTATION TIMELINE:**

MDOT plans to begin construction in July of 2025.

Immediate effect requested.

---

**COMPLIANCE/PERFORMANCE METRICS:**

Construction will be monitored by the MDOT coordinator with the City staff.



**PUBLIC  
WORKS**

## EXECUTIVE SUMMARY AND MEMORANDUM

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**TO:** City Council  
**FROM:** Department of Public Works and Facilities/Engineering Division  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Approve Contract No. 25-5209 with Michigan Department of Transportation (MDOT).  
**DATE:** May 20, 2025

---

### Budget Information

Project:	<b>Q74090 U.S. 12 (Michigan Avenue) from Firestone to I-94</b>
Total Approved Project Budget	\$243,356
Available Project Budget	\$243,356
Requested Amount:	\$66,000.00
Funding Source:	Major Street & Trunkline, Public Works, Engineering, Maintenance Rds & Streets
Supplemental Budget:	

### Summary of Request

Presented herewith is MDOT Contract No. 25-5209 (MDOT Job No. 219764CON / 219764PE) regarding the U.S. 12 (Michigan Avenue) resurfacing project from Firestone to I-94. The City will participate in the cost of milling and resurfacing the parking lane on Michigan Avenue from Schlaff and Lois Avenue (Dearborn Job No. 2025-028 / CIP Q74090).

We hereby request that City Council approve MDOT Contract 25-5209, subject to review by the Legal Department, and that the Mayor be authorized to sign the contract on behalf of the City. We also request that the Council Resolution be given ***IMMEDIATE EFFECT***.

### Background and Justification

Michigan Avenue is a state road. MDOT plans to remove (cold mill) one (1) layer of the existing asphalt surface and replace it with one (1) layer of hot mix asphalt. This includes pedestrian ramp rehabilitation. The City of Dearborn will participate in the cost of milling and resurfacing the parking lane on Michigan Avenue (U.S. 12) between Schlaff Avenue and Lois Avenue with a total area of approximately 20,000 square feet. Resurfacing work is scheduled by MDOT in July of 2025, and proper notifications will be provided to the businesses by MDOT.



# EXECUTIVE SUMMARY AND MEMORANDUM

**Department Approval:**

DocuSigned by:  
*Timothy Hawkins*  
CB6266534F0047D...  
**Tim Hawkins, Public Works & Facilities Director**

DocuSigned by:  
*Soud El-Jamaly*  
8FDE4113B37F442...  
**Soud El-Jamaly, City Engineer**

**Budget Approval:**

DocuSigned by:  
*Corey Jarocki*  
3923DB0ED71E40A...  
**Corey Jarocki, Deputy Finance Director**

Initial  
*MD*

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

DocuSigned by:  
*Jeremy Romer*  
E7A973B723F5400...  
**Jeremy J. Romer, Corporation Counsel**



## FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

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**REQUEST:** Additional Expenditures with OHM Advisors for Consulting Services.

**DEPARTMENT:** Department of Public Works and Facilities/Engineering Division in conjunction with Purchasing.

**BRIEF DESCRIPTION:** The City currently has a contract with OHM Advisors for Hydraulic and Hydrological Evaluation of the City Storm Sewers and a Water Reliability Study. Purchasing has received a request from the Department of Public Works and Facilities to add the balance of \$167,310 for consulting services and assistance with the Drinking Water Asset Management (DWAM) grant pertaining to the identification of lead water service lines at Dearborn residences.

---

**PRIOR COUNCIL ACTION:** CR 08-489-22 ; 4-130-24 ; 5-258-24 ; 2-95-25

---

### BACKGROUND:

The grant of \$848,759.00 (which does not have match requirements) is related to the Drinking Water Asset Management (DWAM) agreement to be used for the City's Distribution System Materials Inventory (DSMI) and drinking water Asset Management Plan (AMP) field verification of 381 water service lines out of a total of 34,712. OHM Advisors will provide professional services such as updating the existing GIS database and making recommendations regarding GIS database configuration to enable easier tracking and updating lead water service line information. The total cost of this professional service in the amount of \$467,310.00 is part of the grant of which \$300,000.00 has been previously allocated..

---

**FISCAL IMPACT: \$167,310.00**

---

### COMMUNITY IMPACT:

The DWAM grant will assist the City of Dearborn in meeting the obligation of the State-mandated lead-to-copper water service line replacement throughout the City as well as assist in providing public education by the creation of a website/story map for public consumption.

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**IMPLEMENTATION TIMELINE:** This project has been ongoing and will continue to proceed with Council approval.

---

### COMPLIANCE/PERFORMANCE METRICS:

The Department of Public Works & Facilities – Engineering Division

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

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**TO:** City Council  
**FROM:** City Administration  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Additional Expenditures for OHM Advisors  
**DATE:** May 23, 2025

---

**Budget Information**

Projects:	P56000 2024 DWAM Grant
Total Approved Project Budget:	\$848,759
Available Project Budget:	\$520,807
Requested Amount:	\$167,310
Funding Source:	Water Fund, Public Works,
Supplemental Budget:	N/A

**Summary of Request**

The City currently has a contract with OHM Advisors for Hydraulic and Hydrological Evaluation of the City Storm Sewers & a Water Reliability Study. Purchasing has received a request from the Department of Public Works and Facilities to add \$167,310.00 for assistance with the Drinking Water Asset Management (DWAM) grant which is related to identifying the lead water service lines at Dearborn residences which shall be charged to the Sewer and Water funds, Capital Project Support.

It is respectfully requested that Council authorize the additional expenditure to OHM Advisors.

**Background and Justification**

The grant related to the Drinking Water Asset Management (DWAM) agreement will be used for the City's Distribution System Materials Inventory (DSMI) and drinking water Asset Management Plan (AMP) field verification of 381 water service lines out of a total of 34,712. OHM Advisors will provide professional services such as updating the existing GIS database and making recommendations regarding GIS database configuration to enable easier tracking and updating lead water service line information. The total cost of this professional service in the amount of \$467,310.00 is part of the grant of which \$300,000.00 has been previously allocated. The DWAM grant does not have any local match requirements and will assist the City of Dearborn in meeting the obligation of the State-mandated lead-to-copper water service line replacement throughout the City as well as assist in providing public education by the creation of a website/story map.





# FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

### Prepared By:

DocuSigned by:

*Mark Rozinsky*

D17FF0C142E34C3...  
Mark Rozinsky, Purchasing Manager

### Department Approval:

Signed by:

*Timothy Hawkins*

CBB286534F0647D...  
Tim Hawkins, Director of Public Works & Facilities

DocuSigned by:

*Soud El-Jamaly*

8FDE4113B37F442...  
Soud El-Jamaly, City Engineer

### Budget Approval:

DocuSigned by:

*Michael Kennedy*

F77919D1421447F...  
Michael Kennedy, Finance Director/Treasurer

DS

*CJ*

### Corporation Counsel Approval:

DocuSigned by:

*Jeremy Romer*

E7A573BA25E3460...  
Jeremy J. Romer, Corporation Counsel

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

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**Immediate Effect is Requested**

**REQUEST:** The addition of funds to existing contracts for SCI Flooring and Industrial Painting Contractors.

**DEPARTMENT:** Public Works and Facilities, in conjunction with Purchasing

**BRIEF DESCRIPTION:** This request is for authorization to award additional funds of \$94,617.09 to the SCI Flooring contract to install flooring for the hallways at O'Reilly Manor, as well as \$161,700 to the Industrial Painting Contractors contract to paint those same hallways.

---

**PRIOR COUNCIL ACTION:** CR 9-458-24 approved a contract with SCI Flooring from 10/1/24 to 9/30/26, with 3 one-year renewals. CR 6-283-25 approved a contract with Industrial Painting Contractors from 7/1/25 to 6/30/26, with 2 two-year renewals.

CR 01-09-25 approved the hallway flooring installation for SCI Flooring and painting by Industrial Painting Contractors at Sareini Manor.

---

**BACKGROUND:** Project# H45620 has been set up for Common Areas Upgrades. In the past few years, the lobbies were updated with paint, flooring, and new furniture. Recently, the hallways at Sareini Manor have been renovated to include new lighting, flooring, painting, and furniture. The next phase of the project will include the same for O'Reilly Manor which is larger than Sareini Manor with 12 stories and longer hallways than Sareini Manor.

SCI Flooring and Industrial Painting have the current contracts for the painting and flooring of the apartments. They have worked on numerous projects at Sareini Manor and O'Reilly Manor. Some of those projects include the offices, maintenance areas, and community room.

---

**FISCAL IMPACT:** The total award needed is \$256,317.09 for the flooring installation and painting of 11 hallways at O'Reilly Manor.

The flooring installation for 11 hallways is \$94,617.09. The painting of the 11 hallways is \$161,700.00. For this project, SCI Flooring has provided cooperative pricing through Sourcewell Contract # 061323-MM1.

---

**COMMUNITY IMPACT:** The renovation of the hallways will positively improve the appearance of the hallways at O'Reilly Manor.

---

**IMPLEMENTATION TIMELINE:** Work will begin as soon as materials are all on hand with Industrial Painting. Flooring installation will take place after painting is completed on each floor. It is anticipated to take 10-12 weeks to complete.

---

**COMPLIANCE/PERFORMANCE METRICS:** Completion of the flooring installation and painting will be confirmed by maintenance staff located at O'Reilly Manor.

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

---

**TO:** City Council  
**FROM:** City Administration  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Addition of Funds to the SCI Flooring and Industrial Painting Contractors Contract for O'Reilly Manor  
**DATE:** June 25th, 2025

---

**Budget Information**

Project:	H45620 Common Area Renovations
Total Approved Project Budget:	\$829,672
Total Available Project Budget:	\$358,257
Requested Amount:	\$256,317.09
Funding Source:	Srs Apt Operating Fund, Housing, Capital Projects, Undistributed Appropriations
Supplemental:	

**Summary of Request**

The City currently has contracts in the amount of \$157,979.90 with SCI Flooring and \$75,525 (new contract amount eff 7/1/25) with Industrial Painting Contractors. The Housing Division of DPW, in conjunction with Purchasing, recommends the addition of \$94,617.09 to the SCI Flooring contract, and \$161,700 to the Industrial Painting Contractors contract, for flooring and painting of O'Reilly Manor hallways.

It is respectfully requested that Council authorize the additional expenditures with Immediate effect in order to begin the project immediately.

**Background and Justification**

This request is for authorization to award additional funds to the SCI Flooring Contract for flooring installation and painting in the hallways at O'Reilly Manor. The hallway renovation will include new lighting, flooring, paint, and furniture in the hallways at O'Reilly Manor. SCI Flooring and Industrial Painting Contractors are the current contractors for as-needed installations in the apartments. SCI Flooring has provided cooperative pricing through Sourcewell Contract # 061323-MM1.



**FINANCE**

## EXECUTIVE SUMMARY AND MEMORANDUM

### Prepared By:

Signed by:

*Jason Pich*

7D2E1C2C4D89410...

Jason Pich, Buyer

### Department Approval:

DocuSigned by:

*Tim Hawkins*

35BABC85BED3455...

Tim Hawkins, Director of Public Works

### Budget Approval:

DocuSigned by:

*Michael Kennedy*

F77919D1421447F...

Initial

*MD*

Michael Kennedy, Finance Director/Treasurer

### Corporation Counsel Approval:

DocuSigned by:

*Jeremy Romer*

E7A573BA25E3460...

Jeremy J. Romer, Corporation Counsel



## FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

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### Immediate Effect Requested

**REQUEST:** Award for Contract for Tree Trimming for Friday Public Service District 15 & 16, in an amount not to exceed \$503,581.00, to CHOP.

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

**BRIEF DESCRIPTION:** As part of the City's ongoing tree maintenance efforts, over 7,000 trees are scheduled for trimming in Friday's district. This proactive work is aimed at improving tree health, enhancing public safety, and maintaining clear visibility around roadways, and sidewalks.

---

**PRIOR COUNCIL ACTION:** Tree Trimming for Wednesday and Thursday Public Service Districts was passed by Council, resolution # 1-39-24 to CHOP in the amount of \$800,184.

---

**BACKGROUND:** The continuation of tree trimming services across all five districts plays a vital role in maintaining public safety and promoting tree health. Regular trimming helps prevent injuries and property damage by removing dead, damaged, or overgrown branches that could fall—especially during storms. It also enhances visibility by keeping streets, traffic signals, and signage clear for both drivers and pedestrians. Additionally, trimming removes diseased or pest-infested limbs, reducing the risk of spreading to other trees. By improving air circulation and sunlight exposure, this work supports healthier, stronger trees for the long term.

