



REGULAR MEETING OF THE COUNCIL

August 12, 2025

AGENDA

1. ROLL CALL
2. INVOCATION BY Reverend Monica Olah of Help is Near Missionary Ministry Church.
3. PLEDGE OF ALLEGIANCE
4. RESOLUTION BY COUNCILPRESIDENT SAREINI SUPPORTED UNANIMOUSLY – Acknowledging Hadi Mazraani from Dearborn High School on receiving the title of State Champion at the Michigan/USA Wrestling Nationals and requesting immediate effect.
5. RESOLUTION BY COUNCILPRESIDENT SAREINI SUPPORTED UNANIMOUSLY – Acknowledging Jamal Jawad from The Custard Company, as well as Ali and Nada Keaik of Keaiks's Food Truck for their generous contributions to the City and requesting immediate effect.
6. RESOLUTION BY COUNCILMEMBER ENOS SUPPORTED UNANIMOUSLY – Acknowledging the 80th Birthday of longtime resident Steve Hussein and requesting immediate effect.
7. RESOLUTION BY COUNCILMEMBER ALSAWAFY SUPPORTED UNANIMOUSLY – Acknowledging Leaders Advancing and Helping Communities (LAHC) for their ongoing dedication and efforts in improving our community and requesting immediate effect.

8. RESOLUTION BY COUNCILPRESIDENT SAREINI SUPPORTED UNANIMOUSLY – Offering condolences to the family of Joe Terry and requesting immediate effect.
9. PUBLIC COMMENT
10. RESOLUTION IN NEED OF OFFER AND SUPPORT – Approving all items on the consent agenda and requesting immediate effect.

CONSENT AGENDA

11. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND PARIS – Granting the request of the property owner of 6914 Wyoming St. for a temporary Use of Land permit to allow one (1) food truck to operate on the property from August 13, 2025 through March 6, 2026 in order to finalize construction of their brick and mortar establishment and requesting immediate effect.
12. RESOLUTION BY COUNCILMEMBERS PARIS AND HAMMOUD – Authorizing the City Engineer to execute a Water Main Easement Agreement with Access Recovery Center for the construction of a new eight-inch diameter water main located at 10149 Michigan Ave., to serve the development and the neighborhood, subject to review and approval by Corporation Counsel; also authorizing the Engineering Division to record the necessary documents with the Wayne County Register of Deeds and requesting immediate effect.
13. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ALSAWAFY – Approving the request of Environmental Resources Group for a Right-of-Way permit to perform two (2) soil borings within Right-of-Way of the Public Alley located North of 3544 Pelham and West of Pelham St. requesting immediate effect.
14. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND ENOS – Authorizing the City Engineer to execute a permanent traffic regulation change at Bryan St. between Schaefer Rd. and Lois St., to turn it from a one-way street to a two-way street, as part of the Water Main Replacement and Asphalt Street Resurfacing Phase 3 project and requesting immediate effect.

15. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND ENOS – Awarding a contract to National Realty Counselors Inc. (Kent D. Steele CRE, MAI, FRICS) in the amount of \$125,000, which includes a 5% contingency in the amount of \$5,950 for Professional Appraisal Services of the Ford Hub Oakwood Research and Development Center; also authorizing the Finance Director to appropriate General Fund fund balance in the amount of \$125,000 to the General Fund, Assessor, Contractual Services, Other Services account and requesting immediate effect.
16. RESOLUTION BY COUNCILMEMBERS PARIS AND ALSAWAFY – Awarding a contract to OCG Companies in the amount of 49,188 for the Assembly and Installation of 600 Picnic Tables in all City parks and requesting immediate effect.
17. RESOLUTION BY COUNCILMEMBERS ENOS AND PARIS – Awarding a contract to Maverick Excavating in the amount of \$75,000 for the Demolition and Disposal of fifty (50) Trailers at Camp Dearborn and requesting immediate effect.
18. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND ENOS – Authorizing a cooperative contract purchase, via the Midwestern Higher Education Cooperative Program, from Dell in the amount of \$850,000 for the purchase of new Dell Desktops and Laptops for all City Departments and requesting immediate effect.
19. RESOLUTION BY COUNCILMEMBERS ENOS AND PARIS – Authorizing a cooperative contract purchase, via the GSA Cooperative Purchasing Program, from Resultant in the annual amount of \$414,604 for a total in the amount of \$1,243,812, with a 5% contingency in the amount of \$62,191 for Google Workspace Enterprise for the term of three-years and requesting immediate effect.
20. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND PARIS – Authorizing a cooperative contract purchase, via the GSA Cooperative Purchasing Program, from Carahsoft in the annual amount of \$923,960 for a total in the amount of \$2,771,880, with a 5% contingency in the amount of \$138,594 for Google Infrastructure and Maintenance, for the term of three-years and requesting immediate effect.

21. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND ENOS – Awarding a cooperative contract, via the MiDeal Cooperative Program, to Info-Tech Research Group, Inc. in the annual amount of \$20,750 for a total in the amount of \$62,250 for the purchase of Project Management Software, for the term of three-years and requesting immediate effect.
22. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ALSAWAFY – Authorizing to extend the contract with Wayne County Jail in an amount not to exceed \$150,000 for Prisoner Housing at Wayne County Jail for Fiscal Year 2026 and requesting immediate effect.
23. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ALSAWAFY – Authorizing to extend the contract with DocuSign in the total amount of \$41,067 for Document Management Services for the term of three-years, valid August 13, 2025 through July 31, 2025 and requesting immediate effect.
24. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND PARIS – Authorizing additional expenditures to Colliers Engineering & Design (C.R. 1-44-25) in the amount of \$49,600 for Traffic Engineering Services and requesting immediate effect.
25. RESOLUTION BY COUNCILMEMBERS ENOS AND ALSAWAFY – Authorizing additional expenditures to Adamo Demolition (C.R. 1-20-25) in the amount of \$44,554 for Demolition and Abatement Services of 5102, 5112, and 5120 Oakman Blvd. and requesting immediate effect.
26. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND ALSAWAFY – Authorizing additional expenditures to Guardian Plumbing and Heating in the amount of \$66,918 for Backflow Repairs in City Buildings and requesting immediate effect.
27. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND PARIS – Authorizing additional expenditures to Clark Hill, PLLC (C.R. 7-380-23) in the amount of \$40,000 for Labor Law Services and requesting immediate effect.
28. RESOLUTION BY COUNCILMEMBERS PARIS AND ENOS – Approving the resolution to adopt Public Act 88 of 1961 for MERS (Municipal Employees' System of Michigan) Police Defined Benefit Retirement Plan and authorizing the Chief of Police to sign the Memorandum of Understanding (MOU) Agreement on behalf of the City and requesting immediate effect.

29. RESOLUTION BY COUNCILMEMBERS PARIS AND ENOS – Authorizing the Finance Director to process appropriations related to Year-End Budget Adjustments pursuant to requests received from involved departments in the total amount of \$888,595.56 for the unrealized decrease in the value of the land inventory and requesting immediate effect.
30. RESOLUTION BY COUNCILMEMBERS ENOS AND PARIS – Authorizing to amend the Fiscal Year 2025 budget to carry forward budget appropriations related to year end initiatives pursuant to requests received from involved departments in the total amount of \$5,275,775 and requesting immediate effect.
31. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND HAMMOUD – Authorizing the Finance Director to recognize and appropriate the Institute for Social Research Grant award in the amount of \$500 in the Department of Public Health budget to support the PACE Project “Community Perspectives on Intimate Partner Violence in Dearborn, MI” and requesting immediate effect.
32. RESOLUTION BY COUNCILMEMBERS ENOS AND HAMMOUD – Authorizing the Mayor or his designee to execute the required participation forms for New National Opioid Settlement with Purdue Pharma L.P. and the Sackler family, as provided by the Michigan Attorney General’s office and requesting immediate effect.
33. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND PARIS – Authorizing the Mayor or his designee to execute the required participation forms for eight (8) New National Opioid Settlements with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus, as provided by the Michigan Attorney General’s office and requesting immediate effect.

END OF CONSENT AGENDA

34. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND ENOS – Approving the minutes of the previous regular meeting of July 15, 2025.
35. RESOLUTION BY COUNCILMEMBERS ENOS AND ABRAHAM – Approving the minutes of the previous special (closed) meeting of July 16, 2025.

36. ORDINANCE ON THE TABLE – ORDINANCE NO. 25-1850 – “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 HAMMOUD – To take from the table for its final reading.
37. ORDINANCE NO. 25-1851 – INTRODUCED BY COUNCILMEMBER ALSAWAFY.
SYNOPSIS – “An Ordinance to Amend Section 9.02 of Ordinance No. 06-1111 of the City of Dearborn by Rezoning the Property Located at 16030 Michigan Avenue from an OS (Business Office) to the BA (Local Business) zoning classification.
RESOLUTION BY COUNCILMEMBERS PARIS AND HAMMOUD – To table the Ordinance.
38. ORDINANCE NO. 25-1852 – INTRODUCED BY COUNCILMEMBER PARIS.
SYNOPSIS – “An Ordinance to Amend the Occupancy and Building Standards Chapter (Chapter 11) of the Code of Ordinances of the City of Dearborn to remove existing regulations for non-owner-occupied rentals from their current location in the Code of Ordinance, with a delayed effective date of January 1, 2026.
RESOLUTION BY COUNCILMEMBERS ENOS AND HAMMOUD – To table the Ordinance.
39. ORDINANCE NO. 25-1853 – INTRODUCED BY COUNCILMEMBER ABRAHAM.
SYNOPSIS – “An Ordinance to Amend the Traffic and Motor Vehicles Chapter (Chapter 18) of the Code of Ordinances of the City of Dearborn by Amending Section 18-364.1, to allow enforcement by Economic Development Inspectors.
RESOLUTION BY COUNCILMEMBERS ENOS AND PARIS – To table the Ordinance.
40. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ALSAWAFY – Granting the request of the American Moslemm Society for a temporary Use of Land permit to host an outdoor Health Fair at its privately-owned parking lot located at 9945 Vernor Hwy., from 10:00 A.M to 3:00 P.M. on Saturday, August 30, 2025; also authorizing a noise waiver for the duration of the event and requesting immediate effect.

41. RESOLUTION BY COUNCILMEMBERS ENOS AND HAMMOUD – Authorizing the use and closure of West Village Drive between the East and West Parking Decks, adjacent to Peace Park West, and the use and closure of the basement level within both the East and West Parking structures in the WDDDA from 7:00 a.m. to 11:00 p.m. on Friday, September 26, 2025 for the Dearborn Coffee Week Opening event; also authorizing a noise waiver for the duration of the event and that these approvals be extended to a rescheduled date if needed and requesting immediate effect.
42. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND PARIS – Authorizing the use and closure of the John Nagy Parking Lot, and use of the new Peace Park East in the EDDDA from 7:00 a.m. to 11:00 p.m. on Friday, October 3, 2025 for the Dearborn Coffee Week Closing event; also authorizing a noise waiver for the duration of the event and that these approvals be extended to a rescheduled date if needed and requesting immediate effect.
43. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND PARIS – Authorizing the use and closure of Maple St. from Michigan Ave. to Wellesley St. and the use and closure of the John Nagy Parking Lot, from 7:00 a.m. to 11:00 p.m. on Friday, October 17, 2025 for the East Dearborn Downtown Fall Bazaar event; also authorizing a noise waiver for the duration of the event and that these approvals be extended to a rescheduled date if needed and requesting immediate effect.
44. RESOLUTION BY COUNCILMEMBERS ENOS AND ALSAWAFY – Authorizing the use and closure of Maple St. from Michigan Ave. to Wellesley St. and the use and closure of the John Nagy Parking Lot, from 7:00 a.m. to 11:00 p.m. on Saturday, October 18, 2025 for the East Dearborn Downtown Fall Family Day event; also authorizing a noise waiver for the duration of the event and that these approvals be extended to a rescheduled date if needed and requesting immediate effect.
45. RESOLUTION BY COUNCILMEMBERS ENOS AND HAMMOUD – Authorizing the use and closure of West Village Dr., between the East and West Parking Structures, and closure of the basement of the East Parking Decks from 7:00 A.M. to 11:00 P.M. on Saturday, December 13, 2025 for the WDDDA (West Dearborn Downtown Development Authority's) 3rd Annual Jingle Bell Bash event; also authorizing a noise waiver for the duration of the event and that these approvals be extended to a rescheduled date if needed and requesting immediate effect.

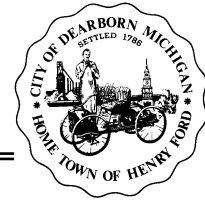
46. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND PARIS – Authorizing the Finance Director or designee to recognize donations from KW Legacy Kellar Williams in the amount of \$5,000 and to appropriate the donations toward various West Dearborn Downtown Development Authority events (Dearborn Summer Market, Pilates in the Park, Dearborn Coffee Week, Trick or Treating, and Jingle Bell Bash) in the amount of \$1,000 each and requesting immediate effect.
47. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND PARIS – Awarding a best source competition exception contract to Sewing Your Life, LLC in an amount up to \$50,000 for Sewing Education Courses as part of the Dearborn WORKS (Women’s Opportunity to Realize their Knowledge and Skills) grant, through April 30, 2027 and requesting immediate effect.
48. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ALSAWAFY – Authorizing to extend the contract with Magnet Forensics (C.R. 9-461-24) in the amount of \$57,110 for continued use of Graykey Mobile Data Extraction Licenses by the Police Department, resulting in a new expiration date of August 8, 2026 and requesting immediate effect.
49. RESOLUTION BY COUNCILMEMBERS ENOS AND PARIS – Authorizing to extend the contract with JustAir in the amount of \$39,700 for continued Air Quality Monitoring Services, through August 2026 and requesting immediate effect.
50. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ALSAWAFY – Authorizing additional expenditures to Applied Science, Inc. (C.R. 12-584-23) in the amount of \$448,380 for the design of four (4) grade protection stations for continued work on the FEMA Hazard Mitigation Grant Program (CIP Project N 16901) and requesting immediate effect.
51. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ENOS – Authorizing the Finance Director to recognize the Michigan Commission on Law Enforcement Standards (MCOLES) Public Safety Academy Assistance Program Grant awarded to Dearborn Police Department in the amount of \$20,000 in account 101-2410-330.04-90 and appropriate the same in account 101-2410-515.58-10 and requesting immediate effect.

52. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND PARIS – Authorizing the Finance Director to recognize the 2025 Detroit Wayne County Mental Health Authority Grant awarded to the Dearborn Police Department in the amount of \$50,000 in account 101-2410-330.07-90 and appropriate the same in account 101-2410-511.98-00; also authorizing the Finance Director to add fifteen (15) part-time slots to the part-time position control for Police Department Community Service Agents and requesting immediate effect.
53. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ALSAWAFY – Granting the request of Dearborn High School to conduct its annual Homecoming Parade on Friday, October 10, 2025 from 5:00 P.M. to 5:45 P.M., subject to all applicable ordinances, and the rules and regulations of the Police Department; also authorizing a noise waiver for the duration of the event and requesting immediate effect.
54. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND HAMMOUD – Granting the request of Zaman International to conduct its 16th Annual Zaman “Hope for Humanity” 5K Run, Walk and Picnic on Saturday, September 20, 2025, from 8:00 A.M. to 2:00 P.M., resulting in the temporary use and closure of the northbound lane of Brady Street between Cherry Hill and the River Rouge Gateway Trail, subject to reimbursement for City services, all applicable ordinances, and the rules and regulations of the Police Department; also authorizing a noise waiver for the duration of the event and requesting immediate effect.
55. RESOLUTION BY COUNCILMEMBERS ENOS AND ALSAWAFY – Granting the request of the Kiwanis Club of Dearborn, P.O. Box 2411, Dearborn, MI 48124, to hold its Annual Peanut Street Sales and solicit contributions on September 4, 5, 6, and 7, 2025 from 7:00 A.M. to 7:00 P.M. at various public roadways throughout the City and requesting immediate effect.
56. RESOLUTION BY COUNCILMEMBERS PARIS AND ENOS – Authorizing the use and closure of multiple streets between Tireman Ave. and Patton St. beginning at 7:00 A.M. on Saturday, September 13, 2025 for a Community Block Party in partnership with the City of Detroit, with assistance from several City services; also granting permission to extend these approvals to a rescheduled date if necessary and requesting immediate effect.
57. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND ABRAHAM – Authorizing the Finance Director to recognize and appropriate the matching grant award from Emagine Health Services in the amount of \$3,000 to be used to host programming that promotes public health, arts, and culture and requesting immediate effect.

58. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND HAMMOUD –
Authorizing the Mayor’s Office to renew the Citywide membership with the Southeast Michigan Council of Governments (SEMCOG) in the amount of \$16,602 for the period of June 1, 2025 through May 31, 2026.
59. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND ENOS – Concurring in the appointment of Yousef Saleh to the Parks and Recreation Commission with a term ending June 30, 2028 and requesting immediate effect.

PUBLIC COMMENT WILL FOLLOW ANY WALK-ON ITEMS

OFFICE OF THE 34TH CITY COUNCIL



IMMEDIATE EFFECT

To: City Clerk

From: City Council

Date: August 12, 2025

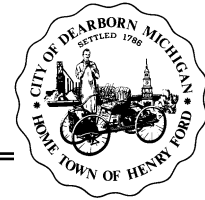
Subject: Council Acknowledgment- Hadi Mazraani

The 34th City Council wishes to acknowledge Hadi Mazraani from Dearborn High School on receiving the title of State Champion at the Michigan/USA Wrestling Nationals with a Council Citation supported unanimously.

A handwritten signature in dark ink, appearing to read "Michael T. Sareini", is written over a faint, circular official stamp.

Michael T. Sareini
Council President

OFFICE OF THE 34TH CITY COUNCIL



IMMEDIATE EFFECT

To: City Clerk

From: City Council

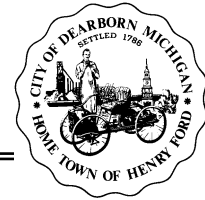
Date: August 12, 2025

Subject: Council Acknowledgment- The Custard Co. & Keaik's Food Truck

The 34th City Council wishes to acknowledge Jamal Jawad from The Custard Company, as well as Ali and Nada Keaik of Keaiks's Food Truck for their generous contributions to the City with a Council Citation supported unanimously.

Michael T. Sareini
Council President

OFFICE OF THE 34TH CITY COUNCIL



IMMEDIATE EFFECT

To: City Clerk
From: City Council
Date: August 12, 2025
Subject: Council Acknowledgment- LAHC

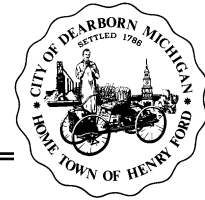
The 34th City Council wishes to acknowledge Leaders Advancing and Helping Communities for their ongoing dedication and efforts in improving our community.

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

A handwritten signature in blue ink, which appears to read "Kamal M. Alsawafy".

Kamal M. Alsawafy
Councilmember

OFFICE OF THE 34TH CITY COUNCIL



IMMEDIATE EFFECT

To: City Clerk
From: City Council
Date: August 12, 2025
Subject: Council Acknowledgment- Steve Hussein

The 34th City Council wishes to acknowledge the 80th birthday of longtime resident Steve Hussein.

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

Leslie C. Herrick
Council President Pro Tem

ASSESSORS EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect Requested

REQUEST: Request to secure a professional appraisal contract with National Realty Counselors, Inc (Kent D. Steele, CRE MAI FRICS). Additionally, it is requested the Finance Director be authorized to appropriate General Fund Fund Balance of \$125,000 to General Fund, Assessor, Contractual Services, Other Services.

DEPARTMENT: Assessors

BRIEF DESCRIPTION: The Ford Hub property located within the Research and Development Center at 21175 Oakwood (Parcel 82-09-272-01-010) is a new, very unique building that needs an appraisal for valuation purposes. The purpose of this appraisal is to establish the market value of the property as of December 31st, 2024. Due to the specialized nature of this matter and the degree of attention it requires, it has become necessary to retain a third-party appraisal service to assist in valuation of the property.

PRIOR COUNCIL ACTION: N/A

BACKGROUND: The City of Dearborn is currently facing a property tax appeal from Ford Motor Company regarding the valuation of its Oakwood Research and Development (R&D) Center, also known as the Ford Motor Hub. This facility is a major industrial and technological site, and the outcome of the tax appeal could significantly impact the City. Engaging a qualified third-party appraiser is essential in this case.

FISCAL IMPACT:

Projected total up to \$125,000.

COMMUNITY IMPACT: The outcome of the tax appeal could significantly affect the City's tax base.

IMPLEMENTATION TIMELINE: National Realty Counselors, Inc. estimates that the project should take approximately 205-250 hours to complete. An estimated project timeline showing the hours needed to complete is attached.

COMPLIANCE/PERFORMANCE METRICS: The Assessment Department will manage this contract.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: City Assessor

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Request to secure professional appraisal services from National Realty Counselors Inc (Kent D Steele CRE, MAI, FRICS) in regards to the Ford Hub Oakwood Research & Development Center

DATE: July 29th, 2025

Budget Information

Adopted Budget:	\$35,750
Amended Budget:	\$35,750
Requested Amount:	\$125,000 (\$119,050 Base + \$5,950 5% Contingency)
Funding Source:	General Fund, Assessor, Contractual Services
Supplemental Budget:	General Fund appropriation of \$125,000

Summary of Request

The Assessing Department, in conjunction with Purchasing, recommends authorizing a contract with National Realty Counselors, Inc (Kent D. Steele, CRE MAI FRICS) for professional appraisal services in the above matter.

It is respectfully requested that Council authorizes the appropriation and contract the award with immediate effect, contingent upon satisfactory performance by the provider. The resulting contract shall not be binding until fully executed.

Additionally, it is requested the Finance Director be authorized to appropriate \$125,000 to General Fund, Assessor, Contractual Services

Background and Justification

The Ford Hub property located within the Research and Development Center at 21175 Oakwood (Parcel 82-09-272-01-010) is a new, very unique building that needs an appraisal for valuation purposes. The purpose of this appraisal is to establish the market value of the property as of December 31st, 2024. Due to the specialized nature of this matter and the degree of attention it requires, it has become necessary to retain a third-party appraisal service to assist in valuation of the property.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Importance of a Third-Party Appraisal for the City of Dearborn in the Ford Motor Company Tax Appeal

The City of Dearborn is currently facing a property tax appeal from Ford Motor Company regarding the valuation of its Oakwood Research and Development (R&D) Center, also known as the Ford Motor Hub. This facility is a major industrial and technological site, and the outcome of the tax appeal could significantly impact the city's financial standing. Engaging a qualified third-party appraiser is essential for the following reasons:

1. Ensures Objectivity and Credibility

A third-party appraisal provides an independent, unbiased assessment of the property's value. Relying solely on the valuation provided by either the City or Ford Motor Company could lead to accusations of bias. An independent appraisal strengthens the City's position with a fact-based, neutral valuation that will carry more weight in legal or tribunal proceedings.

2. Protects the City's Tax Base

The Ford Oakwood R&D Center represents a substantial portion of the city's commercial property tax base. If the facility is significantly devalued, the City could lose millions in annual tax revenue, which funds essential services such as public safety, infrastructure, and education. A professional appraisal helps ensure that Ford is paying a fair share based on current market conditions and property usage.

3. Supports Legal Defense in Tax Tribunal

Tax appeals often escalate to the Michigan Tax Tribunal, where technical and legal arguments are made. A third-party appraisal provides detailed documentation and expert testimony that can serve as strong evidence to support the City's valuation. This strengthens the City's ability to defend its position and reduces the risk of an unfavorable ruling.

4. Reflects the Complexity of the Property

The Ford Oakwood facility is not a standard commercial property—it is a high-tech R&D campus with specialized equipment, security infrastructure, and unique features. Valuing such a property requires specific expertise. A professional appraiser with industrial and R&D experience can accurately assess the true market value of these complex elements.

5. Helps in Future Planning and Budgeting

Knowing the true value of one of the city's largest properties allows for more accurate long-term financial planning and budgeting. This can also set a precedent for future tax appeals involving similar properties in the city, ensuring consistency and fairness in property assessments.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

In summary, a third-party appraisal is a critical tool for ensuring that the City of Dearborn is equipped with the most accurate and credible information to protect its financial interests in the face of Ford's tax appeal. The independent valuation will help maintain fiscal stability, ensure legal fairness, and demonstrate transparency and diligence in municipal governance.

National Realty Counselors Inc. (Kent D. Steele CRE MAI FRICS) hourly rate for the preparation of this appraisal is \$475/hour. Direct travel expenses also will be reimbursed, as well as travel time at \$100/hour. A \$35,000 retainer will be paid once the contract is signed.

If expert witness and litigation consulting services are needed, the rate is \$475/hour for work completed in the appraiser's office and \$600/hour for depositions, courtroom testimony and meetings outside his office, plus travel related expenses, including travel time at \$100/hour. If the later testimony scenario is needed, Assessors will return at that time for additional contract authority and budget.

Procurement Process

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

Signature Page

Prepared By:

DocuSigned by:

Jay Andrews

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Jay Andrews, Sr. Buyer, Purchasing

Department Approval:

DocuSigned by:

Jacob Thurston

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Jacob Thurston, City Assessor

Budget Approval:

DocuSigned by:

Michael Kennedy

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Michael Kennedy, Finance Director/Treasurer

Initial

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Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

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Jeremy J. Romer, Corporation Counsel



EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: To approve a road closure between Tireman Ave & Patton St at 7:00 AM on Saturday, September 13 and authorization of City resources for a Community Block Party in partnership with the City of Detroit.