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**FISCAL IMPACT:** The total cost for the Tree Trimming for Friday Public Service District 15 & 16, is not to exceed \$503,581.

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**COMMUNITY IMPACT:** Well-maintained trees contribute to a more attractive and welcoming neighborhood, enhancing overall curb appeal and community pride. Healthy, properly trimmed trees can also boost property values and create a more desirable place to live. Additionally, regular maintenance helps prevent root and branch overgrowth that can damage sidewalks, roads, and buildings—saving the community from costly repairs and improving accessibility for everyone.

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**IMPLEMENTATION TIMELINE:** This contract will be executed upon Council approval.

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**COMPLIANCE/PERFORMANCE METRICS:** This project will be managed by the Department of Public Works & Facilities.



# FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

**TO:** City Council

**FROM:** City Administration

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Award for Contract for Tree Trimming for Friday Public Service District 15 & 16, in an amount not to exceed \$503,581.00, to CHOP.

**DATE:** June 25, 2025

### Budget Information

Adopted Budget:	FY26 \$500,000.00
Amended Budget:	FY26 \$500,000.00
Requested Amount:	Not-to-Exceed \$503,581.00
Funding Source:	General Fund, Public Works, Parks Division, Contractual Services, Tree Trimming Services
Supplemental Budget:	General Fund, Public Works, Parks Division, Contractual Services, Other Services

### Summary of Request

Purchasing, on behalf of the Department of Public Works & Facilities, recommends the competitive purchase of Tree Trimming for Friday Public Service District 15 & 16, in an amount not to exceed \$503,581.00, to CHOP.

It is respectfully requested that Council authorize the award. Immediate effect is requested, although the resulting contract shall not be binding until fully executed.

### Background and Justification

As part of the city's ongoing commitment to tree maintenance, more than 7,000 trees are scheduled for trimming in Friday's district. This proactive work is essential to supporting tree health, public safety, and neighborhood appearance.

Trimming helps prevent injuries and property damage by removing dead, damaged, or overgrown branches—especially important during storms. It also ensures clear visibility along streets, sidewalks, and around traffic signs and signals, making neighborhoods safer for both drivers and pedestrians.

In addition to safety, trimming removes diseased or pest-infested limbs, helping to prevent the spread of issues to nearby trees. Improved air flow and sunlight exposure allow trees to grow stronger and healthier over time.

Healthy, well-maintained trees also bring long-term value to our community. They enhance curb appeal, boost property values, and contribute to a more beautiful and welcoming environment.



# FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

Regular maintenance also prevents damage to sidewalks, roads, and buildings—saving residents and the city from costly repairs and improving accessibility for all.

This work is part of a larger effort to trim trees across all five districts, reinforcing the city's investment in a cleaner, safer, and more vibrant community.

### Procurement Process

The procurement process was in accordance with Sect 2-568, Competitive Bids, of the Procurement Ordinance and all internal policies and procedures.

After a competitive solicitation process, the Department of Public Works & Facilities is recommending an award to CHOP for Tree Trimming for Friday Public Service District 15 & 16.

CHOP was the lowest, qualified bidder after a review of the four submitted bids.

Purchasing solicited bids with process details as follows:

Process:	Invitation to Bid
Issue Date:	5/9/25
Deadline Date:	5/23/25
Solicitations Obtained:	48
Bids Received:	4

BIDDER	BID PRICE
CHOP	\$503,581.00
PPM Tree Service	\$562,575.00
Limb Walkers	\$609,000.00
Wonsey Tree Service	\$697,593.00

### Prepared By:

Signed by:

*Rosette Fisher*

B20D0133BAE34A4...

Rosette Fisher, Buyer

### Department Approval:

DocuSigned by:

*Tim Hawkins*

35BABC85BED3455...

Tim Hawkins, Director of DPW & Facilities

### Budget Approval:

DocuSigned by:

*Michael Kennedy*

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Michael Kennedy, Finance Director/ Treasurer

Initial

*AK*

### Corporation Counsel Approval:

DocuSigned by:

*Jeremy J. Romer*

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Jeremy J Romer, Corporation Counsel



## FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

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### Immediate Effect Requested

#### REQUEST:

Approve Contract for Purchase of five vehicles for DPW from Lunghamer Ford

**DEPARTMENT:** Department of Public Works, in conjunction with Purchasing

#### BRIEF DESCRIPTION:

Purchasing, on behalf of the Department of Public Works, recommends the Cooperative Contract purchase of five vehicles, from Lunghamer Ford. The pricing for the vehicles is based on 2025 Vehicle State of Michigan Contract # 071B7700180 and Macomb Contract # 21-18 P.2 Alternate.

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#### PRIOR COUNCIL ACTION:

C.R 7-359-24

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#### BACKGROUND:

The Department of Public Works (DPW) is responsible for maintaining critical city infrastructure, including roads, water and sewer systems, public parks, and waste management. To effectively execute these responsibilities, DPW relies on a fleet of specialized vehicles.

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**FISCAL IMPACT:** \$234,268

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#### COMMUNITY IMPACT:

Purchasing a fleet vehicle for city services involves careful consideration of various factors to ensure efficiency, cost-effectiveness, and suitability for the specific needs of the department of Public Works operations.

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#### IMPLEMENTATION TIMELINE:

Immediate Effect is requested, as the lead time for these vehicles is up to four months

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#### COMPLIANCE/PERFORMANCE METRICS:

Members of the DPW Staff will confirm delivery and verify content and performance of the purchased vehicles.





# FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

**TO:** City Council

**FROM:** City Administration

**VIA:** Mayor Abdullah H. Hammoud

**SUBJECT:** Award of Contract for Purchase of Five DPW Vehicles

**DATE:** June 30, 2025

### Budget Information

Adopted Budget: \$354,606

Amended Budget: \$354,606

Requested Amount: \$234,268

Funding Source: Water Fund, Engineering / Water Supply, Capital Equipment, Vehicles

Supplemental Budget: N/A

Description	Department	Method	QTY	Color	Vendor	\$ Each	Total \$
<b>DPW</b>							
Ranger	Engineering	COOP	3	White	Lunghamer Ford	\$ 36,606	\$ 109,818
F550 Dump Truck	Water	COOP	2	Yellow	Lunghamer Ford	\$ 62,225	\$ 124,450
<b>DPW Total</b>							<b>\$ 234,268</b>

### Summary of Request

Purchasing, on behalf of the Department of Public Works, recommends the Cooperative Contract purchase of five vehicles from Lunghamer Ford. The pricing for the vehicles is based on 2025 Vehicle State of Michigan Contract # 071B7700180 and Macomb Contract # 21-18 P.2 Alternate.