Immediate effect is requested.

DEPARTMENT: Community Relations and Dearborn Police Department

BRIEF DESCRIPTION:

The City of Dearborn will be hosting a Community Block party on Saturday, September 13 from 12:00 PM – 3:00 PM to further positive relationships with our Detroit neighbors. Approval of a partial closure of Tireman Ave and surrounding roads is necessary.

Additionally, it is requested that these approvals be extended to a rescheduled date if the event is canceled due to weather.

PRIOR COUNCIL ACTION: This closure has been approved three times previously in 2022, 2023, and 2024.

9-467-24

BACKGROUND: Under Mayor Abdullah H. Hammoud's leadership, the City of Dearborn is strengthening our relationship with Detroit residents and promoting our community's desire to create welcoming environments for our neighbors.

The Community Block Party will take place on Tireman Ave between Appoline St and Manor St. The southern half of Tireman Ave between these streets is within the City of Dearborn's control. The City of Detroit will also be asked to close the north side of Tireman Ave. Additional streets including Appoline St, Esper Blvd, Patton St, Miller Rd, Littlefield Blvd, and Manor St will also need either a full or partial closure to ensure participant safety.

It is anticipated that resources from DPW, Police, Fire, Parks & Recreation, and Community Relations will be needed.

The Community Block Party will feature family-friendly activities, food, community resources, musical entertainment, and opportunities for neighbors to connect with one another.

FISCAL IMPACT:

This event will be funded via sponsorship dollars and the Community Relations event budget.

IMPACT TO COMMUNITY:



**COMMUNITY
RELATIONS**

EXECUTIVE SUMMARY AND MEMORANDUM

IMPLEMENTATION TIMELINE: Immediate effect is requested.

COMPLIANCE/PERFORMANCE METRICS: None



**COMMUNITY
RELATIONS**

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: Community Relations & Dearborn Police Departments
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Memorandum of understanding to approve road-closure between Tireman Ave & Patton St at 7:00 AM on Saturday, Sept. 13, 2025 and authorization of City resources for a Community Block Party in partnership with the City of Detroit.
DATE: July 24th 2025

With the intention of strengthening our relationship with Detroit City management & residents and promoting our community's desire to create a welcoming environment to our neighbors, the City of Dearborn is joining forces with the City of Detroit to host our 4th Annual Dearborn x Detroit Community Block Party on Saturday, September 13, 2025 from 12 PM – 3 PM.

The Community Block Party will take place between Tireman Ave & Patton St. Additional streets Appoline St, Esper Blvd, Patton St, Miller Rd, Littlefield Blvd, and Manor St will also need either a full or partial closure to ensure participant safety.

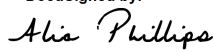
It is anticipated that resources from DPW, DPD, DFD, Parks & Recreation and Community Relations will be needed to help with event organization, set-up, and barricading funding will come from sponsorships and the Dearborn Community Relations budget.

The Community Block Party will feature free, family-friendly activities such as henna, bounce houses, food trucks, musical entertainment, as well as opportunity for residents from both cities to connect with one another.

Please see the map below for the requested road closures in red, with the proposed event boundary in blue.


Immediate effect is requested.


Respectfully submitted,

DocuSigned by:

 64F9175A27244C...
 Alia Phillips
 Community Relations Director

DocuSigned by:

 1053E1C7585A436...
 Issa Shahin
 Chief of Police

DocuSigned by:

 36BABC6B6ED3466...
 Tim Hawkins
 Public Works Director

DocuSigned by:

 503098961A7C461...
 Sean Fletcher
 Parks & Recreation Director



COMMUNITY
RELATIONS

EXECUTIVE SUMMARY AND MEMORANDUM

DocuSigned by:

Joseph Murray

03FD550B1D2F4D0...

Joseph Murray

Fire Chief

DocuSigned by:

Michael Kennedy

F77919D1421447E

Michael Kennedy

Finance Director





Immediate Effect Requested

REQUEST: The City currently has a contract with Clark Hill, PLC for Labor Law Services. Purchasing has received a request from the 19th District Court, to seek approval for additional expenditures in the amount of \$40,000 for legal fees.

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

DEPARTMENT: 19th District Court, In Conjunction with Purchasing

BRIEF DESCRIPTION: Additional expenditures have been requested to retain legal counsel to represent the court in the matter of HASSAN AOUN V. CITY OF DEARBORN, DEARBORN PROSECUTOR'S OFFICE, DEARBORN POLICE DEPARTMENT, DEARBORN LAW DEPARTMENT, UNKNOWN OFFICERS, and 19TH DISTRICT COURT.

PRIOR COUNCIL ACTION: 7-380-23

BACKGROUND: The court was served with a summons and complaint on July 10, 2025, for the above-mentioned matter and we must seek legal counsel to represent the court. The court currently has a budget of \$500 allocated for legal fees. However, we estimate that approximately \$40,000 will be needed for counsel, depending on the complexity and length of the proceedings. Therefore, we are requesting to reallocate funds from three separate accounts into the Legal Fees account to cover the anticipated cost of litigation.

FISCAL IMPACT: \$40,000

COMMUNITY IMPACT: N/A

IMPLEMENTATION TIMELINE: Services will be retained upon council approval

COMPLIANCE/PERFORMANCE METRICS: 19th district court will monitor this supplemental contract



TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Approve additional expenditures for Clark Hill, PLC. for legal Fees
DATE: July 24, 2025

Budget Information

Adopted Budget:	\$500
Amended Budget:	\$0
Requested Amount:	\$40,000
Funding Source:	19 TH District Court, Professional Services, Legal Fees
Supplemental Budget:	19 th District Court, Contractual Services, Other Services, Other Operating Expense, Licenses, Fees & Permits

Summary of Request

The City currently has a contract with Clark Hill, PLC for Labor Law Services. Purchasing has received a request from the 19th District Court, to seek approval for additional expenditures in the amount of \$40,000 for legal fees.

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

Background and Justification

The court was served with a summons and complaint on July 10, 2025, for the above-mentioned matter and we must seek legal counsel to represent the court. The court currently has a budget of \$500 allocated for legal fees. However, we estimate that approximately \$40,000 will be needed for counsel, depending on the complexity and length of the proceedings.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Prepared By:

DocuSigned by:

Mark Rozinsky

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Mark Rozinsky, Purchasing Manager

Department Approval

Signed by:

Tim Attalla

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Tim Attalla, Court Administrator

Budget Approval:

DocuSigned by:

Michael Kennedy

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Michael Kennedy, Finance Director/Treasurer

Initial

CS

Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

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Jeremy J. Romer, Corporation Counsel



ECONOMIC
DEVELOPMENT

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Authorization for the American Moslem Society to host an outdoor Health Fair at its privately-owned parking lot on August 30, 2025.

DEPARTMENT: Economic Development

BRIEF DESCRIPTION: The American Moslem Society (9945 Vernor Hwy, Dearborn, MI 48120), through Economic Development, requests authorization of a special use of land permit, contingent upon City Council approval, to host a temporary outdoor Health Fair at its privately-owned parking lot on August 30, 2025 from 10:00 am to 3:00 pm. It is also requested for City Council to waive the noise ordinance during event day and time.

PRIOR COUNCIL ACTION:

City Council previously approved the same request for the 2024 event via CR 7-375-24.

BACKGROUND:

The American Moslem Society (AMS) is seeking approval to hold a special outdoor Health Fair at its privately-owned parking lot located at 9945 Vernor Hwy, Dearborn, MI 48120. This free event will be held on Saturday, August 30, 2025, from 10:00 am to 3:00 pm. It is also requested for City Council to waive the noise ordinance during event day and time.

The AMS recognizes that access to healthcare and wellness resources is a critical need for the community. The fair will promote a culture of wellness within the community by offering free screenings, educational resources, and information about healthy living habits. The AMS anticipates participation from approximately 20 diverse healthcare providers. This event is open to the public and AMS expects strong attendance from residents of all ages and backgrounds.

A special use of land application, which includes a site plan, was submitted to the Economic Development Department. The Fire and Police Departments have not identified any issues with the approval of this permit and the Department will approve this permit upon approval from the City Council.

FISCAL IMPACT:

None



EXECUTIVE SUMMARY AND MEMORANDUM

COMMUNITY IMPACT:

The Health Fair will be a valuable resource for the Dearborn community, promoting access to healthcare information and services, and contributing to the overall health and well-being of our residents. Additionally, events like these continue to build bridges between local healthcare providers and the public.

IMPLEMENTATION TIMELINE:

Immediate effect is requested.

COMPLIANCE/PERFORMANCE METRICS:

The Economic Development Department will issue the permit once approved by the City Council.



**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Jordan Twardy, Director of Economic Development

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Approval for the American Moslem Society to host an outdoor Health Fair

DATE: August 12, 2025

Budget Information

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

Summary of Request

The American Moslem Society (AMS) is requesting permission to hold a temporary outdoor Health Fair event at its parking lot located at 9945 Vernor Hwy, Dearborn, MI 48120 on August 30, 2025 from 10:00 am to 3:00 pm. It is also requested for City Council to waive the noise ordinance during event day and time.

Background and Justification

Special events require a special use of land permit through the Economic Development Department upon City Council's approval.

A site plan has been submitted to the Economic Development Department, and the Department does not foresee any concerns in approving this permit for the events. The plan has been reviewed by the Police Department and the Fire Department and both Departments have not identified any issues with the approval of this request.

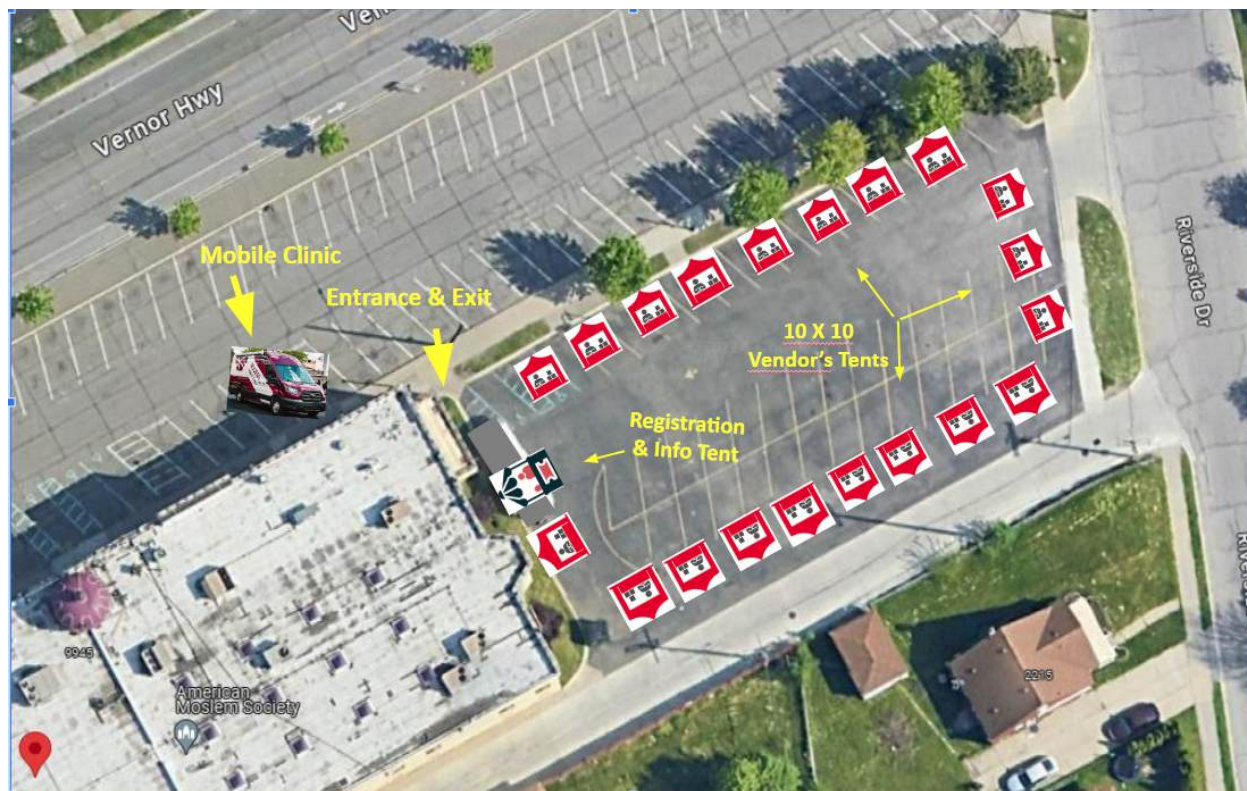


ECONOMIC
DEVELOPMENT

EXECUTIVE SUMMARY AND MEMORANDUM

Site Plan - August 30, 2025

American Moslem Society, 9945 Vernor Hwy, Dearborn, MI 48120





**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

Prepared By:

DocuSigned by:
Laura Aceves-Sanchez
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Laura Aceves-Sanchez, Economic Vitality Manager

Department Approval:

DocuSigned by:
Jordan Twardy
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Jordan Twardy, Economic Development Director

DocuSigned by:
Issa Shakin
1053E1C7585A436...

Chief Issa Shakin, Dearborn Police Department

DocuSigned by:
Joseph Murray
03FD550B1D2F4D0...

Chief Joseph Murray, Dearborn Fire Department

Corporation Counsel Approval:

DocuSigned by:
Jeremy Romer
E7A573BA25E3460...

Jeremy J Romer, Corporation Counsel



**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Request for parking spot closures, street closures, and a noise ordinance waiver for the Dearborn Coffee Week Closing Event

DEPARTMENT: Economic Development Department and East Dearborn Downtown Development Authority (EDDDA)

BRIEF DESCRIPTION:

The EDDDA is hosting the Dearborn Coffee Week Closing Event on October 3rd, 2025. This event will leverage the new Peace Park East, aiming to activate it with engaging activities and entertainment to conclude the week-long celebration. To ensure the success of this event, the EDDDA respectfully requests the following:

To ensure the success of these events, the EDDDA respectfully requests the following:

- **Parking Lot Closures:** The closure of the John Nagy Parking Lot from 7:00AM to 11:00PM on October 3rd.
- **Noise Ordinance Waiver:** A waiver of the noise ordinance for the duration of the event on October 3rd.

Additionally, it is requested that these approvals be extended to a rescheduled date if the event is canceled due to weather.

PRIOR COUNCIL ACTION:

City Council has a history of approving annual street closures, parking lot closures, and noise ordinance waivers for various EDDDA events over the past several years.

BACKGROUND:

The East Dearborn Downtown Development Authority (EDDDA) hosted the Dearborn Coffee Week closing event in 2024, which effectively highlighted the deep-rooted coffee culture within Dearborn. With the recent completion of Peace Park East, the Dearborn Coffee Week Closing Event in 2025 will leverage this new space, aiming to activate it with engaging activities and entertainment, to conclude the week-long celebration.



EXECUTIVE SUMMARY AND MEMORANDUM

FISCAL IMPACT:

Funding for this event is allocated through the East Dearborn Downtown Development Authority budget, which is subject to annual City Council approval.

COMMUNITY IMPACT:

These events offer significant benefits to our community by:

- Fostering a more vital and vibrant atmosphere.
 - Increasing customer traffic to businesses in the East Downtown commercial corridor
 - Showcasing Dearborn's rich history and unique story.
 - Activating public spaces for community engagement.
 - Attracting a diverse range of visitors to Dearborn.
-

IMPLEMENTATION TIMELINE:

Immediate effect is requested to begin planning for the fall events season beginning September 2025.

COMPLIANCE/PERFORMANCE METRICS:

DDDA staff annually evaluates event performance using metrics such as audience reach, attendance, sponsorships, social media engagement, news media coverage, and community surveys to ensure events are impactful and align with DDDA's vision, goals, and strategies.



ECONOMIC
DEVELOPMENT

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

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

VIA: Jordan Twardy, Director, Economic Development

SUBJECT: Request for parking spot closures, street closures, and a noise ordinance waiver for the Dearborn Coffee Week Closing Event

DATE: August 12, 2025

Budget Information

Adopted Budget: N/A

Amended Budget: N/A

Requested Amount: N/A

Funding Source: N/A

Supplemental Budget: N/A

Summary of Request

The East Dearborn Downtown Development Authority (EDDDA) requests the closure of the John Nagy Dr Parking Lot from 7:00AM-11:00PM and a waiver of the noise ordinance for the Dearborn Coffee Week Closing Event on October 3rd, 2025. Additionally, it is requested that these approvals be extended to a rescheduled date if the event is canceled due to weather.

Background and Justification

The Dearborn Coffee Week Closing Event in 2025 aims to activate the newly completed Peace Park East, building on the success of the 2024 event that highlighted Dearborn's coffee culture. Leveraging this new public space will allow for engaging activities and entertainment, concluding the week-long celebration. Waiving the noise ordinance is crucial to facilitate the planned activities and entertainment, thereby enhancing the visitor experience and continuing to promote East Downtown Dearborn as a vibrant destination.



Site Plan - EDDA Dearborn Coffee Week Closing Event



DEARBORN COFFEE WEEK

OCTOBER 3RD, 2025
ROAD & LOT CLOSURES
BY: 7:00AM
OPENING:
BY : 1100PM

 Parking Lot Closure if
needed to
accommodate for MI
AVE construction

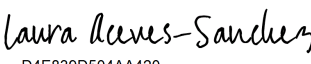


**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

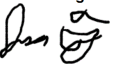
Signature Page

Prepared By:

DocuSigned by:

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Laura Aceves-Sanchez, Economic Vitality Manager

Department Approval:

DocuSigned by:

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Jordan Twardy, Economic Development Director

DocuSigned by:

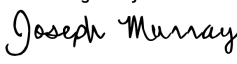
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Tim Hawkins, Public Works Director

DocuSigned by:

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Chief Issa Shahin, Dearborn Police Department

DocuSigned by:

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Chief Joseph Murray, Dearborn Fire Department

Corporation Counsel Approval:

DocuSigned by:

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Jeremy J Romer, Corporation Counsel



**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Request for parking spot closures, street closures, and a noise ordinance waiver for the Dearborn Coffee Week Opening Event

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

BRIEF DESCRIPTION:

The West Dearborn Downtown Development Authority (WDDDA) requests approval for a street closure, parking deck access, and a noise ordinance waiver for the Dearborn Coffee Week Opening Event on September 26th.

Specifically, the WDDDA requests:

- **Street Closure:** Closure of West Village Drive between the East and West Parking Decks, adjacent to Peace Park West, from 7:00 AM to 11:00 PM on September 26th.
- **Parking Deck Access:** Closure of the basement levels of both the East and West Parking Decks for dedicated vendor parking from 7:00 AM to 11:00 PM on September 26th.
- **Noise Ordinance Waiver:** A waiver of the noise ordinance for the duration of September 26th.

Additionally, it is requested that these approvals be extended to a rescheduled date if the event is canceled due to weather.

PRIOR COUNCIL ACTION:

City Council has a history of approving annual street closures, parking lot closures, and noise ordinance waivers for various WDDDA events over the past several years.

BACKGROUND:

In 2024, the West Dearborn Downtown Development Authority (WDDDA) successfully launched Dearborn Coffee Week with an impactful opening tasting event in Peace Park West. This event served as a vibrant platform for local coffee shops to showcase their diverse products, compelling stories, and rich histories, significantly fostering community engagement. By drawing over 500 attendees in its inaugural year, the event successfully encouraged residents and visitors to support local entrepreneurs and small businesses, reinforcing Dearborn's



EXECUTIVE SUMMARY AND MEMORANDUM

reputation as a "Coffee Capital." The opening event also enriched the community experience with various activities and entertainment.

The WDDDA plans to host a similar event in 2025, featuring new coffee shops and activities to create a vibrant celebration of coffee culture.

FISCAL IMPACT:

Funding for this event is allocated through the West Dearborn Downtown Development Authority budget, which is subject to annual City Council approval.

COMMUNITY IMPACT:

These events offer significant benefits to our community by:

- Fostering a more vital and vibrant atmosphere.
 - Increasing customer traffic to businesses in the West Downtown commercial corridor
 - Showcasing Dearborn's rich history and unique story.
 - Activating public spaces for community engagement.
 - Attracting a diverse range of visitors to Dearborn.
-

IMPLEMENTATION TIMELINE:

Immediate effect is requested to begin planning for the fall events season, commencing in September 2025.

COMPLIANCE/PERFORMANCE METRICS:

DDDA staff annually evaluates event performance using metrics such as audience reach, attendance, sponsorships, social media engagement, news media coverage, and community surveys to ensure events are impactful and align with DDDA's vision, goals, and strategies.



ECONOMIC
DEVELOPMENT

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

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

VIA: Jordan Twardy, Director, Economic Development

SUBJECT: Request for parking spot closures, street closures, and a noise ordinance waiver for the Dearborn Coffee Week Opening Event

DATE: August 12, 2025

Budget Information

Adopted Budget: N/A

Amended Budget: N/A

Requested Amount: N/A

Funding Source: N/A

Supplemental Budget: N/A

Summary of Request

The West Dearborn Downtown Development Authority (WDDDA) is seeking approval for street closures, parking deck access restrictions, and noise ordinance waivers for the the Dearborn Coffee Week Opening Event on September 26th.

The WDDDA requests:

- **Street Closure:** Closure of West Village Drive between the East and West Parking Decks, adjacent to Peace Park West, from 7:00 AM to 11:00 PM on September 26th.
- **Parking Deck Access:** Closure of the basement levels of both the East and West Parking Decks for dedicated vendor parking from 7:00 AM to 11:00 PM on September 26th.
- **Noise Ordinance Waiver:** A waiver of the noise ordinance for the duration of September 26th.

Additionally, it is requested that these approvals be extended to a rescheduled date if the event is canceled due to weather.



EXECUTIVE SUMMARY AND MEMORANDUM

Background and Justification

The Dearborn Coffee Week Opening Event, successfully launched in 2024, established itself as a vibrant and impactful community gathering. Held in Peace Park West, this event serves as a crucial platform for local coffee shops to proudly showcase their diverse products, compelling stories, and rich histories. In its inaugural year, the event drew over 500 attendees, significantly fostering community engagement by encouraging residents and visitors to explore and support local entrepreneurs and small businesses. This success has reinforced Dearborn's growing reputation as a "Coffee Capital." Beyond its economic benefits, the opening event enriches the community experience with various engaging activities and entertainment.

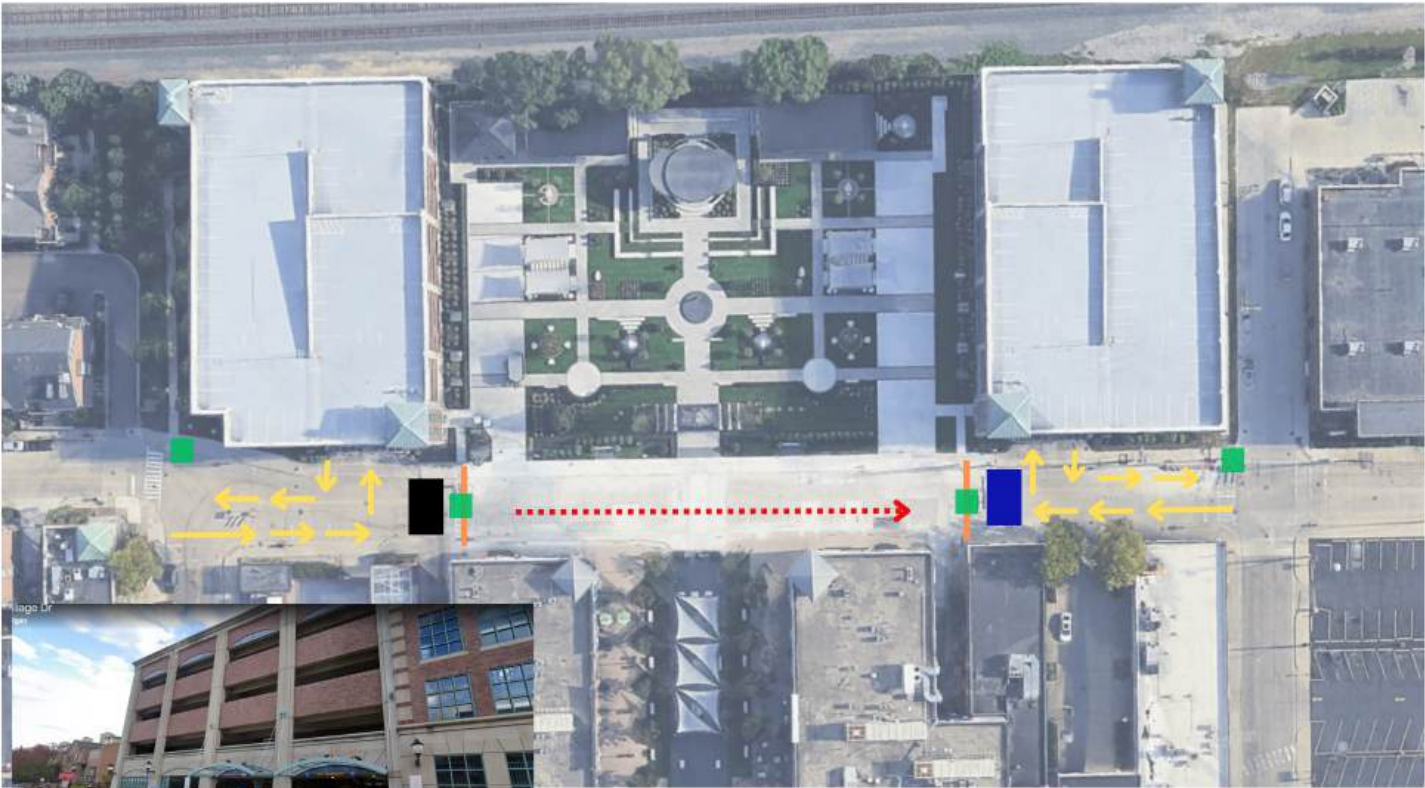
The WDDDA plans to host a similar event in 2025, featuring new coffee shops and activities to create a vibrant celebration of coffee culture.

The requested street closures, parking access, and noise ordinance waiver are vital to ensuring the safety, operational efficiency, and overall success of the Dearborn Coffee Week Opening Event. The closure of West Village Drive is essential to create a secure, pedestrian-friendly environment, preventing vehicular traffic interference and allowing attendees to move freely and safely between vendor stalls and event activities. Additionally, a litter crew will ensure post-event cleanup.



EXECUTIVE SUMMARY AND MEMORANDUM

Site Plan - WDDA Dearborn Coffee Week Opening Event



Please line barrels along the entrance to the basement level of the EAST & WEST parking decks adjacent to the park. Should take about 5-6 barrels.
Add the "Parking Closed for Event Sign" in front of the barrels.

ROAD & LOT CLOSURES
BY: 7:00AM
OPENING:
BY: 11:00PM

- Road Closure/ Barricades
- Fire Lane
- CLOSED TO THROUGH TRAFFIC SIGN(s) should be placed in front of barricades.
- Additional Vehicle Parked
- Barrels
- DPD Detail Car parked



ECONOMIC
DEVELOPMENT

EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

Prepared By:

DocuSigned by:
Laura Aceves-Sanchez
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Laura Aceves-Sanchez, Economic Vitality Manager

Department Approval:

DocuSigned by:
Jordan Twardy
1C7ADC7466A843C...

Jordan Twardy, Economic Development Director

DocuSigned by:
Tim Hawkins
35BABC5BED3455...

Tim Hawkins, Public Works Director

DocuSigned by:
Issa Shahin
1053E1C7585A436...

Chief Issa Shahin, Dearborn Police Department

DocuSigned by:
Joseph Murray
03FD550B1D2F4D0...

Chief Joseph Murray, Dearborn Fire Department

Corporation Counsel Approval:

DocuSigned by:
Jeremy Romer
E7A573BA25E3460...

Jeremy J Romer, Corporation Counsel



EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Request for parking lot closure, street closure, and a noise ordinance waiver for the East Downtown Dearborn Fall Bazaar

DEPARTMENT: Economic Development Department and East Dearborn Downtown Development Authority (EDDDA)

BRIEF DESCRIPTION:

The EDDDA is hosting the Downtown Dearborn Fall Bazaar on October 17th. To ensure the success of this event, the EDDDA respectfully requests the following:

- **Street Closure:** The closure of Maple Street from Michigan Ave to Wellesley Street from 7:00 AM to 11:00 PM on October 17th.
- **Parking Lot Closures:** The closure of the John Nagy Parking Lot from 7:00 AM to 11:00 PM on October 17th.
- **Noise Ordinance Waiver:** A waiver of the noise ordinance for the duration of the event on October 17th.

Additionally, it is requested that these approvals be extended to a rescheduled date if the event is canceled due to weather.

PRIOR COUNCIL ACTION:

City Council has a history of approving annual street closures, parking lot closures, and noise ordinance waivers for various EDDDA events over the past several years.

BACKGROUND:

In 2024, the EDDDA successfully piloted a Fall Family Fun Day, significantly enhancing its popular annual Trick-or-Treating event, drawing over 1,000 attendees. Building on this momentum, the EDDDA is excited to announce an additional day for this event, the East Downtown Dearborn Fall Bazaar, introducing a market-style component the evening prior. This new addition will feature vendors, entertainment, activities, and games, strategically designed to highlight the unique attributes of the EDDDA district and attract a diverse range of age groups.

The requested road closures, parking lot closures, and waiver of the noise ordinance for this event will enhance the overall visitor experience and will continue to promote East Downtown Dearborn as a destination for residents and guests.



EXECUTIVE SUMMARY AND MEMORANDUM

FISCAL IMPACT:

Funding for this event is allocated through the East Dearborn Downtown Development Authority budget, which is subject to annual City Council approval.

COMMUNITY IMPACT:

These events offer significant benefits to our community by:

- Fostering a more vital and vibrant atmosphere.
 - Increasing customer traffic to businesses in the East Downtown commercial corridor
 - Showcasing Dearborn's rich history and unique story.
 - Activating public spaces for community engagement.
 - Attracting a diverse range of visitors to Dearborn.
-

IMPLEMENTATION TIMELINE:

Immediate effect is requested to begin planning for the fall events season beginning September 2025 until December 2025.

COMPLIANCE/PERFORMANCE METRICS:

DDDA staff annually evaluates event performance using metrics such as audience reach, attendance, sponsorships, social media engagement, news media coverage, and community surveys to ensure events are impactful and align with DDDA's vision, goals, and strategies.



ECONOMIC
DEVELOPMENT

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

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

VIA: Jordan Twardy, Director, Economic Development

SUBJECT: Request for parking lot closure, street closure, and a noise ordinance waiver for the East Downtown Dearborn Fall Bazaar

DATE: August 12, 2025

Budget Information

Adopted Budget: N/A

Amended Budget: N/A

Requested Amount: N/A

Funding Source: N/A

Supplemental Budget: N/A

Summary of Request

The East Dearborn Downtown Development Authority (EDDDA) requests the following for the Downtown Dearborn Fall Bazaar:

- **Street Closure:** Maple Street from Michigan Ave to Wellesley Street from 7:00 AM to 11:00 PM on October 17th, 2025.
- **Parking Lot Closure:** John Nagy Parking Lot from 7:00 AM to 11:00 PM on October 17th, 2025.
- **Noise Ordinance Waiver:** For the duration of the event dates of October 17th, 2025.

Additionally, it is requested that these approvals be extended to a rescheduled date if the event is canceled due to weather.

Background and Justification

The Downtown Dearborn Fall Bazaar is an expansion of the successful Fall Family Fun Day piloted in 2024, which significantly enhanced the traditional



**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

Trick-or-Treating event and attracted over 1,000 attendees. This year, an additional market-style component will be introduced the evening prior, featuring vendors, entertainment, activities, and games to highlight the unique attributes of the EDDDA district and engage a diverse audience. The requested street and parking lot closures are essential for safely hosting a public market, facilitating vendor setup, and managing attendee flow, particularly with the new component. Furthermore, a police detail will be present throughout the event and a litter crew will ensure post-event cleanup.



EXECUTIVE SUMMARY AND MEMORANDUM

Site Plan - EDDA Fall Bazaar



DEARBORN FALL BAZAAR

October 17th, 2025
ROAD & LOT CLOSURES
BY: 7:00AM
OPENING:
BY : 1100PM

Road Closure/
Barricades

Fire Truck Access

CLOSED TO THROUGH
TRAFFIC SIGN(s)

Additional Vehicle(s) Parked

Barrels

DPD Detail Car parked




ECONOMIC
DEVELOPMENT

EXECUTIVE SUMMARY AND MEMORANDUM

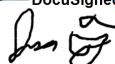
Signature Page

Prepared By:

DocuSigned by:

D4E839D504AA420

Laura Aceves-Sanchez, Economic Vitality Manager

Department Approval:

DocuSigned by:

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Jordan Twardy, Economic Development Director

DocuSigned by:

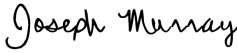
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Tim Hawkins, Public Works Director

DocuSigned by:


1053E1C7585A436...

Chief Issa Shahin, Dearborn Police Department

DocuSigned by:

03FD550B1D2F4D0...

Chief Joseph Murray, Dearborn Fire Department

Corporation Counsel Approval:

DocuSigned by:

E7A573BA25E3460

Jeremy J Romer, Corporation Counsel



**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Request for parking spot closures, street closures, and a noise ordinance waiver for the East Downtown Fall Family Day

DEPARTMENT: Economic Development Department and East Dearborn Downtown Development Authority (EDDDA)

BRIEF DESCRIPTION:

The EDDDA is hosting the Downtown Dearborn Fall Family Day on October 18th. To ensure the success of this event, the EDDDA respectfully requests the following:

- **Parking Lot Closures:** The closure of the John Nagy Parking Lot from 7:00 AM to 11:00 PM on October 18th.
- **Noise Ordinance Waiver:** A waiver of the noise ordinance for the duration of the event on October 18th.

Additionally, it is requested that these approvals be extended to a rescheduled date if the event is canceled due to weather.

PRIOR COUNCIL ACTION:

City Council has a history of approving parking lot closures and noise ordinance waivers for various EDDDA events over the past several years.

BACKGROUND:

In 2024, the EDDDA successfully piloted a Fall Family Fun Day, significantly enhancing its popular annual Trick-or-Treating event, drawing over 1,000 attendees. Building on this momentum, the EDDDA is excited to continue this event moving forward bringing additional family activities, treats, and local organizations together to support the community.

The requested parking lot closure and waiver of the noise ordinance for this event will enhance the overall visitor experience and will continue to promote East Downtown Dearborn as a destination for residents and guests.



EXECUTIVE SUMMARY AND MEMORANDUM

FISCAL IMPACT:

Funding for this event is allocated through the East Dearborn Downtown Development Authority budget, which is subject to annual City Council approval.

COMMUNITY IMPACT:

These events offer significant benefits to our community by:

- Fostering a more vital and vibrant atmosphere.
 - Increasing customer traffic to businesses in the East Downtown commercial corridor
 - Showcasing Dearborn's rich history and unique story.
 - Activating public spaces for community engagement.
 - Attracting a diverse range of visitors to Dearborn.
-

IMPLEMENTATION TIMELINE:

Immediate effect is requested to begin planning for the fall events season beginning September 2025.

COMPLIANCE/PERFORMANCE METRICS:

DDDA staff annually evaluates event performance using metrics such as audience reach, attendance, sponsorships, social media engagement, news media coverage, and community surveys to ensure events are impactful and align with DDDA's vision, goals, and strategies.



ECONOMIC
DEVELOPMENT

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

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

VIA: Jordan Twardy, Director, Economic Development

SUBJECT: Request for parking spot closures, street closures, and a noise ordinance waiver for the East Downtown Fall Family Day

DATE: August 12, 2025

Budget Information

Adopted Budget: N/A

Amended Budget: N/A

Requested Amount: N/A

Funding Source: N/A

Supplemental Budget: N/A

Summary of Request

The East Dearborn Downtown Development Authority (EDDDA) requests the following for the Downtown Dearborn Fall Family Day.

- **Parking Lot Closures:** Closure of the John Nagy Parking Lot from 7:00 AM to 11:00 PM on October 18th, 2025.
- **Noise Ordinance Waiver:** For the duration of the event on October 18th.

These closures and waivers are also requested to extend to any rescheduled dates due to weather.

Background and Justification

The Downtown Dearborn Fall Bazaar is an expansion of the successful Fall Family Fun Day piloted in 2024, which significantly enhanced the traditional



**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

Trick-or-Treating event and attracted over 1,000 attendees. This year, an additional market-style component will be introduced the evening prior, featuring vendors, entertainment, activities, and games to highlight the unique attributes of the EDDDA district and engage a diverse audience. The requested street and parking lot closures are essential for safely hosting a public market, facilitating vendor setup, and managing attendee flow, particularly with the new component. Furthermore, a police detail will be present throughout the event and a litter crew will ensure post-event cleanup.



EXECUTIVE SUMMARY AND MEMORANDUM

Site Plan - East Dearborn Fall Family Day



DEARBORN FALL FAMILY DAY

OCTOBER 18th, 2025
ROAD & LOT CLOSURES
BY: 7:00AM
OPENING:
BY : 1100PM

Parking Lot Closure if
needed to
accommodate for MI
AVE construction

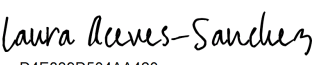


ECONOMIC
DEVELOPMENT

EXECUTIVE SUMMARY AND MEMORANDUM

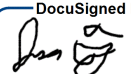
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Prepared By:

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Laura Aceves-Sanchez, Economic Vitality Manager

Department Approval:

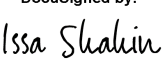
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Jordan Twardy, Economic Development Director

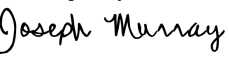
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Tim Hawkins, Public Works Director

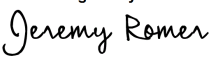
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Chief Issa Shahin, Dearborn Police Department

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Chief Joseph Murray, Dearborn Fire Department

Corporation Counsel Approval:

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Jeremy J Romer, Corporation Counsel

**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Authorization for the Finance Director or designee to recognize and appropriate \$5,000 in donations towards various West Dearborn Downtown Development Authority events.

Requesting immediate effect

DEPARTMENT: Economic Development and West Dearborn Downtown Development Authority

BRIEF DESCRIPTION: The West Dearborn Downtown Development received donations totalling \$5,000.00 from KW Legacy Kellar Williams, a business in West Dearborn. It is respectfully requested that the Finance Director be authorized to recognize and appropriate the donation for the events listed below:

- Dearborn Summer Market (\$1,000)
- Pilates in the Park (\$1,000)
- Dearborn Coffee Week (\$1,000)
- Trick or Treating (\$1,000)
- Jingle Bell Bash (\$1,000)

PRIOR COUNCIL ACTION: N/A

BACKGROUND:

The Dearborn Summer Market event consistently brings the community together, featuring 35-50 vendors, diverse entertainment, and complimentary activities, games, and crafts. It typically draws 300-750 attendees per date across its various dates.

Pilates in the Park is the newest event in West Downtown Dearborn. This event seamlessly blends health and wellness with business support. Offering free, registration-based Pilates classes to the community alongside pop-up vendors, its 2025 pilot has been a resounding success, marked by sold-out classes and waitlists for every session.

In its second year, Dearborn Coffee Week is dedicated to showcasing the coffee shops and vibrant coffee culture that define Dearborn as the "Coffee Capital." It fosters awareness and excitement by highlighting the storytelling and history behind each shop and brew, establishing Dearborn as a premier destination. Events in the WDDDA include a Kick off Tasting event in Peace Park West bringing coffee shops together to provide free samples, free activities, and entertainment to the community.



EXECUTIVE SUMMARY AND MEMORANDUM

The West DDDA's annual Trick or Treating event annually brings more than 1,000 trick-or-treaters to the West Downtown (and simultaneously, the East Downtown). It empowers businesses to engage directly with the community by opening their doors to distribute treats, promote their services, and offer engaging activities.

Rounding out the year, Jingle Bell Bash captures the holiday spirit, more than doubling its attendance since its 2023 launch. It features an array of activities, photo opportunities with winter characters, entertainment, games, and crafts. In 2024, it welcomed over 1250 guests, with expectations to match or exceed that number in 2025.

FISCAL IMPACT: The acceptance of this donation will assist in covering costs of each event hosted in the West DDA for calendar year 2025. The costs include overall event programming, marketing, event supplies, printed materials, etc.

COMMUNITY IMPACT:

- Fosters stronger partnerships and collaboration among businesses and organizations dedicated to Dearborn's community events.
- Showcases Dearborn as a destination for family friendly events and provides the opportunity to tell the story of its businesses and community.
- Provides opportunities for the WDDDA to include additional event activities that are then accessible to all community attendees.
- Showcases and supports Dearborn businesses by providing benefits in return for donation further promoting the local economic landscape.
- Promotes community engagement and participation, including involvement from surrounding areas, positioning Dearborn as a destination that fosters partnership and collaboration.

IMPLEMENTATION TIMELINE: Requesting immediate effect.

COMPLIANCE/PERFORMANCE METRICS:

Event attendance is tracked in a variety of ways including giveaways, and registration as it applies (e.g., Eventbrite) and compared against on-site counts. Donations and in-kind partnerships will be tracked, along with vendor and attendee feedback on event helpfulness and key elements. This data will inform future versions of each event and how they can grow in future years to best serve the community.



ECONOMIC
DEVELOPMENT

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

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

VIA: Jordan Twardy, Director, Economic Development

SUBJECT: Authorization for the Finance Director or designee to recognize and appropriate \$5,000 in donations towards various West Dearborn Downtown Development Authority events.

DATE: August 12, 2025

Budget Information

Adopted Budget:	\$0
Amended Budget:	\$0
Requested Amount:	\$5,000
Funding Source:	West Dearborn Downtown Development Authority, Miscellaneous Revenues, Contributions, Donations from Priv Source
Supplemental Budget:	N/A

Summary of Request

Authorization for the Finance Director or designee to recognize and appropriate \$5,000 in donations towards various West Dearborn Downtown Development Authority events.

The West Dearborn Downtown Development received donations totalling \$5,000.00 from KW Legacy Kellar Williams, a business in West Dearborn. It is respectfully requested that the Finance Director be authorized to recognize and appropriate the donation for the events listed below:

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- Pilates in the Park (\$1,000)
- Dearborn Coffee Week (\$1,000)
- Trick or Treating (\$1,000)
- Jingle Bell Bash (\$1,000)

Immediate effect is requested.



EXECUTIVE SUMMARY AND MEMORANDUM

Background and Justification

The Dearborn Summer Market event consistently brings the community together, featuring 35-50 vendors, diverse entertainment, and complimentary activities, games, and crafts. It typically draws 300-750 attendees per date across its various dates.

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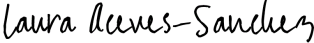


ECONOMIC
DEVELOPMENT

EXECUTIVE SUMMARY AND MEMORANDUM

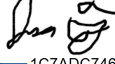
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Prepared By:

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Laura Aceves-Sanchez, Economic Vitality Manager

Department Approval:

DocuSigned by:

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Jordan Twardy, Economic Development Director

Budget Approval:

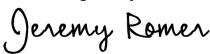
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Michael Kennedy, Finance Director/ Treasurer

Corporation Counsel Approval:

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Jeremy J Romer, Corporation Counsel



EXECUTIVE SUMMARY AND MEMORANDUM

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 9th, 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.

FISCAL IMPACT: N/A

COMMUNITY IMPACT:

The proposed rezoning will support a local non-profit in providing a necessary service to the community.

IMPLEMENTATION TIMELINE:

Requires two readings by City Council.

COMPLIANCE/PERFORMANCE METRICS: N/A



EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Planning Commission

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Rezoning: 5146 Porath Street (Parcel# 82-10-172-06-004)

DATE: July 10th, 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	☒



EXECUTIVE SUMMARY AND MEMORANDUM

I-D General Industrial	
T-R Technology Research	
PUD, Planned Unit Development/ Mixed Use	
FP, Floodplain	
VP, Vehicular Parking	
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 9th, 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

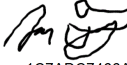
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Prepared by:

Kaileigh Bianchini

KAILEIGH BIANCHINI, AICP
Planning and Zoning Manager

Approved:

Signed by:


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JORDAN TWARDY
Economic Development Director


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Jeremy Romer

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JEREMY ROMER
Corporation Counsel