It is respectfully requested that Council authorize the purchase of these vehicles. Immediate effect is requested, as the lead time for these vehicles is up to four months.

### Background and Justification

The Department of Public Works (DPW) is responsible for maintaining critical city infrastructure, including roads, water and sewer systems, public parks, and waste management. To effectively execute these responsibilities, DPW relies on a fleet of specialized vehicles.

Over time, the department's fleet has experienced wear and tear due to extensive use in challenging environments. Many vehicles have reached or exceeded their expected service life, resulting in increased maintenance costs, reduced efficiency, and occasional disruptions in service delivery.


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

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**Procurement Process**

The procurement process was in accordance with the Procurement Ordinance Section 2-568A (c)(3) State of Michigan extended purchasing program, and all internal policies and procedures. The Purchasing Division requests approval to proceed with the procurement.

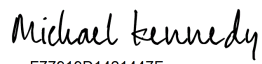
**Signature Page****Prepared By:**


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

**Department Approval:**

DocuSigned by:  
  
35BABC85BED3455  
Tim Hawkins, Director, DPW

**Budget Approval:**

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

DS  


**Corporation Counsel Approval:**

DocuSigned by:  
  
E7A573BA25F3460...  
Jeremy J. Romer, Corporation Counsel



## FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

---

### Immediate Effect Requested

**REQUEST:** Approve Contract for Purchase of one Loader from Truck & Trailer

**DEPARTMENT:** Department of Public Works, in conjunction with Purchasing

### BRIEF DESCRIPTION:

Purchasing, on behalf of the Department of Public Works, recommends the Cooperative Contract purchase of one loader from Truck & Trailer Company. The pricing for the loader is based on Sourcewell Contract # 011723.

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### PRIOR COUNCIL ACTION:

N/A

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### BACKGROUND:

The Department of Public Works (DPW) is responsible for maintaining critical city infrastructure, including roads, water and sewer systems, public parks, and waste management. To effectively execute these responsibilities, DPW relies on a fleet of specialized vehicles.

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**FISCAL IMPACT:** \$152,000

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### COMMUNITY IMPACT:

Purchasing a fleet vehicle for city services involves careful consideration of various factors to ensure efficiency, cost-effectiveness, and suitability for the specific needs of the department of Public Works operations.

Front-end loader play a crucial role in public works operations due to their versatility, efficiency, and ability to handle heavy materials in various tasks.

Efficiency: Speeds up operations by handling large volumes of material at once.

Versatility: Can be used for multiple purposes with different attachments.

Safety: Reduces manual labor and the risk of injury for workers.

Reliability: Operates in challenging conditions, including adverse weather and rough terrains.

Front-end loader are a valuable asset for any public works department, supporting both routine maintenance and emergency response efforts effectively.



## FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

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### IMPLEMENTATION TIMELINE:

Immediate Effect is requested, as the lead time for the loader is up to four months

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### COMPLIANCE/PERFORMANCE METRICS:

Members of the DPW Staff will confirm delivery and verify content and performance of the purchased vehicle.

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

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**TO:** City Council  
**FROM:** City Administration  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Award of Contract for Purchase one Loader from Truck & Trailer  
**DATE:** June 30, 2025

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**Budget Information**

Adopted Budget: \$302,792  
Amended Budget: \$302,792  
Requested Amount: \$152,000  
Funding Source: Fleet & Equipment Replacement, Public Works, Public Service Division, Maintenance Rds & Streets. Capital Equipment, Vehicle  
Supplemental Budget: N/A

**Summary of Request**

Purchasing, on behalf of the Department of Public Works, recommends the Cooperative Contract purchase of one Loader from Truck & Trailer Company. The pricing for the loader is based on Sourcwell Contract # 011723.

It is respectfully requested that Council authorize the purchase of this vehicle. Immediate effect is requested, as the lead time for the loader is approximately four months.

**Background and Justification**

The Department of Public Works (DPW) is responsible for maintaining critical city infrastructure, including roads, water and sewer systems, public parks, and waste management. To effectively execute these responsibilities, DPW relies on a fleet of specialized vehicles.

**1. Loose Leaf Collection**

Front-end loaders are used to scoop and transport large piles of loose leaves that are raked or blown to the curb.

Their large buckets make it efficient to load leaves into dump trucks or composting facilities, reducing manual labor and increasing productivity.

**2. Special Pickups**

Special pickups often involve oversized or heavy items such as furniture, appliances, or yard debris.

Front-end loaders can quickly lift and transport these items, especially when they are too large or cumbersome for smaller equipment.



## FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

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### 3. Snow Removal

During winter operations, front-end loaders are essential for clearing large accumulations of snow from streets, parking lots, and other areas.

They are also used to load snow into trucks for transportation to designated disposal sites, ensuring roads and public spaces remain safe and navigable.

### 4. Special Projects

Front-end loaders are invaluable for a variety of special projects, such as clearing debris after storms, grading land, or assisting in construction and excavation tasks.

Their adaptability to different attachments makes them suitable for diverse needs, from digging to lifting.

### 5. Trash Removal

For large-scale trash removal efforts, such as after community cleanups or events, front-end loaders efficiently gather and load waste into collection vehicles.

This accelerates the cleanup process and reduces manual handling of waste materials.

### 6. Salt Barn and Sand Barn Operations

Front-end loaders are critical for managing materials in salt and sand barns, particularly during winter operations.

They are used to load salt and sand into spreaders for road treatment, ensuring quick response during icy or snowy conditions.

### **Procurement Process**

The procurement process was in accordance with the Procurement Ordinance Section 2-568A (c)(3) State of Michigan extended purchasing program, 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, Purchasing

#### Department Approval:

DocuSigned by:  
*Tim Hawkins*  
35BABC5BED3455...

Tim Hawkins, Director, DPW

#### Budget Approval:

DocuSigned by:  
*Michael Kennedy*  
F77919D1421447F...

Initial  
*MD*

Michael Kennedy, Finance Director/Treasurer

#### Corporation Counsel Approval:

DocuSigned by:  
*Jeremy Romer*  
E7A573BA25E3460...