Site Context - 5146 Porath Street



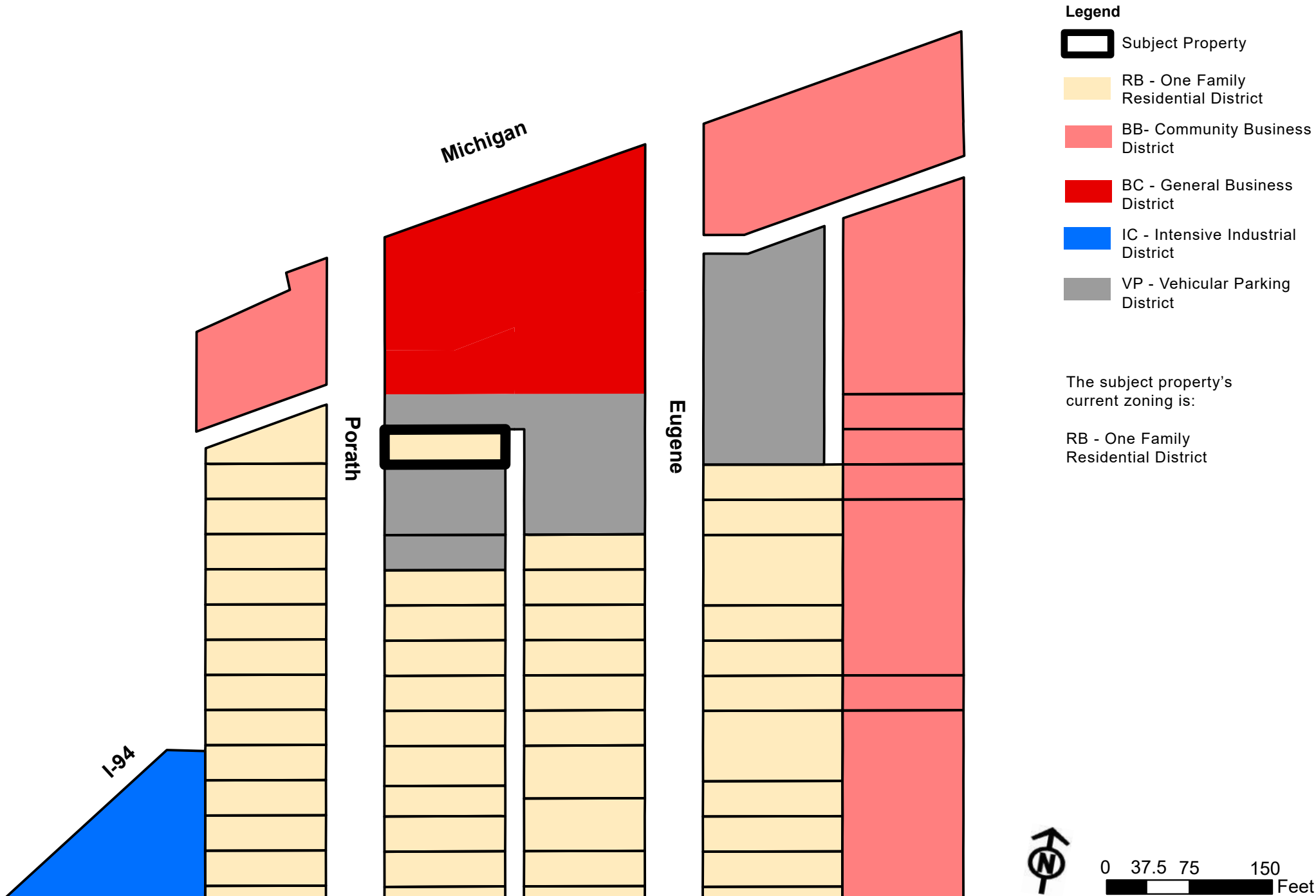
Legend

 Subject Property

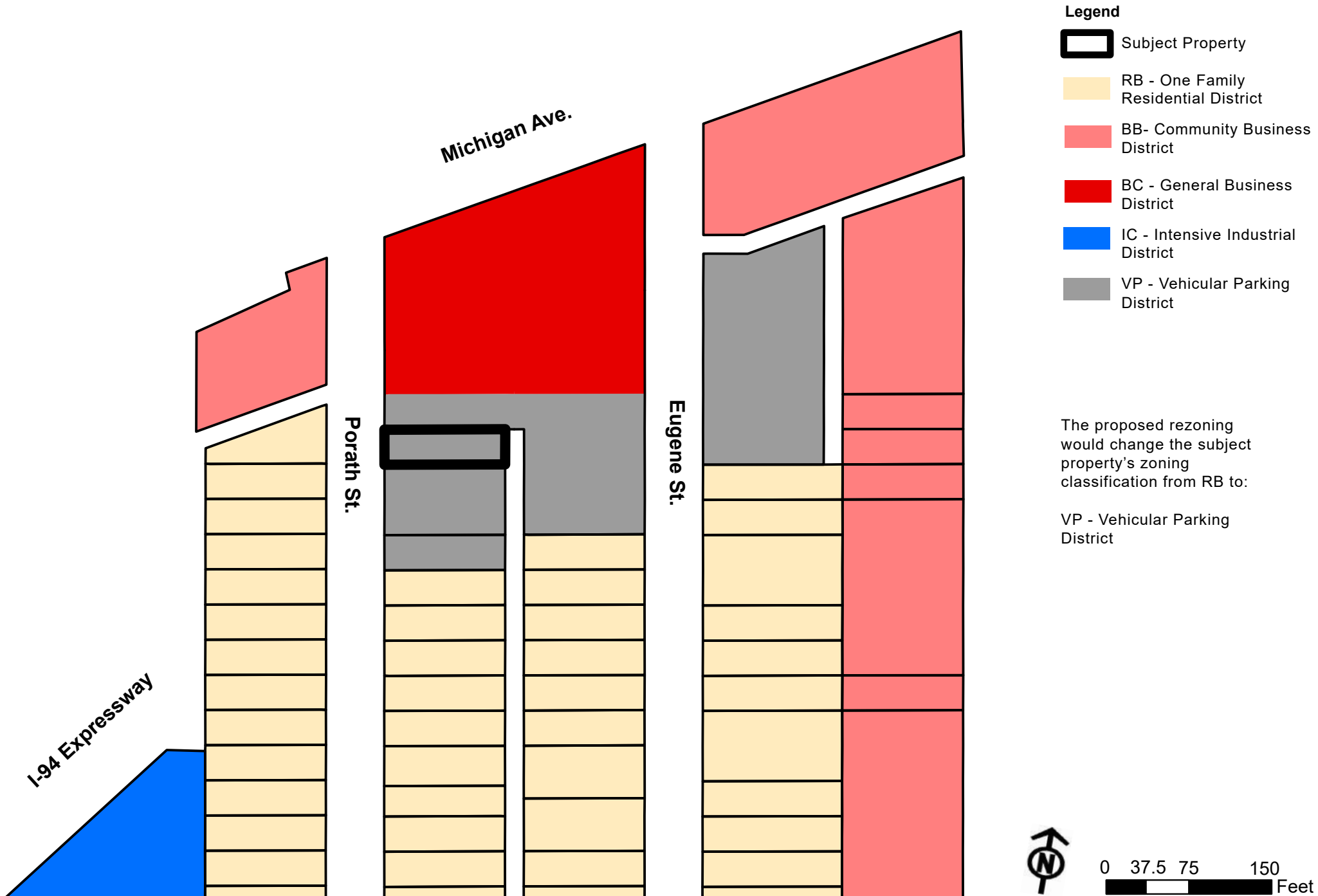


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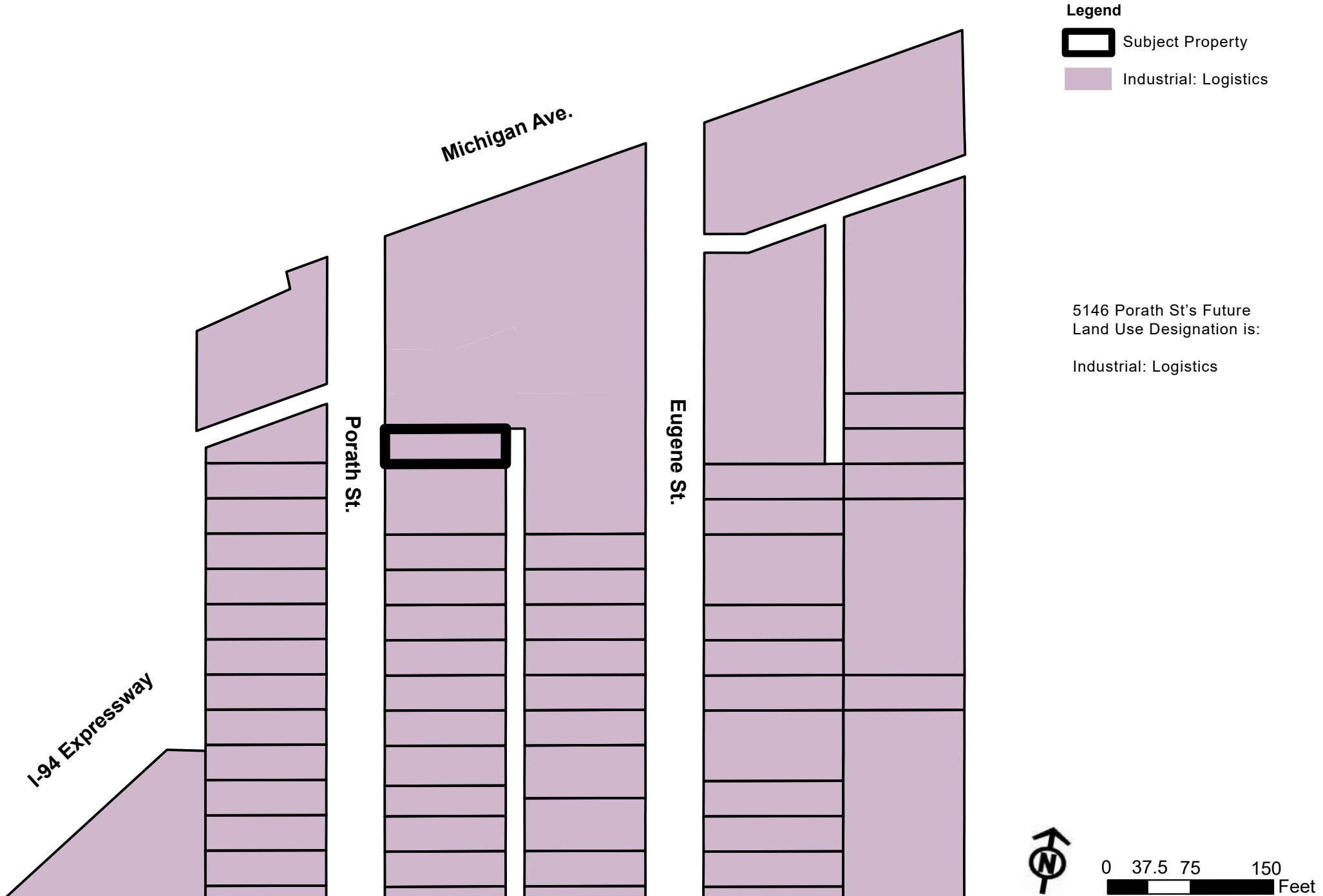
Existing Zoning Map - 5146 Porath Street



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) ⁱ				<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 ^g .	60'	a.	a.	c.	25' ^b .	a.	a.	a.	1,200	5.8
R-B One Family	6,000 ^g .	50'	a.	a.	c.	25' ^b .	a.	a.	a.	1,000	7.26
R-P Residential Preservation											
R-B Duplex	3,500/unit	70'	a.	a.		25' ^b .	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 ^k .	—	4 ^d .	50' ^d .	30%	25'	30'	30'	30'	350	29.04 ^d .
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' ^e . h.	e. h.	20'	—	—
B-A Local Business	—		2	30'	30%	50' ^f .	7' h.	e. h.	20'	—	—
B-B Community Business	—	—	3	40'	40%	50' ^f .	7' h.	e. h.	20'	—	—
B-C General Business	—	—	4	50'	50%	50' ^f .	7' h.	e. h.	20'	—	—
B-D Downtown Business											
I-A Light Industrial	—	—	2	35'	60%	20'	20'	20'	20'	—	—
I-B Medium Industrial	—	—	5 ^o	85' ^o	60%	20'	20' ^p	20' ^p	20'	—	—
I-C Intensive Industrial	—	—	—	—	—	20'	20' ^p	20' ^p	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:

Lot Size	Garage Type	Principal Structure^{3 2}	Minimum Landscaping (Front Yard)³	Minimum Landscaping (Total Property)^{4, 5}
Less than 5,000 sq. ft.	Detached	25	65	40
	Attached ¹	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

Uses Permitted in RB (One-Family Residential District)
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

Special Land Uses in RB (One-Family Residential District)
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

Permitted Uses in VP (Vehicular Parking District)
Off-street parking as an incidental use to an abutting commercial, office, or industrial use



EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Rezoning: 16030 Michigan Avenue (Parcel# 82-09-134-15-011)

DEPARTMENT: Economic Development

BRIEF DESCRIPTION:

- Existing Zoning: OS (Business Office District)
 - Proposed Zoning: BA (Local Business District)
 - Planning Commission recommended approval of the request at the July 7th, 2025 meeting.
 - Planning & Zoning Division recommended approval to the Planning Commission.
-

PRIOR COUNCIL ACTION:

In 2024, City Council approved two rezoning requests to rezone 11 properties along Michigan Avenue from OS to BA (C.R.s 4-195-24 & 4-196-24).

BACKGROUND:

The proposed rezoning is consistent with the parcel's future land use designation of Mixed-Use Centers: Shopfront.

FISCAL IMPACT: N/A

COMMUNITY IMPACT:

The uses permitted by the OS District are primarily limited to administrative and professional offices. Rezoning the property would permit a greater variety of uses to help repurpose and revitalize the existing vacant structure and serve the needs of the adjacent residential neighborhood.

IMPLEMENTATION TIMELINE:

Requires two readings by City Council.

COMPLIANCE/PERFORMANCE METRICS: N/A


**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: Planning Commission
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Rezoning: 16030 Michigan Avenue (Parcel# 82-09-134-15-011)
DATE: August 7th, 2025 (COW)

Summary of Request

The applicant is requesting to 16030 Michigan Avenue from OS (Business Office) to the BA (Local Business) zoning district. The site is ~0.192 acres and contains an office building with 5 tenant spaces. The applicant is requesting to rezone the property to accommodate a tattoo parlor which is not a permitted use within the OS zoning district.

Background and Justification

- Per the Master Plan, the future land use of the subject properties is *Mixed-Use Centers: Shopfront*. The proposed rezoning to Business A aligns with this designation as illustrated in the table below.

Zoning Districts	Future Land Use
	<i>Mixed-Use Centers</i>
	<i>Shopfront</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	<input checked="" type="checkbox"/>
B-A Local Business	<input checked="" type="checkbox"/>
B-B Community Business	<input checked="" type="checkbox"/>
B-C General Business	<input checked="" type="checkbox"/>
B-D Downtown	<input checked="" type="checkbox"/>
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	
VPD, Vehicular Parking – Class A Auto Dealership	



EXECUTIVE SUMMARY AND MEMORANDUM

- The Master Plan defines the *Mixed-Use Centers: Shopfront* designation as the following:

“Local and community commercial and office service areas that typically have parking in the rear or side yards and buildings are built to the front property line, placing an emphasis on pedestrian and automobile customers. Appropriate land uses include: general retail, food service, office and service type uses. Gas stations, auto repair and drive-through facilities are generally inappropriate in these areas”

- The proposed rezoning is consistent with the Master Plan goal to right-size Dearborn’s supply of commercial properties by enhancing areas of high viability and identifying centers of activity to intensify.
- The proposed rezoning would be consistent with existing pattern of BA Zoning along Michigan Avenue from Rosalie Street to Greenfield Road.
- There is a declining demand for office buildings, which are the types of uses primarily permitted by the OS District, due to remote work becoming more accessible and general economic shifts.
 - Offices are also permitted in the BA District. This will prevent any current tenants in the building from becoming nonconforming uses.
 - The proposed rezoning to BA would increase the economic flexibility and increase the variety of uses permitted for the tenants in the building.
- The uses permitted in the BA district are considered to be compatible with the surrounding land uses. In addition, the parking lot (zoned Vehicular Parking District), to the rear of the site and across the public alley, provides an additional buffer to the adjacent single-family neighborhood.
- Some of the OS-zoned properties in the adjacent area have uses or structures that would become nonconforming if they were to be rezoned. As such, they are intended to remain zoned in the OS classification to prevent nonconformities.

OS to BA Comparison

- An overview of differences in the development regulations between the OS and BA districts are provided in Exhibit C-8.
 - The proposed rezoning to BA would not create any new nonconformities on the site:
 - There is an existing non-conformity pertaining to lot coverage. The existing building covers ~83.4% whereas the OS district permits 25% lot coverage. The BA district permits 30% lot coverage which would lessen the degree of non-conformity.



**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

- There is existing non-conforming front, side, and rear setbacks.
 - The existing front setback is 0 feet (OS requires 10 ft. - 100% deficiency). The BA district requires a 50-foot setback from the centerline of the street which is met.
 - Side and rear setback requirements are the same between the OS and BA districts. Degree of nonconformity would not change with the rezoning.
- An overview of the uses permitted by right and subject to Special Land Use approval in the OS and BA districts are provided in Exhibit C-9.

Recommendation:

After due consideration and a public hearing on July 7th, 2025 the following recommendation was made by the Planning Commission:

A motion was made by Commissioner Abdallah, supported by Commissioner Abdulla to approve the request of Hassan Darwiche, on behalf of HEJ Property LLC, to rezone 16030 Michigan Avenue (Parcel #: 82-09-134-15-011) from OS (Business Office District) to the BA (Local Business District) zoning classification. Upon roll call the following vote was taken: Ayes: (6) (Commissioners Abdallah, Abdulla, Easterly, Fadlallah, Mohamad, & Saymuah). Absent: (2) (Commissioners King & Phillips). The motion was adopted.

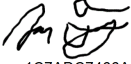
Signature Page

Prepared by:

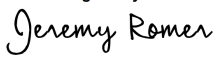
Kaileigh Bianchini

KAILEIGH BIANCHINI, AICP
Planning and Zoning Manager

Approved:

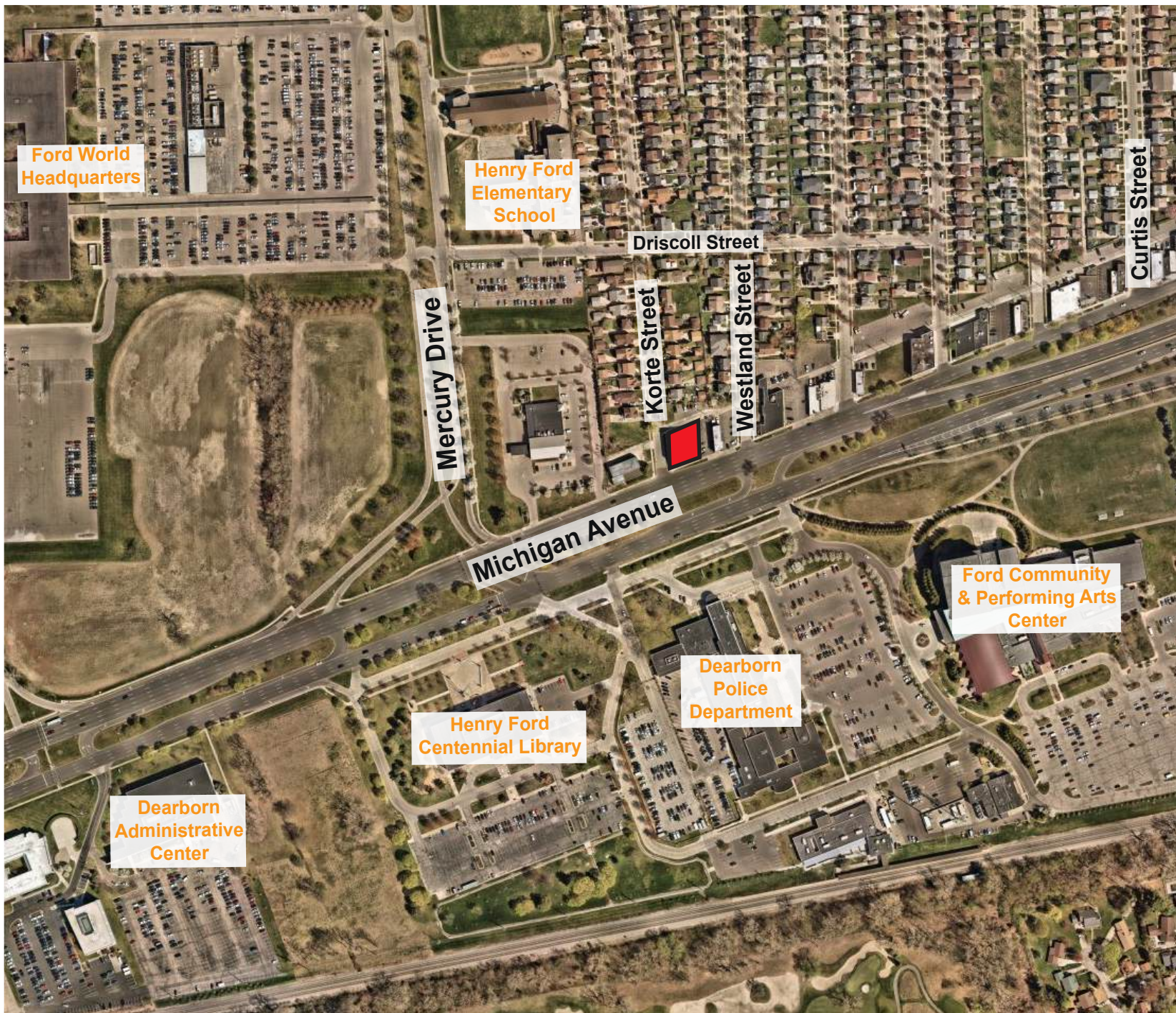
Signed by:

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JORDAN TWARDY
Economic Development Director

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JEREMY ROMER
Corporation Counsel

Site Context - 16030 Michigan Avenue



Legend

Subject Property

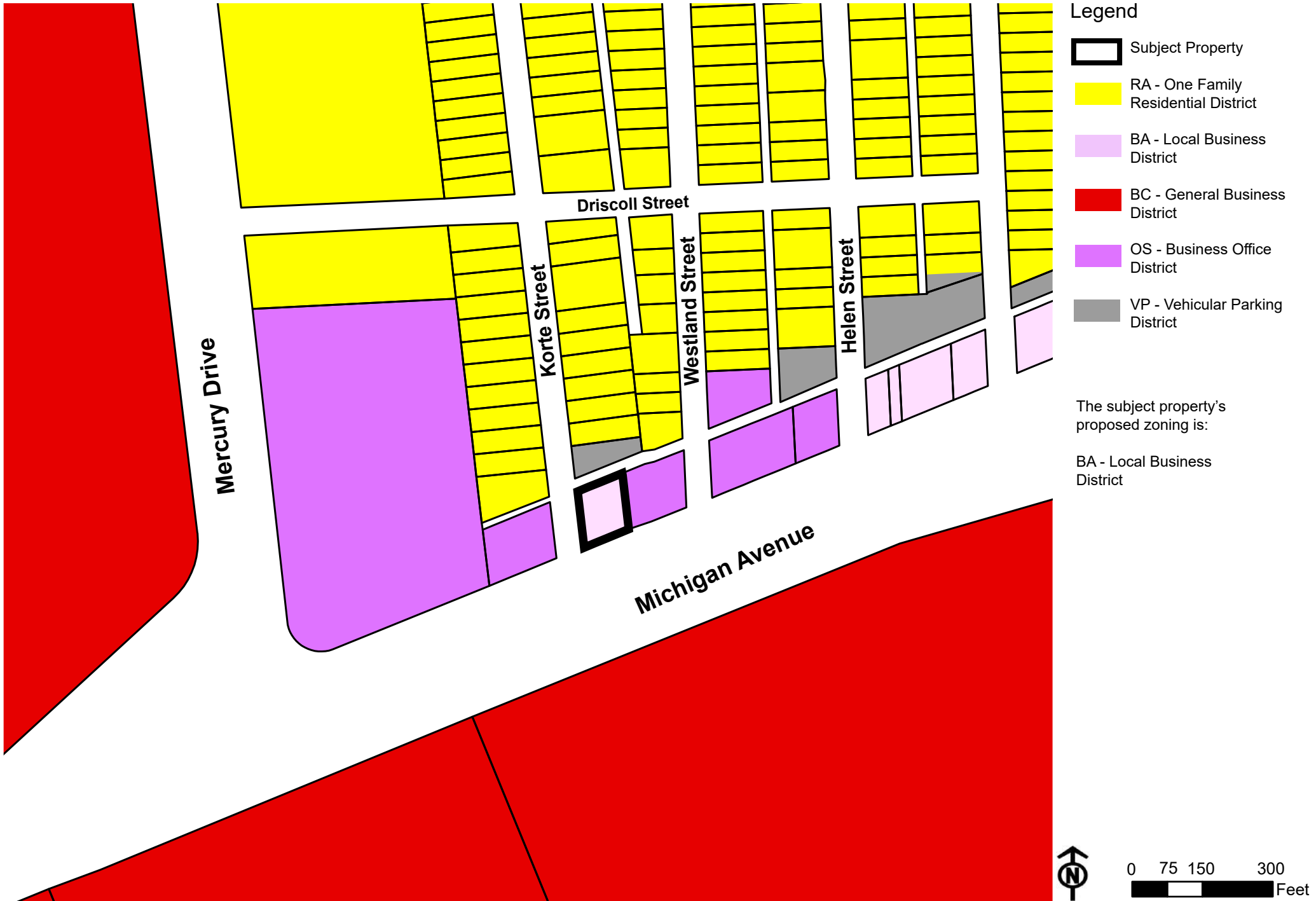


0 100 200 400
Feet

Zoning Map - 16030 Michigan Avenue



Proposed Zoning Map - 16030 Michigan Avenue





Future Land Use Map - 16030 Michigan Avenue



Existing Site Conditions - 16030 Michigan Avenue



Legend

-  Subject Property
-  Existing Structure



Immortal Ink Tattoo Parlor Project Narrative

Project Narrative

Project Address: 16030 Michigan Avenue, Dearborn, MI 48126

Proposed Suites: 100, 200, and 210

Purpose

The subject property at 16030 Michigan Avenue is currently located within the OS (Office Service) zoning district. The proposed use as a tattoo parlor is not permitted within the current zoning classification. Therefore, the applicant is formally requesting that the entire property be rezoned from OS (Office Service) to B-A (Local Business District) to accommodate a personal service use.

This rezoning request is being made with the consent of the property owner and applies to the entire parcel and all suites within the building—not individual units. The applicant understands that this request is subject to review by City staff and may require subsequent approval through the Planning Commission and/or other applicable municipal boards.

Nature of the Proposed Use

Immortal Ink is a professional tattoo parlor proposed for occupancy within three suites—100, 200, and 210—of the commercial building at 16030 Michigan Avenue. The business will offer tattoo services by licensed professionals using compliant equipment in a fully enclosed indoor setting.

The suites will serve the following functions:

Suite 100 – Artist-client consultation rooms and a collaborative workspace for artists.

Suite 210 – Administrative office functions, equipment and material storage (non-hazardous), and a customer lounge.

Suite 200 – Primary service area with four tattoo stations, a reception desk, a waiting area, and a shared handwash sink accessible to all artists. Suite 200 also includes two exits for life safety compliance.

All operations will follow public health requirements and licensing regulations established by the State of Michigan and the City of Dearborn. Immortal Ink is prepared to obtain all necessary licenses from the Michigan Department of Health and Human Services (MDHHS) prior to operation.

Hours of Operation

Monday through Saturday: 11:00 AM – 6:00 PM

Sunday: Closed

Immortal Ink Tattoo Parlor Project Narrative

Employees

The business will open with three employees and may expand staffing based on future demand.

Vehicular Traffic and Parking

Estimated peak parking demand is 6–7 vehicles, accounting for three employees and up to four clients.

Two existing parking spaces will be converted to barrier-free (ADA-compliant) spaces to meet accessibility requirements.

No joint-use agreements are in place for parking or other shared facilities.

Scope of Construction

Interior alterations will be limited to non-structural improvements. These include:

Installation of a single handwash sink within Suite 200

Interior wall painting across all suites

Furnishing, layout configuration, and minor finish work to prepare the business for operation

No structural changes or exterior modifications are proposed, aside from future signage.

Schedule for Completion

Construction will not begin until all necessary municipal approvals are secured. Once approved, construction and furnishing are expected to take no more than three weeks or (21) days.

Immortal Ink is committed to operating in full compliance with municipal zoning and state licensing regulations and looks forward to creating a professional, modern, and safe environment for clients and staff in the City of Dearborn.

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) ⁱ .				<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 ^g .	60'	a.	a.	c.	25' ^b .	a.	a.	a.	1,200	5.8
R-B One Family	6,000 ^g .	50'	a.	a.	c.	25' ^b .	a.	a.	a.	1,000	7.26
R-P Residential Preservation											
R-B Duplex	3,500/unit	70'	a.	a.		25' ^b .	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 ^k .	—	4 ^d .	50' ^d .	30%	25'	30'	30'	30'	350	29.04 ^d .
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' ^e . h.	e. h.	20'	—	—
B-A Local Business	—		2	30'	30%	50' ^f .	7' h.	e. h.	20'	—	—
B-B Community Business	—	—	3	40'	40%	50' ^f .	7' h.	e. h.	20'	—	—
B-C General Business	—	—	4	50'	50%	50' ^f .	7' h.	e. h.	20'	—	—
B-D Downtown Business											
I-A Light Industrial	—	—	2	35'	60%	20'	20'	20'	20'	—	—
I-B Medium Industrial	—	—	5 ^o	85' ^o	60%	20'	20' ^p	20' ^p	20'	—	—
I-C Intensive Industrial	—	—	—	—	—	20'	20' ^p	20' ^p	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:

Lot Size	Garage Type	Principal Structure^{3 2}	Minimum Landscaping (Front Yard)³	Minimum Landscaping (Total Property)^{4, 5}
Less than 5,000 sq. ft.	Detached	25	65	40
	Attached ¹	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)

Business A (BA) – Local Business District: Section 14 of Zoning Ordinance**Exhibit C-9**

Uses Permitted in BA (Local Business District)
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>
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</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>

Special Land Uses in BA (Local Business District)
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 Office District (OS): Section 13 of Zoning Ordinance

Uses Permitted in OS (Business Office District)
Business and Technical Schools
Financial Institutions without Drive-Through Facilities
General Office Buildings and Uses <i>Provided that Goods are not Manufactured or Sold on the Premises</i>
Office Buildings for Professionals and General Office Use.
Accessory structures and Uses such as Personal Service Establishments such as Shoe Repair Shops, Tailor Shops, Beauty Parlors, Barber Shops, 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>

Special Land Uses in OS (Business Office District)
Financial Institutions with Drive-Through Facilities
Medical, dental, or Optical Laboratories, Excluding the Manufacturing of Pharmaceutical or Other Products for Wholesale Distribution.
Veterinary Hospitals or Clinics



Immediate Effect Requested

REQUEST: Approve Additional Expenditures in the amount of \$44,554.00 for Contract for Demolition and Abatement Services of 5104, 5112 & 5120 Oakman Boulevard.

DEPARTMENT: Economic Development, in conjunction with Purchasing.

BRIEF DESCRIPTION: This submission to Council involves a request for additional expenditures related to the disposal of underground hazardous storage tanks that were discovered during the work under the original contract for the demolition of 5104, 5112, and 5120 Oakman Boulevard (aka the "Oakman Apartments").