Jeremy J. Romer, Corporation Counsel



## FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

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**REQUEST:** Award of Cooperative Contract for Cherry Hill Playground Renovation with Penchura LLC

**DEPARTMENT:** Parks and Recreation Department, in conjunction with Purchasing

**BRIEF DESCRIPTION:**

Parks & Recreation is excited to announce a brand-new playground is coming to Cherry Hill Park. This exciting upgrade will feature a whimsical cloud theme designed to spark imagination and playfulness in children of all ages. The new play area will also include poured-in-place surfacing, providing a safe, durable, and accessible foundation that meets modern safety standards and ensures inclusive play for everyone. Pricing is based on Sourcewell Contract # 010521-LSI.

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**PRIOR COUNCIL ACTION:**

C.R. 8-429-24

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**BACKGROUND:**

This project is being partially funded through Wayne County Intergovernmental Agreement (IGA) dollars, with Cherry Hill Park receiving \$100,000 from this year's allotment. This partnership makes this improvement possible without placing the full financial burden on local taxpayers, highlighting the value of collaborative investment in community spaces and underscoring our commitment to enhancing recreational opportunities for residents.

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**FISCAL IMPACT:**

\$278,682

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**COMMUNITY IMPACT**

Once completed, the new playground will offer a fresh and engaging environment for families to gather and enjoy outdoor fun. "

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**IMPLEMENTATION TIMELINE:**

Pending Council approval, this project would launch in the fall of 2025 and take approximately 10-12 weeks to complete.

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**COMPLIANCE/PERFORMANCE METRICS:** Parks and Recreation will manage this project.





# FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

**TO:** City Council  
**FROM:** City Administration  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Award of Contract for Cherry Hill Playground Renovation with Penchura LLC  
**DATE:** June 30, 2025

## Budget Information

Project:	I26603 – Playground Equipment – Neighborhood Parks
Total Approved Project Budget:	\$674,693
Available Project Budget:	\$200,000
Requested Amount:	\$278,682
Funding Source:	General Capital Improvement Fund, Recreation, City Parks, Public Works, Capital Project Support, Capital Equipment, Operating Equipment Playground
Supplemental Budget:	\$100,000 (FY2026 Wayne County Parks Millage)

## Summary of Request

The Parks & Recreation department, in conjunction with Purchasing, recommends the purchase via a cooperative contract for renovation of Cherry Hill Playground with Penchura. The contract shall be valid for a one-time purchase.

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

## Background and Justification

Parks & Recreation is excited to announce a brand-new playground is coming to Cherry Hill Park. This exciting upgrade will feature a whimsical cloud theme designed to spark imagination and playfulness in children of all ages. The new play area will also include poured-in-place surfacing, providing a safe, durable, and accessible foundation that meets modern safety standards and ensures inclusive play for everyone.

The new playground will replace the existing equipment, which has been in use since 1992. This project aligns with the city's initiative to install playgrounds with poured-in-place surfacing, which is expected to lower long-term maintenance costs and provide a safer and more enjoyable play area.

## Procurement Process

This procurement followed the cooperative purchasing process in accordance with Section 2-569 (Cooperative Purchasing) of the Code of the City of Dearborn. The City is eligible to participate in the Sourcwell Cooperative Contract #010521-LSI



## FINANCE

## EXECUTIVE SUMMARY AND MEMORANDUM

### Prepared By:

DocuSigned by:

Mark Rozinsky

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Mark Rozinsky, Purchasing Manager

### Department Approval:

DocuSigned by:

Sean R Fletcher

503098861A7C461...

Sean Fletcher, Parks & Rec Director

### Budget Approval:

DocuSigned by:

Michael Kennedy

F77919D1421447F...

Michael Kennedy, Finance Director/Treasurer

Initial

HJ

### Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

E7A573BA25E3460

Jeremy J. Romer, Corporation Counsel



**FINANCE**

## EXECUTIVE SUMMARY AND MEMORANDUM

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Immediate Effect Requested

**REQUEST:** Authorization to Purchase One Surveillance Vehicle From Les Stanford Chevrolet

CITY CLERK, DEARBORN MI  
2025 JUL 7 AM 8:13

**DEPARTMENT:** Police Department

**BRIEF DESCRIPTION:** The Police Department, in conjunction with Purchasing, recommends the purchase of one surveillance vehicle from Les Stanford Chevrolet

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**PRIOR COUNCIL ACTION:** C.R. 7-359-24

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### BACKGROUND:

The Police will use this vehicle in surveillance and enforcement operations. Based on the nature of the surveillance activity, it is necessary to obtain new vehicles on a regular basis to maintain anonymity. It is also effective to have surveillance vehicles blend in with normal vehicle traffic.

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**FISCAL IMPACT:** \$47,279

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### COMMUNITY IMPACT:

- To enhance Public Safety
  - To provide support for investigative units
- 

**IMPLEMENTATION TIMELINE:** 120 days

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### COMPLIANCE/PERFORMANCE METRICS

Members of the Police Department will confirm delivery and verify content and performance of the purchased vehicle.

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## FINANCE DEPARTMENT --- PURCHASING DIVISION

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**TO:** City Council  
**FROM:** Finance Purchasing Division  
**VIA:** Mayor Abdullah H. Hammoud  
**SUBJECT:** Award Of Contract For One Police Surveillance Vehicle  
**DATE:** June 30, 2025

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### **Budget Information**

Adopted Budget:	\$252,000
Amended Budget:	\$252,000
Requested Amount:	\$47,279
Funding Source:	Drug Law Enforcement, Police, Capital Equipment, Operating Equipment, Vehicle
Supplemental Budget:	N/A

### **Summary of Request**

The Police Department, in conjunction with Purchasing, recommends the purchase of one surveillance vehicle from Les Stanford Chevrolet. The award of this vehicle is based on the Preference for Dearborn-based businesses Section of the Purchasing Ordinance.

It is respectfully requested that City Council authorize the award. Immediate effect is requested in order to expedite the lengthy ordering process. The resulting contracts shall not be binding until fully executed.

### **Background and Justification**

The Police will use this vehicle in surveillance and enforcement operations. Based on the nature of the surveillance activity, it is necessary to obtain new vehicles on a regular basis to maintain anonymity. It is also effective to have surveillance vehicles blend in with normal vehicle traffic.