PRIOR COUNCIL ACTION: Approval of Demolition and Abatement Services of 5104, 5112, 5120 Oakman Boulevard, Dearborn 48126, on 1/14/25. C.R. # 1-20-25

BACKGROUND: The Oakman Apartments demolition, following Council's contract approval in January 2025, proceeded successfully, with the buildings beginning to come down in earnest in March. As demolition neared completion, underground storage tanks were discovered by Adamo, the awarded contractor. Adamo worked to evaluate the tanks, determine the required removal process, and identify a landfill that could legally accept the tanks, whose residual contents contain lead, PCBs, and other hazardous organics that can be safely disposed of in facilities that are equipped to properly receive and dispose of the waste. This preliminary planning work has been completed, and Adamo provided a cost of \$44,554, to fully and properly remove and dispose of the tanks. The breakdown of this cost includes the removal of the tanks and restoration of the site (\$28,250), and the transport and disposal of the tanks to a suitable landfill located out-of-state (\$16,304).

FISCAL IMPACT: The additional expenditures cost for the Demolition and Abatement Services of 5104, 5112 & 5120 Oakman Blvd is \$44,554, and would bring the overall total cost \$293,079 (previously \$248,525).

COMMUNITY IMPACT: The proper removal and disposal of these tanks will ensure that the conclusion of this project results in a positive impact to the safety and quality of life in the area.

IMPLEMENTATION TIMELINE: Completion of the work will occur as soon as possible.

COMPLIANCE/PERFORMANCE METRICS: This project will be managed by the Economic Development department.



TO: City Council

FROM: City Administration

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Approve Additional Expenditures for Demolition and Abatement Services of 5104, 5112, 5120 Oakman Boulevard, Dearborn 48126

DATE: July 24, 2025

Budget Information

Project:	B15025 – 5100 Oakman Boulevard Demolitions
Total Approved Project Budget:	\$251,105
Available Project Budget:	\$0
Requested Amount:	\$44,554
Funding Source:	General Capital Improvement Fund, Economic Development, Capital Project Support, Building Demolition Services
Supplemental Budget:	Project ARPA70

Summary of Request

Economic Development, in conjunction with Purchasing, recommends approval of additional expenditures to the contract for Demolition and Abatement Services for 5104, 5112, and 5120 Oakman Boulevard, in an amount not to exceed \$44,554, to fund the removal and disposal of underground storage tanks discovered during the demolition process.

It is respectfully requested that Council approve the change order. Immediate effect is requested.

Background and Justification

The Oakman Apartments demolition, following Council's contract approval in January 2025, proceeded successfully, with the buildings beginning to come down in earnest in March. As demolition neared completion, underground storage tanks were discovered by Adamo, the awarded contractor. Adamo worked to evaluate the tanks, determine the required removal process, and identify a landfill that could legally accept the tanks, whose residual contents contain lead, PCBs, and other hazardous organics that can be safely disposed of in facilities that are equipped to properly receive and dispose of the waste. This preliminary planning work has been completed, and Adamo provided a cost of \$44,554, to fully and properly remove and dispose of the tanks. The breakdown of this cost includes the removal of the tanks and restoration of the site (\$28,250), and the transport and disposal of the tanks to a suitable landfill located out-of-state (\$16,304).



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Prepared By:

Signed by:

Rosette Fisher

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Rosette Fisher, Buyer

Department Approval:

Signed by:

Jordan Twardy

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Jordan Twardy, Director Economic Development

Budget Approval:

DocuSigned by:

Michael Kennedy

F77919D1421447F...

Michael Kennedy, Finance Director/ Treasurer

Initial

HJ

Corporation Counsel Approval:

DocuSigned by:

Jeremy J. Romer

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Jeremy J Romer, Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect Requested

REQUEST: Award of Contract to Sewing Your Life, LLC. A best source competition exception, as part of the expenditure for the Dearborn WORKS (Women's Opportunity to Realize their Knowledge and Skills) grant.

DEPARTMENT: Economic Development in conjunction with Finance.

BRIEF DESCRIPTION:

Sewing Your Life LLC. is a Dearborn-based small business that provides accessible, practical sewing education. These comprehensive courses are designed to foster personal confidence and professional growth, equipping participants with essential workforce skills for a variety of future ventures. Sewing Your Life, LLC supports the economic vitality of Dearborn by promoting workforce participation, skills development, and entrepreneurial pathways for Dearborn residents.

Throughout the course of this program, 50 participants will be trained in comprehensive sewing methods. This sewing course will be integrated into the broader Dearborn Works program, which seeks to provide foundational and advanced sewing instruction with potential pathways to home-based or small-scale business development and foster economic independence and personal growth through culturally competent instruction.

PRIOR COUNCIL ACTION: N/A

BACKGROUND:

This sewing program initiative is a part of the Dearborn WORKS \$1M grant program funded by the Department of Labor, which aims to support pathways towards entrepreneurship, skill development, and self-sufficiency.

Sewing Your Life LLC. was founded by Nasim Shaif, who taught fashion courses in Yemen before immigrating to the United States. Nasim founded Sewing Your Life, LLC. after successfully completing the Dearborn WORKS bootcamp. Nasim has trained over 30 individuals in the local community and has recently secured a permanent location in the Dix-Vernor commercial corridor where she will teach her sewing courses with the goal of delivering high-quality, culturally relevant sewing instruction that supports workforce readiness and entrepreneurial development.

Sewing Your Life LLC will deliver a structured sewing training program through an application-based process. The objective of this program is to equip participants with foundational and intermediate sewing skills that may support pathways to employment or entrepreneurship within the garment and textile industries.

The training program will be delivered in two levels: Beginner and Intermediate. Each level consists of eight (8) instructional sessions, conducted twice weekly. The City will support the program by purchasing and providing necessary supplies and materials, as outlined in the approved program budget by the Department of Labor. It is anticipated that 50 participants will be trained through the duration of this program.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

FISCAL IMPACT: \$50,000

COMMUNITY IMPACT:

Providing workforce development and sewing training tailored to the needs of 50 individuals residing or working within the city.

IMPLEMENTATION TIMELINE:

COMPLIANCE/PERFORMANCE METRICS:

Economic and Community Development will manage this grant.

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

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Award of Contract to Sewing Your Life. LLC
DATE: July 18, 2025

Budget Information

Adopted Budget:	\$ 1,000,000
Available Budget:	\$ 197,275
Requested Amount:	\$ 50,000
Funding Source:	General Fund, Economic & Community

Summary of Request

The Department of Economic Development, in conjunction with Purchasing, recommends the contract with Sewing Your Life, LLC a best source competition exception. The Contract will be up to \$50,000 effective through April 30, 2027.

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

Background and Justification

Sewing Your Life LLC. is a Dearborn-based small business that provides accessible, practical sewing education. These comprehensive courses are designed to foster personal confidence and professional growth, equipping participants with essential workforce skills for a variety of future ventures. Sewing Your Life, LLC supports the economic vitality of Dearborn by promoting workforce participation, skills development, and entrepreneurial pathways for Dearborn residents.

This sewing program initiative is a part of the Dearborn WORKS \$1M grant program funded by the Department of Labor, which aims to support pathways towards entrepreneurship, skill development, and self-sufficiency.

Sewing Your Life LLC. was founded by Nasim Shaif, who taught fashion courses in Yemen before immigrating to the United States. Nasim founded Sewing Your Life, LLC. after successfully completing the Dearborn WORKS bootcamp. Nasim has trained over 30 individuals in the local community and has recently secured a permanent location in the Dix-Vernor commercial corridor where she will teach her sewing courses with the goal of delivering high-quality, culturally relevant sewing instruction that supports workforce readiness and entrepreneurial development.

Sewing Your Life LLC will deliver a structured sewing training program through an application-based process. The objective of this program is to equip participants with foundational and intermediate



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

sewing skills that may support pathways to employment or entrepreneurship within the garment and textile industries.

The training program will be delivered in two levels: Beginner and Intermediate. Each level consists of eight (8) instructional sessions, conducted twice weekly. The City will support the program by purchasing and providing necessary supplies and materials, as outlined in the approved program budget by the Department of Labor. It is anticipated that 50 participants will be trained through the duration of this program.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Prepared by:

DocuSigned by:

Mark Rozinsky

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Mark Rozinsky
Purchasing Manager

Department Approval:

Signed by:

Jordan Twardy

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Jordan Twardy
Director of Economic Development

Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

E7A573BA25E3460...

Jeremy J. Romer
Corporation Counsel

Budget Approval:

DocuSigned by:

Michael Kennedy

F77919D1421447F...

Initial

MD

Michael Kennedy
Finance Director/Treasurer

**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Temporary Use of Land: 6914 Wyoming Street

DEPARTMENT: Economic Development

BRIEF DESCRIPTION:

- The business owner is requesting a temporary use of land approval to permit one food truck on the property between August 13, 2025 - March 1, 2026 (approximately 6 months).
 - The business owner is requesting this additional time to finalize construction of their brick & mortar establishment which will allow them to shift their business into a formal restaurant and cease food truck operations.
-

PRIOR COUNCIL ACTION:

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. This ordinance is scheduled to go into effect on September 1st, 2025.

BACKGROUND:

6914 Wyoming is a commercial plaza with retail stores and restaurants. The applicant owns a food truck that is operating out of the plaza's parking lot. The applicant is aware of the new ordinance requirements and has been working with city staff to shift their food truck business into a permanent restaurant establishment within the commercial plaza.

FISCAL IMPACT: N/A

COMMUNITY IMPACT:

Allowing this business owner additional time to comply with regulations is consistent with the city's objective of helping local food truck entrepreneurs transition into permanent brick and mortar restaurants.

IMPLEMENTATION TIMELINE:

Immediate effect requested.

COMPLIANCE/PERFORMANCE METRICS:

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

**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Economic Development

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Temporary Use of Land: 6914 Wyoming Street

DATE: August 7th, 2025 (COW)

Summary of Request

The business owner is currently operating a food truck in the parking lot of a commercial plaza. In anticipation of the Zoning Ordinance updates for food trucks, which become effective September 1st, the applicant has been diligently working with city staff to shift their food truck business into a brick and mortar establishment.

The applicant is requesting a temporary approval to permit one food truck on the property between August 13, 2025 - March 1, 2026. This will allow them to continue to operate their business out of the food truck so they can continue to fund the construction and buildout of their restaurant during this transition period.

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 adopted food truck language from April 2025, to go into effect September 2025, only permits food trucks to operate out of sites that have been approved as food truck parks, which are only permitted in the B-C General Business Zoning District and I-A Light Industrial Zoning District.
 - 6914 Wyoming is zoned B-B – Community Business District, and has approval for a commercial plaza with retail and restaurant uses.
- The applicant has already successfully completed site plan review for their new restaurant and have already submitted permits and re-occupancy for the new restaurant.
- The entire commercial plaza (including the future restaurant) requires a total of 23 parking spaces. The food truck currently displaces 4 spaces, while the proposed restaurant requires 5 spaces. For that reason, it is not anticipated that parking for the plaza will be negatively impacted.



ECONOMIC
DEVELOPMENT

EXECUTIVE SUMMARY AND MEMORANDUM

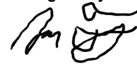
Signature Page

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



Legend

-  Subject Property
-  Existing and Proposed Food Truck

Parcel Size: 0.39 acres

Zoning: BB - Community Business District



0 10 20 40 Feet

Request for Food Truck Permit Extension

My name is Ali, and I am the owner of a local food truck business that is currently in the process of transitioning into a permanent brick-and-mortar restaurant location. I am writing to respectfully request a short-term extension on my food truck operation permit due to the unique and challenging circumstances I am facing.

Background and Current Challenges

Over the past few weeks, I have committed significant financial and personal resources to building out the new restaurant location. I have taken on large personal loans, invested my savings. I am fully committed to opening this restaurant for the benefit of the community and the city. However, the recent ordinance affecting food trucks has placed me in a very difficult position. Without the ability to continue operating my food truck, I am losing my primary source of income while simultaneously trying to cover construction expenses, equipment costs, staffing plans, and loan payments. Every day that the truck remains closed adds tremendous financial strain and jeopardizes my ability to complete the restaurant build-out.

Financial and Emotional Strain

This is more than just a business to me — it's my livelihood, my future, and something I've invested everything into. I am carrying heavy payments not only for this project but also for another restaurant location that was recently built out with the help of investors. Until this day, I have not even paid 10% of what I owe for that project. Balancing all of these obligations while losing the income from the food truck will become unsustainable.

Commitment and Request

I want to be clear — I am not asking for special treatment or a favor. I am asking for the chance to survive this transition period and deliver on the shared vision of moving small, local businesses into permanent spaces. I am more than willing to provide any documentation necessary — loan agreements, invoices, construction contracts — to demonstrate the urgency and legitimacy of my request.

I am requesting a short-term extension on my food truck operation permit, which will not exceed six months. I am confident that within that time, the restaurant will be completed, and the food truck will be permanently retired as planned. I truly appreciate your time, understanding, and support as I work through this critical phase for my business and my family. Your approval of this extension will not only help me complete the restaurant but will also ensure that the vision for supporting small business growth in this city is fully realized.

Thank you for considering my request.

Sincerely,
Ali Shami

Property Owner:

X Mahomed A. Shami

RESOLUTION

WHEREAS: City Council has adopted new regulations for food trucks that become effective September 1, 2025; and

WHEREAS: The business owner is currently in the process of shifting their food truck operations into a brick and mortar food establishment to comply with the new requirements; and

WHEREAS: The business owner has completed site plan review and applied for permits for the proposed restaurant; and

WHEREAS: The business owner is requesting a temporary approval in order to have sufficient time and financial resources to complete construction of their proposed restaurant and cease food truck operations; and

WHEREAS: The proposed temporary use of land is consistent with the city's intent of shifting food truck operations into permanent brick & mortar establishments; therefore, be it

RESOLVED: 6914 Wyoming Street is permitted a temporary use of land to allow one food truck on the property for the duration of time between August 13, 2025 to March 1, 2026; be it further

RESOLVED: That the food truck hours of operation is limited to 11 am- 1 am; be it further

RESOLVED: The food truck 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: 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.



ECONOMIC
DEVELOPMENT

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Request for parking spot closures, street closures, and a noise ordinance waiver for the Jingle Bell Bash on December 13th

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

BRIEF DESCRIPTION:

The West Dearborn Downtown Development Authority (WDDDA) requests approval for a street closure, parking deck access, and a noise ordinance waiver for the Jingle Bell Bash on December 13th.

Specifically, the WDDDA requests:

- **Street Closure:** Closure of West Village Drive between the East and West Parking Decks, adjacent to Peace Park West, from 7:00 AM to 11:00 PM on December 13th.
- **Parking Deck Access:** Closure of the basement levels of both the East and West Parking Decks for dedicated vendor parking from 7:00 AM to 11:00 PM on December 13th.
- **Noise Ordinance Waiver:** A waiver of the noise ordinance for the duration of December 13th.

Additionally, it is requested that these approvals be extended to a rescheduled date if the event is canceled due to weather.

PRIOR COUNCIL ACTION:

City Council has a history of approving annual street closures, parking lot closures, and noise ordinance waivers for various WDDDA events over the past several years.

BACKGROUND:

Now in its third year, the Jingle Bell Bash is held in Peace Park West and aims to bring festive fun and community spirit to West Downtown Dearborn during the holiday season. The event features a wide range of family-friendly activities, including s'mores making stations, photos with Santa, character greetings, and face painting. It often involves collaborations with local organizations and businesses, such as the Dearborn Historical Museum and the Dearborn Public Library, and helps drive customer traffic to businesses in the West DDDA area.



EXECUTIVE SUMMARY AND MEMORANDUM

FISCAL IMPACT:

Funding for this event is allocated through the West Dearborn Downtown Development Authority budget, which is subject to annual City Council approval.

COMMUNITY IMPACT:

These events offer significant benefits to our community by:

- Fostering a more vital and vibrant atmosphere.
 - Increasing customer traffic to businesses in the West Downtown commercial corridor
 - Showcasing Dearborn's rich history and unique story.
 - Activating public spaces for community engagement.
 - Attracting a diverse range of visitors to Dearborn.
-

IMPLEMENTATION TIMELINE:

Immediate effect is requested to begin planning for the fall events season, commencing in September 2025.

COMPLIANCE/PERFORMANCE METRICS:

DDDA staff annually evaluates event performance using metrics such as audience reach, attendance, sponsorships, social media engagement, news media coverage, and community surveys to ensure events are impactful and align with DDDA's vision, goals, and strategies.



ECONOMIC
DEVELOPMENT

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

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

VIA: Jordan Twardy, Director, Economic Development

SUBJECT: Request for parking spot closures, street closures, and a noise ordinance waiver for the Dearborn Coffee Week Opening Event

DATE: August 12, 2025

Budget Information

Adopted Budget: N/A

Amended Budget: N/A

Requested Amount: N/A

Funding Source: N/A

Supplemental Budget: N/A

Summary of Request

The West Dearborn Downtown Development Authority (WDDDA) is requesting approval for street closures, parking deck access restrictions, and a noise ordinance waiver specifically for the Jingle Bell Bash event on December 13th.

For this event, the WDDDA requests:

- **Street Closure:** Closure of West Village Drive between the East and West Parking Decks, adjacent to Peace Park West, from 7:00 AM to 11:00 PM on December 13th.
- **Parking Deck Access:** Closure of the basement levels of both the East and West Parking Decks for dedicated vendor parking from 7:00 AM to 11:00 PM on December 13th.
- **Noise Ordinance Waiver:** A waiver of the noise ordinance for the duration of December 13th.

Additionally, the WDDDA requests that these approvals be extended to any rescheduled date if the Jingle Bell Bash is canceled due to weather.



EXECUTIVE SUMMARY AND MEMORANDUM

Background and Justification

The Jingle Bell Bash, now in its third successful year, is a cornerstone community event held in Peace Park West, designed to infuse West Downtown Dearborn with festive cheer and community spirit during the holiday season. The event boasts a wide array of family-friendly activities, including s'mores making stations, cherished photos with Santa, engaging character greetings, and fun face painting. These activities not only provide entertainment but also create memorable experiences for residents and visitors.

Furthermore, the Jingle Bell Bash often fosters valuable collaborations with various local organizations and businesses, such as the Dearborn Historical Museum and the Dearborn Public Library, strengthening community ties. By consistently drawing a significant number of visitors to Downtown Dearborn, the event directly contributes to increased customer traffic for businesses within the West DDDA area, thereby supporting local commerce and economic vitality.

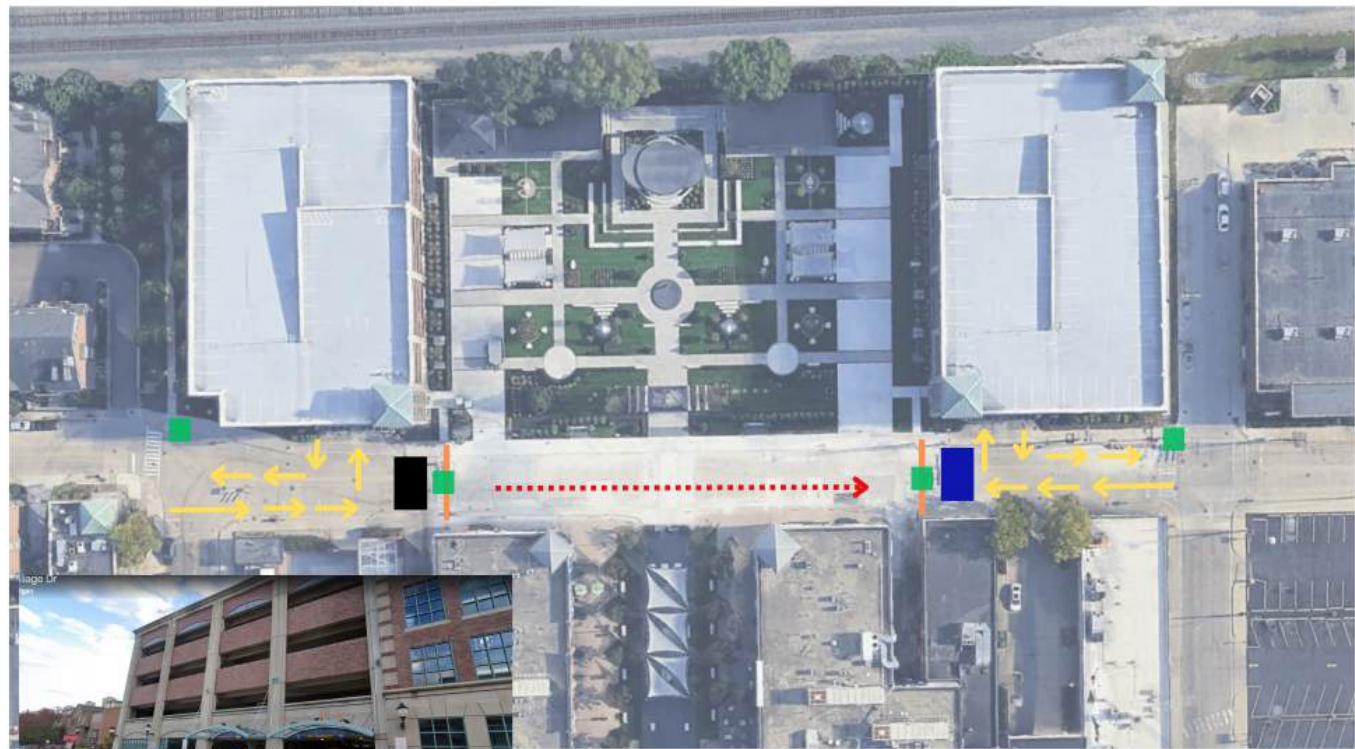
These requests for street closures, parking access, and a noise ordinance waiver are essential to ensure the safety, accessibility, and overall success of the Jingle Bell Bash. The closure of West Village Drive creates a safe, pedestrian-friendly zone for attendees, preventing traffic conflicts and allowing for a seamless event flow.

Police detail will be present at the Jingle Bell Bash, and a litter crew will ensure post-event cleanup.



EXECUTIVE SUMMARY AND MEMORANDUM

Site Plan - WDDDA Jingle Bell Bash



Please line barrels along the entrance to the basement level of the EAST & WEST parking decks adjacent to the park. Should take about 5-6 barrels. Add the "Parking Closed for Event Sign" in front of the barrels.

ROAD & LOT CLOSURES
BY: 7:00AM
OPENING:
BY : 1100PM

- Road Closure/ Barricades
- Fire Lane
- CLOSED TO THROUGH TRAFFIC SIGN(s) should be placed in front of barricades.
- Additional Vehicle Parked
- Barrels
- DPD Detail Car parked



**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

Prepared By:

DocuSigned by:
Laura Aceves-Sanchez
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Laura Aceves-Sanchez, Economic Vitality Manager

Department Approval:

DocuSigned by:
Jordan Twardy
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Jordan Twardy, Economic Development Director

DocuSigned by:
Tim Hawkins
35BABC5BED3455...

Tim Hawkins, Public Works Director

DocuSigned by:
Issa Shakin
1053E1C7585A436...

Chief Issa Shakin, Dearborn Police Department

DocuSigned by:
Joseph Murray
03ED550B1D2E4D0...

Chief Joseph Murray, Dearborn Fire Department

Corporation Counsel Approval:

DocuSigned by:
Jeremy Romer
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Jeremy J Romer, Corporation Counsel

EXECUTIVE SUMMARY



REQUEST: Approval of adoption of Public Act 88 of 1961 for MERS Police Defined Benefit Retirement Plan. Immediate effect is requested.

DEPARTMENT: Finance

BRIEF DESCRIPTION: MERS requires the City of Dearborn to adopt the attached resolution for the adoption of Public Act 88 of 1961 for the MERS Police Defined Benefit Retirement Plan.

PRIOR COUNCIL ACTION: None

BACKGROUND: Act 88 – Reciprocal Retirement Act of 1961 allows employees to combine service they may have earned with another Michigan governmental unit in order to qualify for a pension. In general, Act 88 helps public servants who have worked either full or part time for more than one Michigan governmental employer, but fall short of pension eligibility with any or all of them.

Under Act 88, these combined years of service count towards pension eligibility, but are not included in the pension benefit calculation itself.

The attached Memorandum of Understanding (MOU) between the City of Dearborn, The Police Officers Association of Michigan representing the Police Officers Association of Dearborn as well as the Dearborn Police Captains and Commanders; The Dearborn Police Supervisors Association of Lieutenants and Sergeants for the adoption of Act 88 of 1961 for the MERS Police Defined Benefit Retirement Plan was fully executed on 07/14/2025.

FISCAL IMPACT: Per the attached MOU, any costs pertaining to Act 88 will be borne entirely by the employee(s) benefitting from the Act. The City will not incur a financial cost, now or in the future, related to the adoption of Act 88.

IMPACT TO COMMUNITY: Adoption of Act 88 will greatly improve recruitment & retention of Police Officers serving the Dearborn community.

IMPLEMENTATION TIMELINE: Immediate effect is requested

COMPLIANCE/PERFORMANCE METRICS: N/A

FINANCE DEPARTMENT



TO: City Council

FROM: Michael Kennedy, Director of Finance/Treasurer

VIA: Mayor Abdullah Hammoud

SUBJECT RESOLUTION FOR ADOPTION OF PUBLIC ACT 88 OF 1961 FOR MERS
POLICE DEFINED BENEFIT RETIREMENT PLAN

DATE: JULY 22, 2025

Act 88 – Reciprocal Retirement Act of 1961 allows employees to combine service they may have earned with another Michigan governmental unit in order to qualify for a pension. In general, Act 88 helps public servants who have worked either full or part time for more than one Michigan governmental employer, but fall short of pension eligibility with any or all of them.

Under Act 88, these combined years of service count towards pension eligibility, but are not included in the pension benefit calculation itself.


The attached Memorandum of Understanding (MOU) between the City of Dearborn, The Police Officers Association of Michigan representing the Police Officers Association of Dearborn as well as the Dearborn Police Captains and Commanders; The Dearborn Police Supervisors Association of Lieutenants and Sergeants for the adoption of Act 88 of 1961 for the MERS Police Defined Benefit Retirement Plan was fully executed on 07/14/2025.