**Procurement Process**


Purchasing solicited bids with process details as follows:

Process: Invitation to Bid  
 Issue Date: June 12, 2025  
 Deadline Date: June 25, 2025  
 Vendors Solicited: 187  
 Solicitations Obtained: 30  
 Bids Received: 2

Surveillance Vehicle	TOTAL BID
LaFontaine Automotive Group	\$46,915
Les Stanford Chevrolet	\$47,279

The procurement process was in accordance with Section 2-568A, Preference for Dearborn-based businesses, of the Procurement Ordinance and all internal policies and procedures.

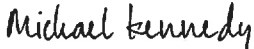
**Prepared By:**

DocuSigned by:  
  
 Jay Andrews, Sr. Buyer

**Department Approval:**

DocuSigned by:  
  
 Issa Shahin, Chief of Police

**Budget Approval:**

DocuSigned by:  
  
 Michael Kennedy, Director of Finance

**Corporation Counsel Approval:**

DocuSigned by:  
  
 Jeremy J. Romer, Corporation Counsel

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## EXECUTIVE SUMMARY

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**REQUEST:** To receive a personal property donation from Ford Motor Company (Ford Mustang Sculpture) and authorize installation and placement on City property by the Administration at a later date.

**DEPARTMENT:** Law.

**BRIEF DESCRIPTION:** The Administration desires to receive the Ford Mustang Sculpture from the 2024 North American International Auto Show to be used as a permanent outdoor sculpture for public art purposes with its installation and placement on City property to be determined by the Administration at a later date.

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**PRIOR COUNCIL ACTION:** N/A

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**FISCAL IMPACT:**

1. The City is required to hire a structural engineer licensed in the State of Michigan to review the statute for permanent outdoor installation and to design the footing and pedestal for outdoor display at our expense;
  2. The City is required to take all necessary steps to ensure that the statute is not (and does not become) an attractive nuisance and that we do not encourage or invite any unauthorized touching or climbing by installing and to the extent necessary, install fencing and signage around it; and
  3. The City is required to keep the sculpture in good repair at all times.
- 
- 

**IMPACT TO COMMUNITY:** A permanent outdoor sculpture for public art purposes.

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**IMPLEMENTATION TIMELINE:** Installation and placement at a location on City property to be determined by the Administration at a later date within 1 year after receiving the personal property donation.

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## DEPARTMENT OF LAW

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**TO:** CITY COUNCIL  
**FROM:** JEREMY J. ROMER, CORPORATION COUNSEL  
**VIA** ABDULLAH HAMMOUD, MAYOR  
**SUBJECT:** PERSONAL PROPERTY DONATION FROM FORD MOTOR  
COMPANY-FORD MUSTANG SCULPTURE  
**DATE:** JULY 10, 2025

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Ford desires to donate, and the City desires to receive, a personal property donation in the form of a Ford Mustang Sculpture that was previously on display at the 2024 Michigan auto show for public art purposes with its installation and placement on City property to be determined by the Administration at a later date. **See Exhibit A-Picture of the Sculpture from the 2024 North American International Auto Show.**

To receive the personal property donation, the city is required abide by the following:

1. The Ford Mustang Sculpture can only be used for public art purposes;
2. The city is required to hire a structural engineer licensed in the State of Michigan to review the statute for permanent outdoor installation and to design the footing and pedestal for outdoor display at our expense;
3. The city must take all necessary steps to ensure that the statute is not (and does not become) an attractive nuisance and that we do not encourage or invite any unauthorized touching or climbing by installing and to the extent necessary, install fencing and signage around it; and
4. The city must maintain the sculpture in good repair at all times.

The entirety of the agreement is attached to this memorandum as **Exhibit B-Donation Agreement**. Please let me know if you have any questions.

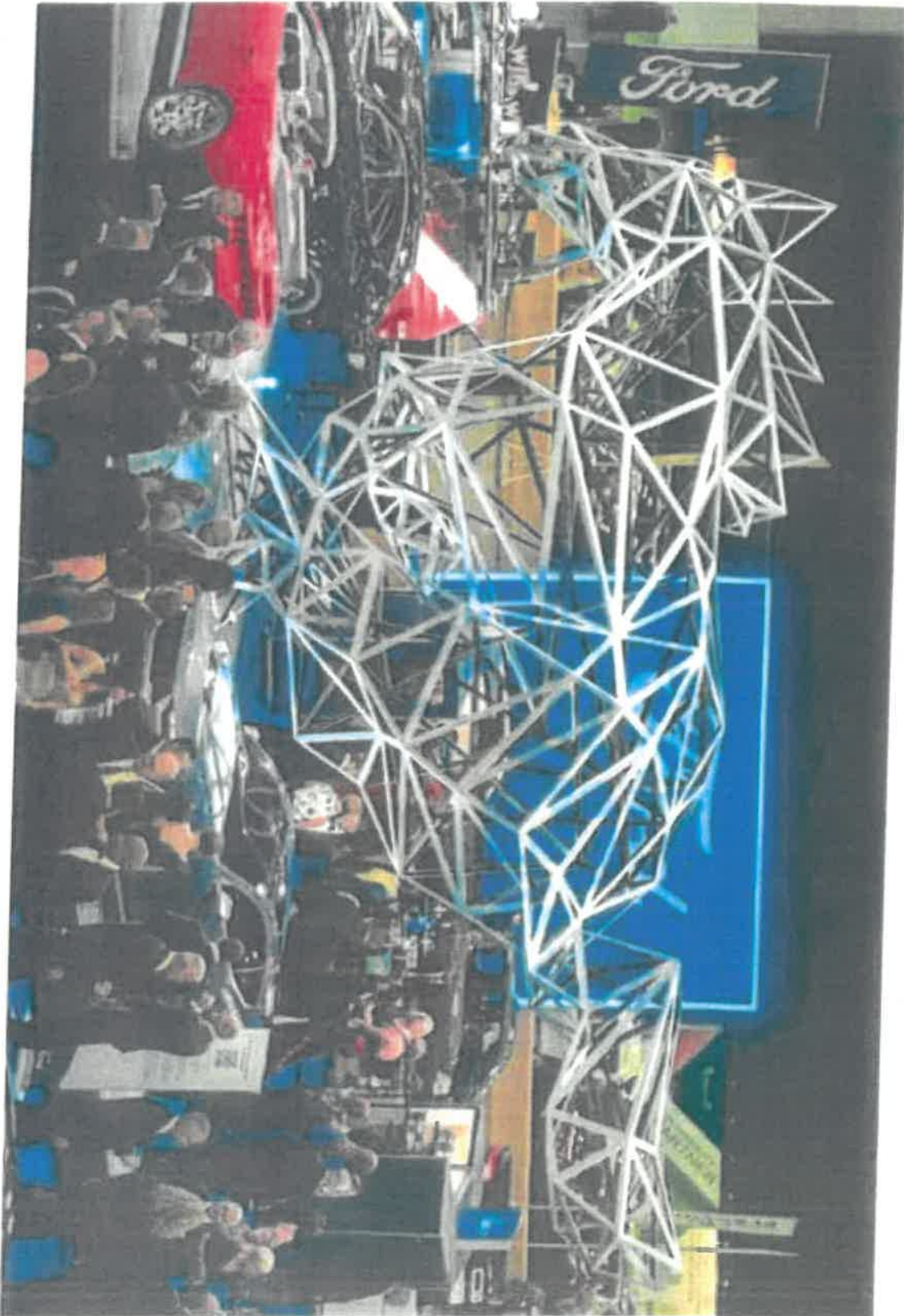
Immediate effect is requested.