Per the attached MOU, the parties agree that any cost pertaining to Act 88 will be borne entirely by the employee(s) benefiting from the Act; the Unions agree the City will not incur a financial cost, now or in the future related to the adoption of Act 88.

MERS requires City Council to adopt the attached resolution for the adoption of Act 88; as such, approval the attached resolution and immediate effect are requested.

Respectfully Submitted,


DocuSigned by:



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Michael Kennedy
Director of Finance/Treasurer

DocuSigned by:



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Jeremy J. Romer
Corporation Counsel

MEMORANDUM OF UNDERSTANDING
between
THE POLICE OFFICERS ASSOCIATION OF MICHIGAN
REPRESENTING THE POLICE OFFICERS ASSOCIATION OF DEARBORN;
THE DEARBORN POLICE SUPERVISORS ASSOCIATION OF
LIEUTENANTS AND SERGEANTS;
THE POLICE OFFICERS ASSOCIATION OF MICHIGAN REPRESENTING THE
DEARBORN POLICE CAPTAINS AND COMMANDERS
and
THE CITY OF DEARBORN

The Police Officers Association of Michigan, hereinafter ("POAM") representing The Police Officers Association of Dearborn, hereinafter ("POAD") as well as the Dearborn Police Captains and Commanders; the Dearborn Police Supervisors Association of Lieutenants and Sergeants, hereinafter ("DLSA"); and the City of Dearborn, hereinafter the ("City"), hereby agree to the following pertaining to the adoption of Public Act 88 of 1961 for its MERS Police Defined Benefit Plan:

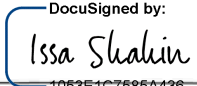
1. The Parties agree, subject to City Council approval, that the City of Dearborn will seek to adopt the provision of Act No. 88, Public Acts of 1961, as amended, to become a reciprocal unit under the Reciprocal Retirement Act, which will allow police officers to combine service they have earned with other Michigan governmental units in order to qualify for a pension (*see attached Exhibit A-MERS Resolution*);
2. The Parties further agree that any and all costs pertaining to the provision of Act No. 88, Public Acts of 1961, as amended and after adoption by the City, will be borne entirely by the employee(s) benefiting from the Act. The Unions agree that the City will not incur a financial cost, now or in the future, related to the adoption of any provision of Act No. 88, Public Acts of 1961, as amended.

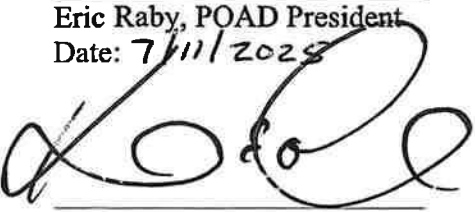
All other terms and conditions of the Collective Bargaining Agreement remain unchanged.

FOR THE UNION

FOR THE CITY


Eric Raby, POAD President
Date: 7/11/2025

DocuSigned by:

Issa Shahin, Police Chief
Date: 7/14/2025


Kenneth Grabowski, POAM
Date: 7-14-25



Michael Gerald, POAM

Date: 7/14/25



Tim McHale, President Police Captains
And Commanders

Date:



Lt. Jason Skoczylas, President DLSA

Date: 7.14.25

APPROVED

Date: July 9, 2025

**Jeremy J.
Romer**

Chief Labor Negotiator



MERS RESOLUTION FOR ADOPTING ACT NO. 88

BE IT RESOLVED, that the _____
(Governing Body)

of the _____ hereby elects to adopt the provisions of Act No. 88,
(Governmental Unit)

Public Acts of 1961, as amended, and become a reciprocal unit under the Reciprocal Retirement Act; and

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be filed within ten
(10) days from the date of this election with:

Michigan Department of State
Office of the Great Seal
7064 Crowser Boulevard
Lansing, MI 48918

and

Municipal Employees' Retirement
System of Michigan
1134 Municipal Way
Lansing, MI 48917

MOVED BY: _____

SUPPORTED BY: _____

Ayes: _____ Nays: _____

Adopted: _____,
(Date)

I, _____, _____, of the
(Name) (Title)

_____ do hereby certify that the aforesaid is
(Governmental Unit)

a true and correct copy of a Resolution adopted at a regular meeting of the _____

_____ held on _____,

(Signature of Authorized Official)

(Title)

EXECUTIVE SUMMARY



REQUEST: Fiscal Year 2025 to 2026 Budget Carryforward

DEPARTMENT: Finance

BRIEF DESCRIPTION: Request to carryforward budget from fiscal year 2025 to 2026.

PRIOR COUNCIL ACTION: N/A

BACKGROUND: At the end of fiscal year 2025, there were multiple business transactions that were in various stages of completion. These transactions will be completed in fiscal year 2026, and thus, the budget from fiscal year 2025 is being requested to be carry forward to cover. This includes purchase orders with items awaiting delivery, requisitions currently in the purchasing procurement process, etc.

FISCAL IMPACT: A total budget carryforward amount of \$5,275,775 is being requested. This budget was funded in FY2025, and if not carry forward, would be closed into each funds applicable Fund Balance / Retained Earnings Balance.

- General Fund request totals \$1,483,664.
 - \$3,046,570 is requested for vehicles not delivered.
-
-

IMPACT TO COMMUNITY:

- Allows departments to move forward on needed purchasing items without delay in order to serve the community.
-
-

IMPLEMENTATION TIMELINE: Immediate effect is requested to facilitate timely payments to vendors and no interruption in deliveries.

COMPLIANCE/PERFORMANCE METRICS: If approved by City Council, the budget carryforward will be processed immediately, and will allow Purchasing to move forward with necessary procurements. The Accounting and Purchasing divisions will work in tandem to ensure budget carryforwards are used as approved.



FINANCE

TO: City Council

FROM: Corey Jarocki, Deputy Finance Director

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Budget Carry Forward Request

DATE: August 7, 2025

At the end of each fiscal year there are business transactions and initiatives in varying degrees of completion. Some of the items have outstanding contracts/purchase orders and other items are in various stages of progress. Attached is a proposed resolution to carry forward budget from fiscal year 2025 to 2026 for funding the completion of these items. There is also a detailed work paper that supports the resolution. The total amount of the budget carry forward request for all funds is \$5,275,775.

Several of the items include activities in-progress and various one-time or capital purchases. Approximately \$3.05 million of the dollar amount is associated with Vehicles for the Department of Public Works, Water, Sanitation, and Fire. \$724 thousand of General Fund requests are applicable to the annual Street Sweeper Lease, and Payroll audit.

Much of this activity was discussed during the budget process and internally agreed that budget requests would not be duplicated for the fiscal year 2026 budget, and that the incomplete items would be best addressed with the carry forward process to the extent necessary. Immediate effect is requested for this item, to facilitate the timely payment to vendors and no interruption in the delivery of service.

DocuSigned by:
Corey Jarocki
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Corey Jarocki
Deputy Finance Director

DocuSigned by:
Michael Kennedy
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Michael Kennedy
Finance Director / Treasurer

DRAFT Budget Carry Forward Resolution

RESOLVED: That the 2025-2026 budget is hereby amended as shown on the schedule below to carry forward appropriations related to initiatives at year end pursuant to department requests; be it further

General Fund**Department**

19 th District Court	\$167,195
Finance	115,000
Philanthropy & Grants	18,588
Human Resources	48,000
DPW – Parking	173,300
DPW	636,500
Communications	109,969
Police Department	22,641
Recreation & Parks	192,471
Total, General Fund	\$1,483,664
Total, Indigent Defense	14,541
Total, Drug Law Fund	256,781
Total, Library Fund	15,243
Total, West Downtown Development Authority	159,340
Total, East Downtown Development Authority	38,000
Total, Seniors Apartment	18,546
Total, Sewer Fund	325,057
Total, Water Fund	103,962
Total, Facilities Fund	20,000
Total, Fleet & Equipment Replacement Fund	2,744,357
Total, Worker's Compensation Fund	29,654
Total, Fleet and General Liability	66,630

Total, All Funds**\$5,275,775**

RESOLVED: That this resolution be given immediate effect.

City of Dearborn
Request to Carry Forward Budget to Next Fiscal Year
Carry Forward From: Fiscal Year 2025 to 2026

Account Number

Requesting Department	Fund	Dept./Div.	Act	Ele/Obj	Requisition Number	Purchase Order No.	Description of Item	Reason Carry Forward Is Necessary	Recommended Amount
19th District Court	101	1100	411	3415	158666	N/A	Scanning and destruction of approximately 150 boxes of court records.	We have been working on this project for about 5 months. We are working with the only vendor that is approved by the State of Michigan to handle the scanning and destruction of court records. There is approximately 150 boxes of records that must be kept in accordance with SCAO guidelines. This project should have been completed within this fiscal year, however, during the process we discovered that our OnBase (the program that the city uses to store scanned documents) has not been updated and we can not use it to store the digitized records. This caused us to delay the project until IT can rebuild our OnBase from the ground up. IT has been working on this for the last month and we expect to be able to continue with this project in the next couple months.	\$60,000
19th District Court	101	1100	411	4301	158665	N/A	Upgrading front security station with ballistic glass and physical barrier.	The upgrades are necessary to meet SCAO guidelines. Project is going out for bids now.	\$90,000
19th District Court	101	1100	411	7420	158488	113767	Card access installed on doors in the courtrooms.	Project has started. We have already paid 17,194.50 to the vendor to begin the work. The remaining balance of 17,194.50 is due upon the completion of the project.	\$17,195
Finance	101	1605	761	3090	157828	113205	Chart of Accounts - Setup per State Requirements	Project was outsourced when vendor available	\$15,000
Finance	101	1605	761	3090	158200		Payroll Audit	Council approval received on June 10, 2025	\$100,000
Philanthropy & Grants	101	1700	793	3490	159038		Fellow (16 hours a week at \$16/hr for a semester)	This Fellow will be instrumental in inputting and migrating historical donor data from various sources, such as "Night of Innovation" and "Homecoming" events, into our new system. This focused effort will provide us with an understanding of our donor base, allowing us to track engagement, identify giving patterns, and proactively address any lack of engagement. By handling this critical data management, the Fellow will free up department staff to focus on strategic fundraising initiatives, ultimately strengthening donor relationships, increasing our grant-seeking effectiveness, etc.	\$4,000
Philanthropy & Grants	101	1700	793	4382	158575		Printer (1/3)	New copier / printer being purchased for Communications, Philanthropy & Grants, and Public Health area in updated DAC. Machine not received until FY2026.	\$1,628
Philanthropy & Grants	101	1700	793	5810	158608		Michigan's Economic Development Basic Course - Registration (September 9 - 11,)	The Department will be restarting the EDC at the end of 2025. Training through the Basic Course offers foundational, professional-grade economic development expertise in alignment with IEDC/CEcD standards.	\$2,900
Philanthropy & Grants	101	1700	793	5810	159037		Leadership Detroit	The Department Director has been selected to be the representative for Dearborn this year. This program will directly enhance the department's capacity by fostering critical relationships with a diverse network of regional leaders in philanthropy, business, and non-profit sectors. These connections can lead to new funding opportunities, collaborative grant initiatives, and a deeper understanding of regional philanthropic priorities.	\$5,000
Philanthropy & Grants	101	1700	793	5810			Michigan's Premier Economic Summit and Annual Meeting (Aug) - Registration	This is a opportunity to better understand state-level funding opportunities and economic development strategies that could align with Dearborn's goals and inform grant applications.	\$1,560
Philanthropy & Grants	101	1700	793	5810			MEDA Spring Conference (April 2026)	The Spring Conference often delves into specific programs and initiatives that are actively being rolled out or refined by state agencies like the MEDC. Sessions will provide practical strategies for how Dearborn might leverage existing programs or develop innovative approaches to secure funding for its own initiatives.	\$1,000
Philanthropy & Grants	101	1700	793	5810			IEDC Annual Conference (Detroit) September 14 - 17, 2025	IEDC conferences are known for showcasing the latest trends, best practices, and innovative approaches in economic development from around the world. This includes topics directly relevant to grants and philanthropy, such as "Capital for Communities," and "Place, Placemaking & Infrastructure Investment." This diverse range of attendees provides unique avenues for identifying new grant opportunities, collaborative ventures, and philanthropic connections.	\$1,500
Philanthropy & Grants	101	1700	793	5810			Center for Arab American Philanthropy (registration/travel)	CAAP is the nation's only Arab American community foundation and a significant hub for Arab American giving. Attending their events provides direct access to individual donors, family foundations, and giving circles that are actively engaged in supporting causes important to the Arab American community.	\$1,000

City of Dearborn
Request to Carry Forward Budget to Next Fiscal Year
Carry Forward From: Fiscal Year 2025 to 2026
Account Number

Requesting Department	Fund	Dept./Div.	Act	Ele/Obj	Requisition Number	Purchase Order No.	Description of Item	Reason Carry Forward Is Necessary	Recommended Amount
Human Resources	101	1810	861	3025			Neogov Contract	Implementation of Human Resources module within Paycom has been pushed back. Extension is being requested of the current Neogov contract. Contract received City Council approval at July 2025 Council meeting.	\$48,000
DPW - Parking - West Downtown Decks	101	2021	851	3490			Wagner Updates for IT Project	Waiting on final invoice - will be paid in FY2026	\$30,000
DPW - Parking - West Downtown Parking Lots	101	2022	851	3490			Parking lot restriping for updated entrances	Waiting on gates to be installed and completed.	\$100,000
DPW - Parking - E Downtown Parking Lots	101	2032	851	3490			Parking lot striping	Waiting on contractor	\$30,000
DPW - Parking - E Mich Ave Greenfield	101	2033	851	3490			Parking lot new signs	Ordering Supplies	\$5,800
DPW - Parking - E South Business District	101	2036	851	3490			Parking lot striping	Waiting on contractor	\$7,500
DPW - Public Works Maintenance Rds & Streets	101	2073	452	4420	159496	114738	New Sweeper Rental Agreement per CR 5-221-25 McQueen Equipment	Budget for street sweepers for July/August/Sept/Oct 2025	\$624,000
DPW - Property Maintenance Sanitation	101	2972	463	6455			Waiting on delivery of trash can lids/parts	Cascade Engineering delivery	\$12,500
Communications - Administration	101	2310	831	3490	157676	N/A	Payment for design and print of City magazine	Started work on Fall 2025/Winter 2026 City magazine in Spring 2025. Need to submit payment in FY26	\$68,582
Communications - Administration	101	2310	831	4382	158575	N/A	Cost for installation/maintenance of new Comms printer	New copier / printer being purchased for Communications, Philanthropy & Grants, and Public Health area in updated DAC. Machine not received until FY2026.	\$1,315
Communications - Administration	101	2310	831	6020	157676	N/A	Cost to mail the Fall 25/Winter 26 City magazine	Started work on Fall 2025/Winter 2026 City magazine in Spring 2025. Need to mail copies to all Dearborn residents and submit payment for postage in FY26	\$9,872
Communications - CDTV	101	2350	874	3490	N/A	N/A	Payment for CDTV Fellows	Need to compensate one CDTV fellow for Summer 2025 that will need to be paid in early FY26.	\$2,488
Communications - CDTV	101	2350	874	4360	N/A	N/A	Council Camera replacement	Need to replace Council Cameras in early FY26, which will require a carry forward.	\$1,100

City of Dearborn

Request to Carry Forward Budget to Next Fiscal Year

Carry Forward From:

Fiscal Year 2025 to 2026

Account Number

Requesting Department	Fund	Dept./Div.	Act	Ele/Obj	Requisition Number	Purchase Order No.	Description of Item	Reason Carry Forward Is Necessary	Recommended Amount
Communications - CDTV	101	2350	874	7420	159117	N/A	SONY FX Digital Cinema Camera and Sony 28-135 MM, Lens, Mounts, Filter	Carryforward to reflect updated purchase price as of FY26	\$ 17,212
Communications - CDTV	101	2350	874	7420	N/A	N/A	Cost for moveable sets (included in budget for FY25)	Would like to carry forward the budget requested for moveable sets in FY25 to purchase sets in FY26.	\$ 9,400
Police - Administration	101	2410	515	5810	157965	114038	Ammunition	Remaining balance on PO for ammunition items not received in FY2025.	\$ 15,219
Police - Administration	101	2410	515	6145	151303	104314	Uniforms for new officers and reserves	Not received	\$ 7,422
Recreation - Administration	101	3005	681	3090	157365	113123	Rec Dept 5-Year Master Plan Renewal	Services not completed	\$ 23,670
Recreation - Administration	101	3005	681	3490	157749	113342	FCPAC Admin Carpet Replacement	Scheduled for Maint Week (Aug 25-29)	\$ 34,023
Recreation - Special Events	101	3030	682	6190	157159	112551	Power Distribution Equipment	Awaiting delivery	\$ 18,182
Recreation - Theater	101	3033	731	6880	157939	113266	Theater Annual Rigging Inspection	Awaiting job to be completed.	\$ 3,500
Recreation - Theater	101	3033	733	6100	158649	113856	Theater supplies order & parts	Backordered, awaiting delivery of goods	\$ 4,200
Recreation - Fine Arts	101	3035	682	6100	158541	113773	Theater Lighting Control	Awaiting parts on back-order	\$ 2,868
Recreation - Fine Arts	101	3035	682	6880	158192	113597	Licensing Rights for Future DYT Productions	Awaiting invoicing & show-selections	\$ 16,747
Recreation - Ford Woods Pool	101	3047	682	6190	157408		Dolphin Wave Pool Cleaner (Ford Woods)	ITB - Procurement in Process	\$ 4,200

City of Dearborn
Request to Carry Forward Budget to Next Fiscal Year
Carry Forward From: Fiscal Year 2025 to 2026
Account Number

Requesting Department	Fund	Dept./Div.	Act	Ele/Obj	Requisition Number	Purchase Order No.	Description of Item	Reason Carry Forward Is Necessary	Recommended Amount
Recreation - Dunworth Pool	101	3050	682	6190	157408		Dolphin Wage Pool Cleaner (Dunworth)	ITB - Procurement in Process	\$ 6,700
Recreation - Facility Admin Community Center	101	3056	681	4301	158011	113361	Replace bathroom sink drain traps	Scheduled for Maint Week (Aug 25-29)	\$ 2,850
Recreation - Facility Admin Community Center	101	3056	681	6100	158216	113510	Shower Curtain parts	Awaiting delivery	\$ 1,438
Recreation - Facility Admin Community Center	101	3056	681	6190	157773	113605	8' folding tables (20)	Awaiting delivery	\$ 6,017
Recreation - DISC	101	3060	682	4301	158123		HVAC Unit South Lobby	ITB - Procurement in Process	\$ 34,750
Recreation - DISC	101	3060	682	4301	159041		Backflow preventers	ITB - Procurement in Process	\$ 12,000
Recreation - DISC	101	3060	682	4360	158786	113969	Seal-Pro preventative add to refrigeration system	Can only be added during start-up (Aug)	\$ 15,850
Recreation - DISC	101	3060	682	6200	157825	113219	40 sheets of polycarbonate (dasher-glass)	Awaiting delivery	\$ 2,730
Recreation - DISC	101	3060	682	6205	158793	113940	Compressor Parts	Awaiting delivery	\$ 2,746
Indigent Defense - Regional MAC	260	1870	419	6190	157031	112797	Partnr Haus Interiors - cubicle order	New cubicles as part of DAC upgrades. Funded from grant.	\$ 14,541
Drug Law Enforcement	265	2420	543	4420	154233	110707	Lease of crime lab printer (Marco)	Ongoing lease of lab printer.	\$ 6,542
Drug Law Enforcement	265	2420	543	6190	153421	111535	Glocks and related equipment/supplies	Items not received as of June 30th.	\$ 250,239

City of Dearborn
Request to Carry Forward Budget to Next Fiscal Year
Carry Forward From: Fiscal Year 2025 to 2026

Account Number

Requesting Department	Fund	Dept./Div.	Act	Ele/Obj	Requisition Number	Purchase Order No.	Description of Item	Reason Carry Forward Is Necessary	Recommended Amount
Library	271	5100	721	7420	158485	113739	Floor Cleaning Machine	Awaiting delivery.	\$ 6,300
Library	271	5100	721	7460	158430	113778	Office Chairs	Awaiting delivery.	\$ 7,943
Library	271	5100	721	4301			Backflow Preventer Repair from Guardian; Quote is \$984 and part of a larger effort Citywide	Unexpected R&M expense.	\$ 1,000
WDDDA	296	6100	911	3490	157898	113286	Village Picture Framing - Dearborn Forward Grant	The West DDA approved a \$6,000 grant to this business for business improvements of the curbside and redoing the awning and freshening up the interior with new paint and carpet. The deadline to complete this as authorized by the WDDDA is May 2, 2026.	\$ 6,000
WDDDA	296	6100	911	3490	158067	113591	The Great Commoner - Dearborn Forward Grant	The West DDA approved a \$19,000 grant to this business to support interior renovations including bathroom remodeling, new countertops, cafe chairs, barstools, table bases, lighting, and wallpaper, aimed at transforming their underutilized lounge area into a vibrant dining room. The deadline to complete this as authorized by the WDDDA is May 2, 2026.	\$ 19,000
WDDDA	296	6100	911	3490	157897	113287	WCW HOLDINGS LLC - Dearborn Forward Grant	The West DDA approved a \$25,000 grant to this business for facade and sidewall renovations and improvements, including replacing the outdated facade, enhancing the sidewall, and applying fresh paint The deadline to complete this as authorized by the WDDDA is May 2, 2026.	\$ 25,000
WDDDA	296	6100	911	3490	158936		Kung Fu Tea - Open Door Grant	The West DDA approved a \$10,000 grant to this business for improvements intended for the exterior and interior of the business. The deadline to complete this as authorized by the WDDDA is August 26,2025.	\$ 10,000
WDDDA	296	6100	911	3490	158831		Trash Can Purchase - Forms + Surfaces	The WDDDA approved the Purchase of 57 trash cans for West downtown.	\$ 99,340
EDDDA	297	6100	911	3490	157894	113289	Oasis Kitchen-Dearborn Forward Grant	The East DDA approved a \$18,000 grant to this business to support the creation of an exterior mural. The deadline to complete this as authorized by the EDDDA is May 2, 2026.	\$ 18,000
EDDDA	297	6100	911	3490	158066	113590	Onstacare Pharmacy -Open Door Grant	The East DDA approved a \$10,000 grant to this business for interior and exterior improvements. The deadline to complete this as authorized by the EDDDA is August 26, 2025.	\$ 10,000
EDDDA	297	6100	911	3490	158065	113589	Alano's - Open Door Grant	The East DDA approved a \$10,000 grant to this business for interior and exterior improvements. The deadline to complete this as authorized by the EDDDA is August 26, 2025.	\$ 10,000
DPW - Senior Apartments	535	5500	901	4301		111847	Fire Alarm System Deficiencies	Work has not started yet	\$ 9,000

City of Dearborn

Request to Carry Forward Budget to Next Fiscal Year

Carry Forward From:

Fiscal Year 2025 to 2026

Account Number

Requesting Department	Fund	Dept./Div.	Act	Ele/Obj	Requisition Number	Purchase Order No.	Description of Item	Reason Carry Forward Is Necessary	Recommended Amount
DPW - Senior Apartments	535	5500	901	4301		113883	Kitchen cabinet replacements in apartment	Items are on order, have not been received.	\$8,416
DPW - Senior Apartments	535	5500	901	6190		112895	Appliances for apartments	Items are on order, have not been received.	\$1,130
DPW - Sewer	590	2006	472	6165			Mosquito Biscuits	Awaiting Invoice	\$20,000
DPW - Water	590	2006	472	7410			Vehicle Purchase	Vehicle purchase planned for FY2026 (F150's and SUV's).	\$216,251
DPW - CSO	590	2016	472	3490		110949	De-Cal	Mechanical Repairs	\$88,806
DPW - Engineering	591	2009	441	7410			Vehicle Purchase	Vehicle purchase planned for FY2026 (replacement of pickup).	\$39,953
DPW - Water	591	2011	484	6200		14913	Parts	Water Main repair parts not received as June 30th (on order).	\$18,000
DPW - Water	591	2011	484	7410			Outfit Water Truck	Materials incoming for outfitting of water truck.	\$46,009
Facilities - Powerhouse	634	2005	853	3490			Glycol for Chillers	Glycol for chillers. Awaiting receipt. Funded in FY2025.	\$20,000
Fleet - DPW - Building Services	668	2007	851	7410		112015	Vehicle Purchase	Langhammer Ford waiting on delivery (F150 replacement for Building Services)	\$52,441
Fleet - DPW - Parks	668	2074	693	7410		108215	Trailer Purchase	USA Trailer Sales, not received as of June 30th.	\$7,979
Fleet - DPW - Motor Transport	668	2085	856	7410		112015	Vehicle Purchase	Langhammer Ford waiting on delivery (F250 for Central Garage).	\$76,574

City of Dearborn

Request to Carry Forward Budget to Next Fiscal Year

Carry Forward From:

Fiscal Year 2025 to 2026

Account Number

Requesting Department	Fund	Dept./Div.	Act	Ele/Obj	Requisition Number	Purchase Order No.	Description of Item	Reason Carry Forward Is Necessary	Recommended Amount
Fleet - DPW - Sanitation	668	2972	463	7410		112015	Vehicle Purchase	Langhammer Ford waiting on delivery (Sanitation Ford Explorer for expanded clean streets crew).	\$44,670
Fleet - DPW - Sanitation	668	2972	463	7410			Vehicle Purchase	Planned to purchase in FY2026	\$54,153
Fleet - Fire	668	2540	621	7410		104845	Engine 5 / Engine 12 / Squad 1	Order placed, awaiting delivery.	\$2,500,548
Fleet - Fire	668	2540	621	7410		113388	Upfitting engines	Awaiting delivery	\$3,698
Fleet - Fire	668	2540	621	7410		113801	medical structures	Awaiting delivery	\$4,295
Law - Worker's Compensation	676	1500	815	3012	155793	102550	FOSTER SWIFT	Worker's compensation. Ongoing litigation.	\$11,997
Law - Worker's Compensation	676	1500	815	3090	156157	109798	COMPONE Administrators	Third party administrator for WC matters medical	\$6,241
Law - Worker's Compensation	676	1500	815	3325	155823	107498	COMPONE Administrators	Third party administrator for WC matters Loss Fund	\$11,417
Law - Fleet & General Liability	678	1500	815	3012	157326	104654	August Law (Cipolloni)	Outside counsel ongoing litigation	\$3,974
Law - Fleet & General Liability	678	1500	815	3012	157323	112817	Clark Hill	Outside counsel ongoing litigation	\$7,626
Law - Fleet & General Liability	678	1500	815	3012	157325	113040	Dykema Gossett	Outside counsel ongoing ED Projects/Agreement Review	\$50,000
Law - Fleet & General Liability	678	1500	815	3012	149897	89370	Zausmer, August, & Caldwell PC	Outside counsel for GLWA pipeline	\$2,641

City of Dearborn

Request to Carry Forward Budget to Next Fiscal Year

Carry Forward From:

Fiscal Year 2025 to 2026

Account Number

Requesting Department	Fund	Dept./Div.	Act	Ele/Obj	Requisition Number	Purchase Order No.	Description of Item	Reason Carry Forward Is Necessary	Recommended Amount
Law - Fleet & General Liability	678	1500	815	6822	155600	109947	On the Record	Record reporting and video service for litigation	\$2,389
									<div>\$5,275,775</div>

EXECUTIVE SUMMARY



REQUEST: Land for Resale Lower of Cost or Market Adjustment

DEPARTMENT: Finance

BRIEF DESCRIPTION: Budget adjustment to appropriate an expense of \$888,595.56 for Land for Resale FY2025 Lower of Cost or Market adjustment.

PRIOR COUNCIL ACTION: N/A

BACKGROUND: The City's auditors, Plante & Moran, require that the market value for land inventory be determined annually as of fiscal year end.

FISCAL IMPACT:

- The adjustment to the land inventory is a **non-cash entry** to record the unrealized decrease in the General Capital Improvement Fund.
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-

IMPACT TO COMMUNITY:

- This process allows for an updated book value for the land for resale inventory.
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-

IMPLEMENTATION TIMELINE: Immediate Effect is requested in order to adjust the market value in FY2025.

COMPLIANCE/PERFORMANCE METRICS: N/A

FINANCE DEPARTMENT



TO: City Council
FROM: Hisham Jundi, Accountant II
VIA: Mayor Abdullah H. Hammoud
 Michael Kennedy, Finance Director / Treasurer
SUBJECT: Land for Resale Lower of Cost or Market Adjustment
DATE: August 07, 2025

Generally Accepted Accounting Principles (GAAP) require that an adjustment be made when the market value of land inventory is lower than its cost. As a result, the City's auditors, Plante & Moran, mandate that the market value of land inventory be assessed annually at the end of the fiscal year.

In fiscal year 2025, the historical cost of the land held for resale in the General Capital Improvement Fund is \$14,541,260.03. This amount includes both the purchase price of the land and the costs incurred to enhance the property's value.

Lower of Cost or Market	Fund 401
Ending Balance June 30, 2024	\$3,964,942.47
Additions (Land Purchases)	2,887,373.25
Disposals (Land Sales)	(113,875.10)
Unadjusted Ending Balance June 30, 2025	\$6,738,440.62
Adjusted Lower of Cost or Market Balance	\$5,849,845.06
Required Adjustment	(\$888,595.56)

The lower of cost or market (LCM) value of this land for resale for FY2025 is \$5,849,845.06. This results in a required decrease of \$888,595.56 in the book value of the land inventory. The LCM analysis compares the cost of each property with its lowest market value since the City purchased it. The adjustment to the land inventory is a **non-cash entry** that reflects the unrealized decrease in the General Capital Improvement Fund.

It is requested that the Finance Director be authorized to appropriate this expense in the General Capital Improvement Fund for FY2025 for \$888,595.56 to account for the unrealized decrease in the value of the land inventory. Since this matter pertains to FY2025, immediate action is requested for this budget adjustment.

Respectfully submitted,

Approved:

Signed by:

Hisham Jundi

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Hisham Jundi
Accountant II

DocuSigned by:

Michael Kennedy

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Michael Kennedy
Finance Director / Treasurer

FY2025 Lower of Cost or Market (LCM) Support

Purchased	Council Resolution	Address	Purchase Costs	Begin Lower of Cost or Market Value	End Lower of Cost or Market Value	Difference
05/03/24	CR 4-208-24	5021 Wyoming	\$ 612,527.58	\$ 318,400.00	\$ 117,860.00	\$ (200,540.00)
08/29/23	CR 7-360-23	5045 Wyoming	\$ 659,487.99	\$ 503,300.00	\$ 30,082.00	\$ (473,218.00)
08/29/23	CR 7-360-23	5165 Wyoming	\$ 696,586.13	\$ 310,500.00	\$ 167,808.00	\$ (142,692.00)
						(816,450.00)



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect Requested

REQUEST: Approval of Contract for Google Infrastructure and Maintenance through Carahsoft

DEPARTMENT: Innovation and Technology in conjunction with Purchasing

BRIEF DESCRIPTION:

This document outlines the proposed three (3) year contract renewal with Google, facilitated through Carahsoft, for comprehensive IT infrastructure services. This includes continued utilization of Google Cloud Data Center hosting, enhanced cybersecurity measures, and ongoing technical support, all crucial for maintaining and advancing the City of Dearborn's digital operations.

PRIOR COUNCIL ACTION: 12-677-22 – Initial funding allocations to priority areas; 1-41-23 – Approved the appropriation of ARPA funding and approved the contracts with Google & Carahsoft & Resultant.

BACKGROUND:

The City of Dearborn has progressively adopted Google's cloud solutions to modernize its IT landscape, moving away from traditional on-premise infrastructure. This partnership, initiated to embrace digital transformation, has focused on enhancing the efficiency, accessibility, and security of city services. The current contract with Google, procured through Carahsoft (a leading government aggregator for IT solutions), has provided the foundational cloud infrastructure for various city departments, enabling secure data storage, agile application deployment, and collaborative tools for city employees (e.g., Google Workspace). This migration to the cloud has been a critical step in streamlining operations, reducing hardware maintenance, and fostering innovation within the City's IT environment.

FISCAL IMPACT: \$\$923,960 annually (pending future FY budget approvals) (3) year total - \$2,771,880; 5% contingency - \$138,594

COMMUNITY IMPACT:

The continued partnership with Google Cloud through Carahsoft will have a significant positive impact on the Dearborn community:

- Improved Citizen Access and Services: By leveraging Google Cloud's robust infrastructure, the City can continue to offer and expand accessible online services for city employees, the Council, and residents.
- Enhanced Data Security and Privacy: Google Cloud's advanced cybersecurity features and



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

compliance with government security standards (e.g., FedRAMP, CJIS) provide a strong defense against cyber threats, safeguarding sensitive citizen data and ensuring the continuity of critical city operations. This builds trust and protects the community from potential disruptions.

IMPLEMENTATION TIMELINE: Google Cloud and Google Workspace services are ongoing.

COMPLIANCE/PERFORMANCE METRICS: Compliance will be monitored by the Innovation and Technology Department.

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

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Approval of Contract for Google Infrastructure and Maintenance through Carahsoft
DATE: July 18, 2025

Budget Information

Adopted Budget: \$ 1,148,960
Amended Budget: \$ 1,160,735
Requested Amount: \$923,960 annually (pending future FY budget approvals) (3) year total - \$2,771,880; 5% contingency - \$138,594
Funding Source: Information Systems, Technology and Innovation, IS-PC & Network Support, MGMT Information Services, Professional Services, EDP Software
Supplemental Budget:

Summary of Request

The IT department, in conjunction with Purchasing, recommends the purchase via a cooperative contract of technological services from Google & Carahsoft for a 3-year agreement at a cost of \$923,960 annually and a 5% contingency of \$138,594.

It is respectfully requested that Council authorize the use of the cooperative contract with Carahsoft. The resulting contract shall not be binding until fully executed.

Background and Justification

The initial adoption of Google Cloud for the City of Dearborn's IT infrastructure has proven to be a strategic and beneficial decision. This three-year renewal through Carahsoft is essential for several key reasons:

- Continuity of Critical Services: The City's core applications, data storage, and communication platforms are increasingly reliant on Google Cloud. A renewal ensures uninterrupted access to these vital services, preventing disruptions to public safety, administrative functions, and citizen interactions.
- Robust Cybersecurity Posture: With the increasing sophistication of cyber threats targeting municipal governments, maintaining a cutting-edge cybersecurity framework is paramount. Google Cloud offers a comprehensive, enterprise-grade security architecture, including threat intelligence, data encryption, and identity management, which is continuously updated and managed by Google's global security teams. This level of protection is challenging and costly to achieve with solely on-premise solutions.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Prepared By:

DocuSigned by:

Mark Rozinsky

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Mark Rozinsky, Purchasing Manager

Department Approval:

DocuSigned by:

Mansour Sharha

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Mansour Sharha, Director of IT

Budget Approval:

DocuSigned by:

Michael Kennedy

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Michael Kennedy, Finance Director/Treasurer

Initial

MD

Corporation Counsel Approval:

DocuSigned by:

Jeremy J. Romer

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Jeremy J. Romer, Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Co-op purchase of new Dell desktops & Laptops for all city departments.

DEPARTMENT: The Department of Innovation & Technology, in conjunction with Purchasing

BRIEF DESCRIPTION: Innovation and Technology Department, in conjunction with Purchasing, recommends the purchase via a cooperative contract (MHEC contract # 04152022) of new equipment from Dell. which has provided similar equipment to the City in the past.

PRIOR COUNCIL ACTION: 4-166-23 Authorized \$700,000 for Dell Purchases.

BACKGROUND: Existing laptops and desktops are getting closer to out of their support and need to also accommodate the growth of our city employees. This purchase is part of the Innovation & Technology five-year technology replacement plan. The new computers will replace existing outdated desktops and laptops for various departments and improve our computer systems within the city. This purchase will keep City technology up to date and increase staff productivity

FISCAL IMPACT: \$850,000

COMMUNITY IMPACT: Faster service processing & delivery (i.e., permits, licenses, and certificates)

IMPLEMENTATION TIMELINE: Purchases will begin upon Council approval.

COMPLIANCE/PERFORMANCE METRICS: The IT project manager within the Innovation & Technology department will work closely with the team to ensure proper installation and implementation of the computers is tracked with a project plan and specific timeline.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Co-op purchase of new Dell desktops & Laptops for all city departments.
DATE: July 21, 2025

Budget Information

Project:	ZT2699 Equipment Replacement Plan
Total Approved Project Budget:	\$ 8,446,998
Available Project Budget	\$ 1,636,566
Requested Amount:	\$ 850,000
Funding Source:	Information Systems Fund, Technology and Innovation, IS-PC & Network Support, Capital Equipment
Supplemental Budget:	

Summary of Request

Innovation and Technology Department, in conjunction with Purchasing, recommends the purchase via a cooperative contract (MHEC contract # 04152022) of new desktops & laptops from Dell, which has provided similar equipment to the City in the past.

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

Background and Justification

This purchase is part of the Innovation & Technology replacement plan. The new computers will replace existing outdated desktops and laptops for various departments and improve our computer systems within the city. This purchase will keep City technology up to date and increase staff productivity.

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 Midwestern Higher Education Cooperative program. MHEC contract # 04152022 was selected following a review of the procurement process to verify it is consistent with the City's process, as well as the pricing to confirm it provides good value to the City.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Prepared By:

DocuSigned by:

Mark Rozinsky

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Mark Rozinsky, Purchasing Manager

Budget Approval:

DocuSigned by:

Michael Kennedy

F7799B01421541E

Initial

MD

Michael Kennedy, Finance Director/Treasurer

Department Approval:

DocuSigned by:

Mansour Sharha

C03758A25CCE3400

Mansour Sharha, Director of IT

Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

E7A5736A25CCE3400

Jeremy J. Romer, Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate effect is requested

REQUEST: Approval of Contract Extension for Document Management Services with DocuSign

DEPARTMENT: IT, in conjunction with Purchasing

BRIEF DESCRIPTION:

Purchasing, on behalf of the IT Department, recommends the extension of our Document Management services with DocuSign. The three (3) year contract shall be valid August 13, 2025, through July 31, 2028. This renewal will ensure the continued availability and enhancement of digital signature and agreement management capabilities across various City departments, streamlining operations and improving citizen services.

PRIOR COUNCIL ACTION: N/A

BACKGROUND:

The City of Dearborn initially implemented DocuSign to modernize and digitize numerous paper-based processes, including but not limited to internal HR documents, City Council Memos, inter-departmental agreements, and various citizen-facing forms. Prior to DocuSign, these processes were often time-consuming, labor-intensive, and reliant on physical signatures, leading to delays, increased administrative burden, and higher costs associated with printing, scanning, and physical storage. DocuSign has become an integral part of the City's ongoing digital transformation efforts, providing a secure, legally compliant, and efficient platform for electronic signatures and agreement workflows.

FISCAL IMPACT: \$13,689 Annually, (3) Three-year contract total \$41,067

COMMUNITY IMPACT:

The continued use of DocuSign significantly benefits the Dearborn community in several ways:

- Streamlined digital workflows enable City departments to process requests and agreements much faster, leading to quicker turnaround times for internal agreements and documents. This translates to a more responsive and efficient local government.
- Environmental Sustainability: Reducing reliance on paper documents contributes to the City's sustainability goals by decreasing paper consumption, printing costs, and associated waste.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

- **Improved Transparency and Security:** DocuSign provides a robust audit trail for all signed documents, enhancing transparency and accountability. Its adherence to stringent security and compliance standards.

IMPLEMENTATION TIMELINE: Service will continue uninterrupted upon council approval.

COMPLIANCE/PERFORMANCE METRICS: The IT department will manage this contract

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

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Approval of Contract Extension for Document Management Services with DocuSign
DATE: July 21, 2025

Budget Information

Adopted Budget: \$ 318,932
Amended Budget: \$ 319,664
Requested Amount: \$13,689 Annually, (Pending future FY budgets) (3) Three-year total \$41,067
Funding Source: Information Systems, Technology and Innovation, IS-PC & Network Support, Contractual Services
Supplemental Budget: N/A

Summary of Request

Purchasing, on behalf of the IT Department, recommends the extension of our Document Management services with DocuSign. The three (3) year contract shall be valid August 13, 2025, through July 31, 2028. The annual cost is \$13,689.

It is respectfully requested that Council authorize the contract extension with immediate effect in order to allow service to continue. The resulting contract shall not be binding until fully executed.

Background and Justification

The initial implementation of DocuSign has proven highly successful in achieving the City's objectives of digital modernization, operational efficiency, and improved citizen experience. The platform has become deeply embedded in the daily operations of numerous departments, and its functionalities are critical for maintaining the continuity of essential services. DocuSign has demonstrated a clear return on investment by reducing processing times, minimizing errors, and significantly lowering costs associated with manual, paper-based workflows (e.g., printing, mailing, storage). Continuing this service ensures these benefits are sustained.

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.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Prepared By:

DocuSigned by:

Mark Rozinsky

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Mark Rozinsky, Purchasing Manager

Department Approval:

DocuSigned by:

Mansour Sharha

CD3794A5ECB04BF...

Mansour Sharha, Director of IT

Budget Approval:

DocuSigned by:

Michael Kennedy

F77919D1421447F

Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

DocuSigned by:

Jeremy J. Romer

E7A573BA25E3460...

Jeremy J. Romer, Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect Requested

REQUEST: Approval of Contract for Google Workspace Enterprise Subscription through Resultant

DEPARTMENT: Innovation and Technology in conjunction with Purchasing

BRIEF DESCRIPTION:

This document outlines the justification for the renewal of the City of Dearborn's three (3) year contract with Google, facilitated through Resultant. This comprehensive renewal encompasses continued access to and enhancement of Google Workspace for productivity and collaboration, bolstered cybersecurity measures across these platforms, and the strategic exploration and implementation of Google Generative AI capabilities to further transform city operations and citizen services.

PRIOR COUNCIL ACTION: 12-677-22 – Initial funding allocations to priority areas; 1-41-23 – Approved the appropriation of ARPA funding and approved the contracts with Google & Carahsoft & Resultant.

BACKGROUND:

The City of Dearborn embarked on a significant digital transformation journey, recognizing the need to modernize its internal operations and citizen-facing services. A key component of this initiative was the adoption of Google Workspace to provide city employees with a modern, cloud-native suite of productivity and collaboration tools, including Gmail, Calendar, Drive, Docs, Sheets, and Meet. This transition allowed the City to move beyond legacy, paper-based processes, enhance inter-departmental collaboration, and improve information accessibility for its 1,600-person workforce, including providing email access to 300 frontline workers for the first time. The partnership with Google, facilitated by Resultant – a Google Cloud Premier Partner with extensive government expertise – has been instrumental in this successful migration and ongoing support. The City has also leveraged Google's advanced security features inherently built into these platforms. With the rapid advancements in artificial intelligence, the City is now positioned to explore and integrate Google Generative AI to further innovate and improve service delivery.

FISCAL IMPACT: \$414,604 annually (pending future FY budget approvals) (3) year total - \$1,243,812; 5% Contingency - \$62,191

COMMUNITY IMPACT:

The continued and expanded partnership with Google through Resultant, focusing on Google



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Workspace, enhanced cybersecurity, and Generative AI, will significantly benefit the Dearborn community in the following ways:

- **Modernized Workforce and Better Decision-Making:** Equipping city employees with cutting-edge collaboration tools in Google Workspace and leveraging Generative AI for data analysis and content generation empowers the workforce to operate more efficiently. This translates to better-informed decisions by city leaders, leading to more effective programs and resource allocation that directly benefit residents.
- **Enhanced Cybersecurity and Data Protection:** The robust, built-in security features of Google Workspace, combined with Google's advanced cybersecurity framework (including FedRAMP High authorization, Zero Trust principles, and continuous threat intelligence), provide a strong defense against cyber threats. This protects sensitive citizen data and ensures the continuity of essential city services, building greater trust within the community.

IMPLEMENTATION TIMELINE: Google Cloud and Google Workspace services are ongoing.

COMPLIANCE/PERFORMANCE METRICS: Compliance will be monitored by the Innovation and Technology Department.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: City Administration

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Approval of Contract for Google Workspace Enterprise Subscription through Resultant

DATE: July 21, 2025

Budget Information

Project: ARPA40 IT Modernization

Total Approved Project Budget: \$ 9,523,974

Available Project Budget: \$ 2,796,303

Requested Amount: \$414,604 annually (pending future FY budget approvals) (3) year total - \$1,243,812; 5% Contingency - \$62,191

Funding Source: Information Systems, Innovation and Technology, Capital Software

Supplemental Budget: N/A

Summary of Request

The IT department, in conjunction with Purchasing, recommends the purchase via a cooperative contract of technological services from Google & Resultant for a 3-year agreement at a cost of \$414,604 annually and a 5% contingency of \$62,191.

It is respectfully requested that Council authorize the use of the cooperative contract with Carahsoft. The resulting contract shall not be binding until fully executed.

Background and Justification

The initial adoption of Google Workspace has fundamentally transformed the City of Dearborn's internal operations, fostering a more collaborative, efficient, and secure digital environment. This three-year renewal, facilitated by Resultant, is critical for several key reasons:

- Sustained Productivity and Collaboration: Google Workspace has become the backbone of daily operations for City employees. A renewal ensures uninterrupted access to essential communication, document creation, and collaboration tools, maintaining the significant productivity gains already realized.
- Advanced Cybersecurity Posture: As cyber threats continue to evolve, relying on Google's inherent, continuously updated security measures within Workspace is paramount. This includes sophisticated phishing and malware protection, data loss prevention (DLP), contextual access controls, and compliance with government-specific security standards, reducing the City's risk exposure.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

- Strategic Integration of Generative AI: The renewal provides a structured pathway for the City to strategically adopt and leverage Google Generative AI capabilities. This is not merely an optional add-on but a critical next step in digital innovation.

Prepared By:

DocuSigned by:

Mark Rozinsky

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Mark Rozinsky, Purchasing Manager

Department Approval:

DocuSigned by:

Mansour Sharha

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Mansour Sharha, Director of IT

Budget Approval:

DocuSigned by:

Michael Kennedy

F77919D1421447F...

Michael Kennedy, Finance Director/Treasurer

Initial

MD

Corporation Counsel Approval:

DocuSigned by:

Jeremy J. Romer

E7A573BA25E3460...

Jeremy J. Romer, Corporation Counsel



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Kiwanis Club of Dearborn requests council approval to solicit contributions in the public roadway, through the sale of peanuts, from 7 a.m. to 7 p.m. on September 4, 5, 6 and 7, 2025.

DEPARTMENT: Law

BRIEF DESCRIPTION: Kiwanis Club of Dearborn, which has been recognized as a tax-exempt non-profit organization by the IRS since 1996, requests council approval to sell peanuts on the public streets of the City. The funds raised by these sales is used to support numerous community service projects and local organizations that benefit the City's youth, elderly and disadvantaged.

PRIOR COUNCIL ACTION: Council has previously approved similar requests from Kiwanis Club of Dearborn.

BACKGROUND: Under state law, MCL 257.676b, and local ordinance, Ord. Sec. 18-559, a person may not block, obstruct, impede, or otherwise interfere with the normal flow of traffic upon a public street or highway without authority. However, there is an exception for persons who solicit contributions on behalf of a charitable or civic organization in a public roadway. For the exception to apply, all of the following must be satisfied:

- (1) The solicitation cannot occur on a limited access highway;
- (2) City Council must approve the solicitation by resolution;
- (3) The charitable/civic organization must maintain at least \$500,000 in liability insurance;
- (4) The organization must be non-profit/tax-exempt organization as defined by the IRS;
- (5) The persons soliciting contributions must be 18 years of age or older;
- (6) The persons soliciting contributions must wear high-visibility safety apparel that meets current American standards promulgated by the International Safety Equipment Association; and
- (7) The portion of the roadway upon which the solicitation occurs cannot be a work zone and must be within an intersection where traffic control devices are present.

FISCAL IMPACT: None

COMMUNITY IMPACT: Kiwanis Club of Dearborn uses these contributions to support community service projects and local organizations that benefit the youth, elderly and disadvantaged.

IMPLEMENTATION TIMELINE: Resolution requires one reading.

COMPLIANCE/PERFORMANCE METRICS: N/A

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

TO: City Council

FROM: Corporation Counsel

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Kiwanis Club of Dearborn request to solicit contributions in the public roadway

DATE: July 29, 2025

I. REQUEST:

On July 13, 2025, Kiwanis Club of Dearborn submitted a letter to City Council requesting approval for the sale of peanuts in the public roadway on September 4, 5, 6 and 7, 2025, from 7 a.m. to 7 p.m. (See Attachment 1). This request was made as part of the Kiwanis Club's annual peanut sale to raise funds for local community-based projects benefiting those in need.

II. BACKGROUND:

MCL 257.676b regulates solicitations in roadways by charitable and civic organizations. Under the state law, local municipalities that previously enacted or were enforcing solicitation regulations (like Dearborn) had to bring their local regulations into compliance with state law.

In 2017, the City adopted Code of Ordinances Section 18-559, which incorporated the changes to state law. Under local ordinance, charitable and civic organizations seeking to solicit contributions in the public roadway must do the following:

1. The solicitation cannot occur on a limited access highway;
2. City Council must approve the solicitation by resolution;
3. The charitable/civic organization must maintain at least \$500,000 in liability insurance;
4. The organization must be non-profit/tax-exempt organization as defined by the IRS;
5. The persons soliciting contributions must be 18 years of age or older;
6. The persons soliciting contributions must wear high-visibility safety apparel that meets current American standards promulgated by the International Safety Equipment Association; and
7. The portion of the roadway upon which the solicitation occurs cannot be a work zone and must be within an intersection where traffic control devices are present.



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

As it pertains to the Kiwanis Club's request:

1. City Council and approved previous requests by the organization for their annual roadway peanut sale;
2. The organization has been recognized as a tax-exempt, non-profit organization by the IRS since 1996 (See Attachment 1);
3. It has provided proof of liability insurance;
4. It has been notified and is aware of the legal requirements of solicitors working in the roadway and other restrictions outlined in both MCL 257.676b and Ord. Sec. 18-559.

Based on the foregoing, it is recommended that Council pass a resolution allowing The Kiwanis Club of Dearborn to conduct its Annual Peanut Sale on September 4, 5, 6 and 7, 2025, from 7 a.m. to 7 p.m. subject to the following restrictions (which have been adopted in previous Council resolutions for this event):

1. The solicitation cannot occur on a limited access highway;
2. No person shall engage in any solicitation activity that blocks, obstructs, impedes, or otherwise interferes with the normal flow of traffic;
3. There shall be no solicitation when traffic is moving at any speed;
4. If an intersection has a traffic light, there shall be no solicitation when the traffic signal is green;
5. All persons soliciting contributions must be out of the roadway when traffic is moving at any speed or when the traffic signal is green;
6. Donations shall not be accepted if traffic is moving or the traffic signal is green;
7. Persons soliciting contributions should do so outside the improved portion of the roadway whenever possible or practical;
8. The persons soliciting contributions must wear high-visibility safety apparel that meets current American standards promulgated by the International Safety Equipment Association; and
9. The portion of the roadway upon which the solicitation occurs cannot be a work zone and must be within an intersection where traffic control devices are present.