Respectfully submitted,

*Jeremy J. Romer*

JEREMY J. ROMER  
Corporation Counsel







**DONATION AGREEMENT**

**THIS DONATION AGREEMENT** ("Agreement") is made as of the \_\_\_ day of \_\_\_\_\_, 2025, by and between Ford Motor Company, a Delaware company, with offices at 17000 Rotunda Drive, First Floor South, Dearborn, Michigan 48120 ("Ford") and the City of Dearborn, a Michigan public body corporate, with offices at 16901 Michigan Ave., Dearborn, Michigan 48126 (the "City").

**RECITALS**

- A. Ford desires to donate to the City the Personal Property (described below) upon the terms and conditions described in this Agreement.
- B. The City desires to receive the Personal Property as a donation from Ford and agrees to be bound by the terms and conditions of this Agreement.

**AGREEMENT**

In consideration of the foregoing and the mutual covenants and undertakings described herein, the parties agree as follows:

1. **Donation of the Personal Property.** Subject to and upon the terms and conditions contained in this Agreement, Ford represents and warrants that it is the sole owner of the Personal Property, and hereby agrees to donate to the City the personal property and equipment more fully described in Exhibit 'A' and made a part hereof by this reference (the "Personal Property"). The City hereby agrees to accept such donation subject to and upon the terms and conditions contained in this Agreement and to abide by any installation and maintenance requirements contained herein or Exhibit 'A' attached hereto.

2. **Closing Date.** On or before \_\_\_\_\_ (the "Closing Date"), Ford shall convey title of the Personal Property to the City by bill of sale in form and substance satisfactory to the City. Upon receipt of title to the Personal Property, the City shall retrieve and take physical possession of such Personal Property from its current storage location.

3. **Inspection of Personal Property.** The City acknowledges that it has had or will have an adequate opportunity to inspect the Personal Property and is acquiring such Personal Property in its "as-is" "with all faults" condition. Notwithstanding anything contained herein to the contrary, the City acknowledges that the Personal Property is currently not intended for outdoor use and may require additional work or improvements to prepare the Personal Property for permanent outdoor installation. The City shall hire a structural engineer licensed in the State of Michigan to review the existing Personal Property for permanent outdoor installation and to design the footing and pedestal for outdoor display of such Personal Property in compliance with all applicable city and state building codes.

4. **Fair Market Value of the Personal Property.** Intentionally omitted.

## EXHIBIT B

5. **Closing Costs.** The City agrees that it will pay at closing all costs and fees related to the conveyance of the Personal Property to it, including, without limitation, the relocation of the Personal Property from its current storage location to the location the City has chosen for installation of the Personal Property.

6. **Use of Personal Property.** The Personal Property shall be used as a permanent outdoor sculpture for public art and aesthetics purposes only. The City shall not allow any person to climb on or otherwise touch the Personal Property, except as required for the installation, maintenance and repair of the Personal Property by contractors authorized by the City to perform such work. The City shall take all necessary steps to ensure that the Personal Property is not (and does not become) an attractive nuisance and does not encourage or invite any such unauthorized touching or climbing by installing, to the extent necessary, sufficient fencing and signage around the Personal Property. The City shall also use commercially reasonable efforts to maintain the Personal Property in good condition by performing regular repairs and maintenance, including, without limitation, any necessary structural repairs, and painting and weatherproofing as necessary, at the City's sole cost and expense. The City shall not, and shall not permit any third party to, alter, modify, reconfigure, add to, deface, or otherwise change the Personal Property, including its design, aesthetic appearance, structural form, materials, or coloring, from its condition and appearance as of the Closing Date, without obtaining the prior express written consent of Ford, which consent Ford may grant, condition, or withhold in its sole and absolute discretion. This prohibition does not preclude the City from undertaking necessary repairs and maintenance as stipulated in this Paragraph 6 and Exhibit A, provided such actions are restorative in nature and do not materially alter the original design, artistic expression, or Ford-approved appearance of the Personal Property. Any proposal by the City for modifications beyond such restorative maintenance and repair must be submitted to Ford in writing, with detailed plans, for Ford's review and approval prior to any such modification being undertaken. The obligations of this Paragraph 6 shall survive the Closing Date.

7. **Waiver.** The City acknowledges and agrees that it is acquiring and using the Personal Property at its own risk and shall hold harmless, Ford and its affiliates, and respective officers, directors, employees, stockholders, agents, contractors, consultants, and representatives from and against all damages, assessments, costs, fees, expenses, charges, claims, losses and liabilities relating to or arising out of the transportation, installation, use, maintenance, repair, display, or other operation of the Personal Property once such Personal Property is in the City's possession and control. The obligations of this Paragraph 7 shall survive the Closing Date.

### 8. **Intellectual Property.**

8.1 **Ownership and Reservation of Rights.** Ford is and shall remain the sole and exclusive owner of all intellectual property rights associated with the Personal Property, including but not limited to: (a) all trademarks, service marks, trade dress, and logos owned by Ford, including, without limitation, the "Mustang" name and the "Running Horse" design and logo (collectively, the "Ford Trademarks"), whether or not embodied in or depicted by the Personal Property; and (b) any and all copyrights in the design, likeness, and artistic expression of the Personal Property as a sculptural work, to the extent such rights exist and are owned by Ford (the "Ford Copyrights"). The donation of the Personal Property hereunder is a donation of the physical, tangible object only and does not constitute or imply any grant, license, waiver, or assignment of

## EXHIBIT B

any of Ford's intellectual property rights, including the Ford Trademarks and Ford Copyrights, to the City or any third party.

**8.2 City's Acknowledgment and Use Limitation.** The City acknowledges and agrees that: (a) it receives no right, title, or interest in or to any of the Ford Trademarks or Ford Copyrights by virtue of this Agreement or the donation of the Personal Property; (b) its use of the Personal Property is limited to passive, public display as a work of art as set forth in Section 6 of this Agreement; and (c) any use of the Ford Trademarks (including any depiction of the Running Horse logo) or Ford Copyrights (including reproductions or derivative works of the sculpture) beyond the mere public display of the physical Personal Property, particularly for any commercial, promotional (other than incidental, non-prominent, factual depiction of the sculpture as a city landmark in general City materials not intended for revenue generation), or revenue-generating purpose, is strictly prohibited without a separate, express written license agreement obtained from Ford in advance of such use.

**8.3 Separate License for Other Uses.** (a) Should the City desire to use any of the Ford Trademarks or Ford Copyrights in connection with any materials, merchandise, services, or promotions (including, but not limited to, creating and selling replicas, miniatures, or other merchandise depicting the Personal Property, or using images of the Personal Property as a prominent branding element for City initiatives, tourism campaigns, or other revenue-generating or commercial activities), the City must first request and obtain a separate written license from Ford. (b) Ford shall be under no obligation whatsoever to grant such a license, and any decision to grant or withhold such a license shall be at Ford's sole and absolute discretion. (c) Any such license agreement, if granted by Ford, will be subject to terms and conditions specified by Ford, which may include, without limitation, quality control provisions, usage restrictions, and the payment of royalties or other fees by the City to Ford. The obligations contained in the foregoing paragraphs of Section 8 shall survive the Closing Date.

**9. Brokers.** If any person or entity shall assert a claim to a fee, commission or other compensation on account of alleged employment as a broker or finder or for performance of services as a broker or finder in connection with this Agreement, the party through whom such broker or finder is claiming shall (a) hold harmless the other against and from any such claim and all costs, expenses and liabilities incurred in connection with such claim or any action or proceeding brought thereon (including, without limitation, attorney and witness fees in defending against such claim) and (b) satisfy promptly any settlement or judgment arising from any such claim or action or proceeding brought thereon. The obligations of this Paragraph 9 shall survive the Closing Date.

**10. Notices.** All notices and other communications required to be given hereunder shall be in writing and shall be mailed by certified mail, postage prepaid, or by prepaid overnight mail delivery service providing written evidence of delivery, addressed as follows:

If to Ford:

Ford Motor Company  
c/o Ford Land Motor Development Company  
17000 Rotunda Drive, First Floor South  
Dearborn, Michigan 48120  
Attention:

## EXHIBIT B

With a Copy to: Lewis & Munday, P.C.  
220 W. Congress, Suite 500  
Detroit, Michigan 48226  
Attention: Real Estate Department

If to the City: The City of Dearborn  
Dearborn Administrative Center  
16901 Michigan Ave.  
Dearborn, Michigan 48126  
Attention: Mayor Abdullah H. Hammoud

Any notice by certified mail shall be deemed to have been given on the day of certification thereof. Any notice by overnight delivery shall be deemed to have been given when delivered to the overnight mail delivery service addressed as provided above.

11. **Counterparts.** This Agreement may be executed by the parties on separate counterparts or signature pages, all of which shall constitute one and the same instrument.

12. **Entire Agreement.** This instrument contains the entire agreement between Ford and the City and there are no other terms, conditions, promises, understandings, statements or representations, express or implied, concerning the transaction contemplated hereunder.

13. **Headings.** The headings to the paragraphs hereof are for convenience of reference only and shall in no way expand, modify, restrict or limit any provision hereof or be used to construe any provision.

14. **Governing Law.** This Agreement shall be governed by the laws of the State of Michigan.

15. **Severability.** If one or more provisions of this Agreement shall be held by a court of competent jurisdiction to be unenforceable, the remaining provisions of this Agreement shall not be affected thereby.

**[THIS PAGE ENDS HERE; SIGNATURES ON NEXT PAGE]**

**EXHIBIT B**

IN WITNESS WHEREOF, Ford and the City have executed this Agreement as of the day and year first above written.

FORD MOTOR COMPANY,  
a Delaware company

By: \_\_\_\_\_

Name:

Its: \_\_\_\_\_

THE CITY OF DEARBORN,  
a Michigan public body corporate

By: \_\_\_\_\_

Name:

Its: \_\_\_\_\_



**EXHIBIT A**

**DONATED PERSONAL PROPERTY**

**Ford Motor Company “Mustang Sculpture”**

Description: Aluminum horse sculpture “Mustang”

Approximate size: 45’-6” long x 7’-7” wide x 17’ tall

Approximate weight: 1,500 lbs.

The Mustang Sculpture was fabricated from ¼” thick aluminum plates welded into nine (9) different sections. The sections were designed to be bolted together for assembly and disassembly for interior use. (See attached for depictions of sculpture)

Requirements for installing Mustang Sculpture in a permanent outdoor environment:

1. A pedestal to be used as the base for installing the Mustang Sculpture shall be designed and installed with weather resistant anchors. The height of the pedestal and whether lighting shall be included shall be determined by the City of Dearborn and their risk management team.
2. The City of Dearborn shall hire their own structural engineer licensed in the State of Michigan to review the existing Mustang Sculpture for modifications required for permanent outdoor display. Stand alone base plates to mount the sculpture to the pedestal or slab may also need to be designed and created as part of the installation process.
3. Due to the overall finished size of the Mustang Sculpture, it should be transported in sections and assembled at the site of its final location. Ford strongly recommends that all of the bolted together sections be welded together at the site of its final location to eliminate any potential issues with the bolted connections. Touch up painting for areas of new weldments and to protect against weather conditions is required.
4. Fencing or unscalable barriers shall be placed around the Mustang Sculpture to prevent the public from gaining access to the sculpture and climbing on the sculpture.