(See proposed Resolution, Attachment 3).



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate effect is requested. A copy of the resolution is attached.

Respectfully submitted,

DocuSigned by:

Bradley Mendelsohn

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BRADLEY J. MENDELSON
Deputy Corporation Counsel

APPROVAL/CONCURRENCE:

DocuSigned by:

Jeremy Romer

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JEREMY J. ROMER
Corporation Counsel

Club Officers

2024 – 2025

President
Leon Bergeron

Vice President
Renea Callery

Secretary
Sherrie Chrysler

Treasurer
Al Holmes



The Kiwanis Club of Dearborn

Chartered March 21, 1928



ATTACHMENT 1

Board of Directors

2024 – 2025

Jim Rugenski
Luis Montenegro
Ray Scoboria

2025 - 2026

Roger Frank
Scott Murdoch
Brad Schoolmaster

*Serving Dearborn, Dearborn Heights & Surrounding
Communities for 97 Years*

July 13, 2025

Dear City Council:

Celebrating our 96th year, the Kiwanis Club of Dearborn will hold its annual Peanut Street Sales September 4, 5, 6, 7, 2025. For 60+ years the funds raised by our Peanut Sales have gone directly to support numerous community service projects and local organizations that benefit our community's youth, the elderly and the disadvantaged.

Our focus is on helping children of all ages and to that end we support Key Clubs in six local High Schools, Henry Ford Earl College and Stout Middle School. These students spend many hours doing community service, learning about the real world, and developing needed skills to be responsible

Over the years our Peanut Sales have evolved from a street corner sale to mostly storefront sales. In fact, there are only six or seven intersections in the city that we still use for the annual event. Most of our members now elect to solicit donations in front of established businesses. We always request permission from the business owners and have been wonderfully supported by the Dearborn business establishments. In 2018 the Kiwanis Club of Dearborn was again the #1 club from the surrounding states in revenue from our peanut sales. We are very proud of this accomplishment and are working towards that goal again for 2025.

We are requesting permission from the City of Dearborn and the Dearborn City Council to sell peanuts on the streets of Dearborn from 7 am to 7 pm on September 4, 5, 6, 7, 2025, as we have done for many years.

Leon Bergeron
President
Kiwanis Club of Dearborn

Dr. Jim Rugenski
Peanut Chairman
Kiwanis Club of Dearborn
313-949-5747 / jim.rugenski@gmail.com

P.O. Box 2411, Dearborn, MI 48124

Hebat Abdelbaki
Tarun Aggarwal
Skip Armstrong
Jerry Assenmacher
Bill Bazzi
Leon Bergeron
Hass Beydoun
Rita Beydoun
Kristen Boguslaski
Bob Bryer
Renea Callery
Pam Carstea
Jeanette Christe
Sherrie Chrysler
Susan Cleereman
Robert Constan
Bob Curran
Nadia Fadel-Bazzi
Roger Frank
Gary Gardner
Tom Gillespie
Dan Greenwell
Warren Hartley
Stewart Hay
Clayton Herrst
Al Holmes
Elyana Hussain
Carolyn Jackson
Don Killion
Dave Lentz
Renan Ludscher
Michael McCaffery
John McFadden
Michelle Meschke
Robert Meschke
Linda Michalek
Luis Montenegro
Youssef Mosallam
Walt Mueller
Scott Murdoch
Nadia Nasir
Richard Nettlow
Peg Pedenelli
Alejandra Quiroz
Norm Record
Patricia Richardson
Ramana Roberson
Jim Rugenski
Rosa Scaramucci
Brad Schoolmaster
Ray Scoboria
Gene Smith
Rose Solak
Mark Somers
James Standish
Walt Talamonti
David Turfe
Margy Van Houten
Bob Zakar

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Summary for: KIWANIS CLUB OF DEARBORN FOUNDATION, INC.

The name of the DOMESTIC NONPROFIT CORPORATION: KIWANIS CLUB OF DEARBORN FOUNDATION, INC.

The name was changed from: KIWANIS CLUB OF DEARBORN, OUTER DRIVE FOUNDATION, INC. **on** 12-02-2020

Entity type: DOMESTIC NONPROFIT CORPORATION

Identification Number: 800820227 **Old ID Number:** 729865

Date of Incorporation in Michigan: 11/17/1994

Purpose:

Term: Perpetual

Most Recent Annual Report: 2021

Most Recent Annual Report with Officers & Directors: 2021

The name and address of the Resident Agent:

Resident Agent Name: LINDA MICHALEK

Street Address: 6578 WHITEFIELD STREET

Apt/Suite/Other:

City: DEARBORN HTS

State: MI

Zip Code: 48127

Registered Office Mailing address:

P.O. Box or Street Address: PO BOX 2411

Apt/Suite/Other:

City: DEARBORN

State: MI

Zip Code: 48123

The Officers and Directors of the Corporation:

Title	Name	Address
PRESIDENT	LINDA MICHALEK	6578 WHITEFIELD DEARBORN HTS, MI 48127 USA
TREASURER	ALBERT HOLMES	410 NIGHTINGALE STREET DEARBORN, MI 48128 USA
SECRETARY	RENEA CALLERY	4609 ROSALIE STREET DEARBORN, MI 48126 USA
DIRECTOR	WARREN HARTLEY	901 N. HIGHLAND STREET DEARBORN, MI 48128 USA
DIRECTOR	BRAD SCHOOLMASTER	23067 BEECH DEARBORN, MI 48124 USA
DIRECTOR	JAMES RUGENSKI	2607 BYRD DEARBORN, MI 48124 USA

Act Formed Under: 162-1982 Nonprofit Corporation Act

Acts Subject To: 162-1982 Nonprofit Corporation Act

The corporation is formed on a Membership basis.

☐ Written Consent

View filings for this business entity:

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ANNUAL REPORT/ANNUAL STATEMENTS
ARTICLES OF INCORPORATION
ARTICLES OF INCORPORATION
RESTATED ARTICLES OF INCORPORATION
RESTATED ARTICLES OF INCORPORATION

View filings

Comments or notes associated with this business entity:

ATTACHMENT 3

WHEREAS: The Kiwanis Club of Dearborn has requested permission to conduct their annual Peanut Street Sale from 7 a.m. to 7 p.m. on September 4, 5, 6 and 7, 2025; and

WHEREAS: Historically, members of the Kiwanis Club of Dearborn participating in the Peanut Street Sale place themselves at various intersections and roadways throughout the City of Dearborn, and sell peanuts to passing motorists to support numerous community service projects and local organizations that benefit our community's youth, the elderly and the disadvantaged; and

WHEREAS: MCL 257.676b regulates solicitations in roadways by charitable and civic organizations, allows such solicitations as long as they meet certain minimum requirements, and allows local governments to enact and enforce regulations restricting, but not prohibiting, charitable and civic solicitations in roadways; and

WHEREAS: In 2017, the City of Dearborn adopted amendments to Code of Ordinances Section 18-559, which regulates solicitations in roadways within the City by charitable and civic organizations; therefore be it

RESOLVED: That permission is granted to the Kiwanis Club of Dearborn to conduct its annual Peanut Street Sale from 7 a.m. to 7 p.m. on September 4, 5, 6 and 7, 2025, in the City of Dearborn, subject to the following rules and regulations under MCL 257.676b and Dearborn Code of Ordinances Section 18-559:

1. The solicitation cannot occur on a limited access highway;
2. No person shall engage in any solicitation activity that blocks, obstructs, impedes, or otherwise interferes with the normal flow of traffic;
3. There shall be no solicitation when traffic is moving at any speed;

4. If an intersection has a traffic light, there shall be no solicitation when the traffic signal is green;
5. All persons soliciting contributions must be out of the roadway when traffic is moving at any speed or when the traffic signal is green;
6. Donations shall not be accepted if traffic is moving or the traffic signal is green;
7. Persons soliciting contributions should do so outside the improved portion of the roadway whenever possible or practical;
8. The persons soliciting contributions must wear high-visibility safety apparel that meets current American standards promulgated by the International Safety Equipment Association; and
9. The portion of the roadway upon which the solicitation occurs cannot be a work zone and must be within an intersection where traffic control devices are present;

Be it further

RESOLVED: That a person who violates these rules or any provision of Dearborn Code of Ordinances Sec. 18-559 may be issued a civil infraction; be it further

RESOLVED: That the use of private property for this type of solicitation is strongly encouraged; be it further

RESOLVED: That this resolution be given immediate effect.



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Amend Chapter 11 to remove existing regulations for non-owner-occupied rentals from their current location in the Code of Ordinances, with a delayed effective date of January 1, 2026.

DEPARTMENT: Law

BRIEF DESCRIPTION: The proposed amendment removes existing regulations for non-owner-occupied rentals from their current location in Chapter 11 of the Code of Ordinances. These same regulations are being relocated to a new article in Chapter 11 as part of Council’s recent adoption of short-term rental regulations, with an effective date of January 1, 2026. The proposed changes currently before Council were inadvertently left out of that package of ordinance amendments adopted by Council at their July 15, 2025 meeting.

PRIOR COUNCIL ACTION: Council recently adopted a package of code and zoning regulations for STR’s in July 2025.

BACKGROUND: The proposed amendments are a companion piece with the recently adopted STR code and zoning ordinance. They are necessary because they remove the regulations from their current location in the Code of Ordinances. Council already approved their relocation to a different location in the Code. However, staff inadvertently forgot to bring the necessary deletion from their current location before Council along with the other STR ordinance changes.

FISCAL IMPACT: N/A

COMMUNITY IMPACT: N/A

IMPLEMENTATION TIMELINE: Ordinance amendments require two readings before adoption.

COMPLIANCE/PERFORMANCE METRICS: N/A



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Corporation Counsel

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Removing regulations for Non-Owner-Occupied Rentals from current location in Code of Ordinances

DATE: July 29, 2025

The proposed amendments remove the existing regulations for Non-Owner-Occupied Rentals in the Code of Ordinances. Council previously approved the new location of these regulations at the regular council meeting on July 15, 2025. However, the removal from their current location was added to the item. The removal has a delayed effect of January 1, 2026, which aligns with the previously approved STR ordinance amendments.

A copy of the ordinance amendment is attached for review.

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

ATTACHMENT 2

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 AMENDING SECTION 11-42, AND REMOVING SECTIONS 11-193 and 11-198.

THE CITY OF DEARBORN ORDAINS TO:

Amend Chapter 11 of the Code of Ordinances of the City of Dearborn by amending Section 11-42 and removing Sections 11-193 and 11-198, with a delayed effective date of January 1, 2026, and to read as follows:

Sec. 11-42. - Inspection and occupancy requirements.

(a) It shall be unlawful for anyone, including, but not limited to, the owner, attorney, representative, lending institution, title company, real-estate firm, broker, or salesman to assist in consummating a sale or transfer, including installment sales such as land contracts or other transaction involving real property in the city regardless of where the closing of the sale occurs, without first presenting the prospective purchaser or grantee with a certificate of occupancy issued by the Department of Economic Development.

For closing purposes, the certificate of occupancy shall expire six months after the date on which the real property was approved for occupancy. In the event that the real property is not transferred or conveyed within such six-month period, a new inspection is required.

Exceptions:

(1) In the event that the real property has not been approved for occupancy (i.e. is sold without a certificate of occupancy), then the purchaser must sign a compliance agreement agreeing to correct all violations shown on an inspection report prepared by the Department of Economic Development based upon an inspection occurring not more than 12 months prior to the date of sale or transfer.

(2) In the event the real property is sold or transferred at a sheriff's sale, court-ordered auction, or through another means whereby an inspection could not be performed prior to the sale or transfer, the purchaser shall apply in writing to the director of the Department of Economic Development within 30 days after the date of sale or transfer and pay the fee for an inspection of the property and will enter into and pay the fee for a compliance agreement referred to above. If there are no violations shown on the inspection report, then the purchaser will be refunded the fee for the compliance agreement.

(3) This section does not apply to the individual transfer of property through inheritance where no bona fide sale is intended and the property has been and continues to be occupied by the person or persons receiving the inheritance.

(b) 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.

(1) 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.

(2) 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.

~~—(c) Non-owner occupied residential property, or portions thereof, shall be inspected and a new certificate of occupancy obtained every three years, or upon change in ownership. Non-owner occupied residential property with three or more units shall be inspected annually.~~

(Ord. No. 81-102, § 2.2, 11-4-81; Ord. No. 05-1037, 5-2-05; Ord. No. 10-1271, 5-3-10; Ord. No. 14-1430, 7-22-14; Ord. No. 22-1735, 1-25-22)

~~Sec. 11-193. – 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.~~

(Ord. No. 81-102, § 10.2, 11-4-81; Ord. No. 05-1037, 5-2-05; Ord. No. 22-1735, 1-25-22)

~~Sec. 11-198. – 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 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 years, in accordance with section 11-42.~~

~~—(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) Owner 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.~~

(Ord. No. 81-102, § 10.8, 11-4-81; Ord. No. 84-312, 8-21-84; Ord. No. 02-875, 2-5-02; Ord. No. 03-985, 10-21-03; Ord. No. 05-1037, 5-2-05; Ord. No. 22-1735, 1-25-22)



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Amend Ord. Sec. 18-364.1 (Vehicle Tarping Ordinance) to allow inspectors from Economic Development to enforce the ordinance.

DEPARTMENT: Law and Economic Development

BRIEF DESCRIPTION: Amend Ord. Sec. 18-364.1 (Vehicle Tarping Ordinance) to allow inspectors from Economic Development ("ED") enforce the ordinance.

Under Sec. 18-147, the police department enforces provisions of Chapter 18 of the Code unless otherwise stated. Because of this, the Vehicle Tarping Ordinance (Sec. 18-364.1) must be amended to specifically allow ED inspectors to enforce.

PRIOR COUNCIL ACTION: Sec. 18-364.1 was adopted on December 6, 2022.

BACKGROUND: The Vehicle Tarping Ordinance, Sec. 18-136.4, generally prohibits parking tarped vehicles in the City subject to limited exceptions. Under a separate ordinance, Sec. 18-147, only the police department is authorized to enforce the provisions of Chapter 18 of the Code of Ordinances, where the Vehicle Tarping Ordinance is located.

The proposed amendment authorizes ED to enforce the Vehicle Tarping Ordinance. This change is recommended so that police resources are not diverted to low-level nuisance related offenses, which ED inspectors are better equipped to address.

FISCAL IMPACT: N/A

COMMUNITY IMPACT: Police resources are not diverted to low-level nuisance related offenses.

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

COMPLIANCE/PERFORMANCE METRICS: N/A



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Corporation Counsel

VIA: Mayor Abdullah H. Hammoud

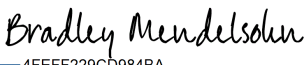
SUBJECT: Amend the City's Vehicle Tarping Ordinance, Sec. 18-364.1, to allow enforcement by ED inspectors


DATE: July 31, 2025

The City's Vehicle Tarping Ordinance, Sec. 18-364.1, generally prohibits parking tarped vehicles in the City subject to limited exceptions. Currently, the ordinance can only be enforced by the police department because it is located within Chapter 18 of the Code. (See Sec. 18-147, limiting enforcement of Chapter 18 to police unless otherwise stated). The proposed amendment allows authorized personnel from the Department of Economic Development to enforce Sec. 18-364.1.

The amendment is recommended so police resources are not diverted to low-level nuisance related offenses, which ED inspectors are better equipped to address.

Respectfully submitted,

DocuSigned by:

 4FEFF229CD984BA...
BRADLEY J. MENDELSON
 Deputy Corporation Counsel

DocuSigned by:

 E7A573BA25E3460...
JEREMY J. ROMER
 Corporation Counsel

Signed by:

 1C7ADC7466A843C...
JORDAN TWARDY
 Director, Economic
 Development

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND CHAPTER 18 ARTICLE II,
DIVISION 8 OF THE CODE OF ORDINANCES BY ADDING
SECTION 18-364.1, ENTITLED “PARKING OF TARPED
VEHICLES PROHIBITED; EXCEPTIONS”**

THE CITY OF DEARBORN ORDAINS TO:

Amend Sec. 18-364.1 read as follows:

Sec. 18-364.1 Parking of tarped vehicles prohibited; exceptions.

(a) It shall be unlawful within the limits of the city for any person, firm or corporation to park or permit the parking of a tarped vehicle. For the purpose of this section the term “tarped vehicle” shall include any vehicle, as that term is defined in Section 18-124 of the Code of Ordinances, regardless of whether it is operative, registered, or affixed with a license plate, that is covered, either completely or partially, with a tarp or tarpaulin meant to protect the exterior of the vehicle from exposure to the elements or conceal its appearance. This parking prohibition is subject to the following exceptions:

(1) The parking of a vehicle covered with a form fitting or semi-form fitting vehicle cover specifically designed to cover a vehicle and protect the exterior from exposure to the elements, such as a historic or antique vehicle that is specially registered with the state or a high-performance sports vehicle, may be parked for a time not to exceed 72 hours, provided that the vehicle be parked on the owner's residential driveway, residential parking pad, or lawfully within the public right-of-way adjacent to the owner's residential property. Incidental movement of the vehicle shall not result in the renewal of the 72-hour limit.

(2) Pursuant to Zoning Ordinance Article 4.00, the parking of vehicles covered with a tarp, tarpaulin, or form fitting or semi-form fitting cover, is allowed when the subject land is used as permitted storage space in direct connection with a legitimate business.

(b) A violation of this section is punishable as a civil infraction with a \$250.00 fine.

(c) Pursuant to Sec. 18-147 of the Code, and in addition to the enforcement by the police department, the provisions of this section may also be enforced by the Department of Economic Development, and their deputies, agents, and inspectors.

(Ord. No. 22-1779, 12-6-22)

MAYOR ABDULLAH H. HAMMOUD'S OFFICE



To: City Council

From: Zaineb A. Hussein

VIA: Mayor Abdullah H. Hammoud

Subject: SEMCOG MEMBERSHIP RENEWAL

Date: July 30, 2025

The Mayor's Office requests authorization to renew the citywide membership with the Southeast Michigan Council of Governments (SEMCOG) for the period 6/1/25 to 5/31/26. The cost of this citywide membership is \$15,602, which is \$513 higher than the FY25 cost of \$15,089.

SEMCOG serves local units of government and education in the seven-county region of Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw and Wayne, and is a strong advocate with state and federal legislators. Training is provided for elected officials on a variety of topics important to the future of southeast Michigan.

Membership provides the City of Dearborn with information to aid local and regional decision making via analysis of local growth and development trends and studies on government efficiencies, government collaboration, non-motorized transportation, road safety, and storm water management, among other environmental concerns.

The membership dues for FY25 are budgeted in citywide account 101-1299-421-65.00.

Abdullah H. Hammoud
Mayor



Southeast Michigan Council of Governments
1001 Woodward Ave
Suite 1400
Detroit, MI 48226
Phone: 313-961-4266

INVOICE

Billed To:
City of Dearborn
Michael Kennedy
16901 Michigan Ave
Dearborn, MI 48126-2899

DATE: 6/1/2025
INVOICE #: INV02752
DUE DATE: Upon Receipt
TOTAL DUE: \$ 15,602.00

CUSTOMER ACCOUNT #: 1027

ITEM DESCRIPTION	AMOUNT
2025 Annual Membership Dues	\$ 15,602.00
TOTAL THIS INVOICE	\$ 15,602.00

Electronic Payments (ACH) - (Preferred method of payment)
Southeast Michigan Council of Governments
Comerica Bank
Routing Number: 072000096
Account Number: 1840109027
Please sent ACH remittance advice to accountspayable@semcog.org.

REMIT TO:

Southeast Michigan Council of Governments
1001 Woodward Ave, Suite 1400
Detroit, MI 48226

A copy of this invoice should accompany your check. Thank you!

OFFICE OF THE MAYOR



TO: CITY COUNCIL

FROM: MAYOR ABDULLAH H. HAMMOUD

SUBJECT: APPOINTMENT - PARKS AND RECREATION COMMISSION

DATE: JULY 31, 2025

Pursuant to City of Dearborn Code of Ordinance Section 2-365 and City Charter Section 10.9, the Mayor shall appoint member of the Parks and Recreation Commission, subject to approval by City Council Recommendation for the approval of this appointment is made to serve:

Name: Yousef Saleh

Status: Appointment

Filling a Vacancy for: N/A

Term Duration: 3 Years

Current Term Ending: N/A

Reappointment Term Ending: June 30, 2028

Attendance: N/A

Phone: (313) 801-6610

Email: ysaleh@dearborn.gov

Mailing Address: 16901 Michigan Avenue, Dearborn, MI 48126

Abdullah H. Hammoud
Mayor

cc: Parks and Recreation Department
cc: Law Department

OFFICE OF THE MAYOR



TO: CITY CLERK

FROM: MAYOR ABDULLAH H. HAMMOUD

SUBJECT: APPOINTMENT - PARKS AND RECREATION COMMISSION

DATE: JULY 31, 2025

I hereby certify that the following appointment has been made to the Parks and Recreation Commission in accordance with City of Dearborn Code of Ordinance Section 2-365 and City Charter Section 10.9.

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

Name: Yousef Saleh

Status: Appointment

Filling a Vacancy for: N/A

Term Duration: 3 Years

Current Term Ending: N/A

Reappointment Term Ending: June 30, 2028

Attendance: N/A

Phone: (313) 801-6610

Email: ysaleh@dearborn.gov

Mailing Address: 16901 Michigan Avenue, Dearborn, MI 48126

Abdullah H. Hammoud
Mayor

cc: Parks and Recreation Department
cc: Law Department



Dearborn Commissions Application

Submission Date

18th June 2025

First Name

Yousef

Last Name

Saleh

Phone



13138016610

Email

yrsaleh90@gmail.com

Home Address

4224 Bingham St, Dearborn, MI 48126, USA

Zip Code

48126

Years of Residency in Dearborn

8

Occupation

IT specialist

Company

City of Dearborn

Length of Service

3

Business Address

16901 Michigan Ave

Level of Education

Master Degree

Name of Educational Institution & Graduation Year

Eastern Michigan University

Commissions & Boards

Parks & Recreation Commission

Why do you want to join this commission?

I'm applying to join the Recreation Commission because I want to have a say in what happens in our parks and recreational spaces. I've been going to our local parks for as long as I can remember, and they've always been an important part of my life. Recently, several community members encouraged me to apply so I can represent their voices and help make sure the parks continue to serve everyone well.

Are you a veteran?

No

Do you Have a Resume?

Yes

Resume



[Yousef Saleh Resume 2025.docx.pdf](#)

Submitted on Jun 18, 2025

YOUSEF SALEH

Dearborn, Michigan – (313) 801-6610
yrsaleb90@gmail.com - <https://www.linkedin.com/in/yousef-saleh->

SUMMARY

Senior cybersecurity student with hands-on experience in IT and network management, seeking to leverage technical skills and knowledge to contribute to a dynamic cybersecurity team. Proficient in configuring and managing enterprise systems, performing vulnerability assessments, and providing technical support. Quick learner with strong problem-solving skills and a passion for keeping infrastructure secure.

EDUCATION

Eastern Michigan University

Ypsilanti, MI 09/2023 - Present

Masters & Bachelor of Science in Information Assurance & Cyber Defense Expected December 2025

Henry Ford College

Dearborn, MI 05/2021- 05/2023

Associate Degree in CIS-Cybersecurity

GPA: 4.0

WORK EXPERIENCE

The City of Dearborn

Dearborn, MI 05/2022 - Present

IT Specialist

4/2023 – Present

- Manage IBM's Maas360 mobile device management for 400+ users
- Google Workspace administration for 1600+ users (Gmail, Drive, Forms, etc)
- Avaya IP Office Manager management for 1000+ users
- Microsoft Active Directory for 1,600+ users
- Implement scope, timeline, and implementation for GeoTab for 250+ city vehicles
- Reduce cell phone costs by 34% by switching carriers to T-Mobile and leading the project
- Level II technical support for Windows environment
- Training and supervision of 2 student co-ops
- All Microcomputer Specialist & IT Intern II duties

Microcomputer Specialist

10/2022 – 4/2023

- Verizon and AT&T portal and cell phone management
- Verizon phone orders and billing for 300+ users
- Level I & II technical support for 1300+ employees spanning 35 connected sites
- Cisco device management (VPN remote connection, VLANs, POE)
- All IT Intern II duties

IT Intern II

05/2022 – 10/2022

- Network port management/mapping
- Exchange Email system user support
- Desktop, and Laptop Windows 10 imaging and deployment
- KACE ticketing system
- Cable Management and Cat6 termination

Henry Ford College
Henry Ford College Labs

Dearborn, MI 10/2021-05/2023
10/2021 – 05/2023

- Cybersecurity club secretary
- Build new servers and install Microsoft Server 2019
- Configure Cisco switches with VLAN, SSH, STPs, DHCP, Routing, etc.
- Scan networks for vulnerabilities and protect against exploits
- Help students with their projects and classes

RELEVANT COURSES & IT TRAINING

- Digital Forensics – Hands-on labs covering computer forensics, including file bits, steganography, and data recovery with tools such as Autopsy, Hexed.it and Hashcat
- SQL for Database Development – Outer/inner joins, summary tables, database structures
- CCNA: Networking I&II – Routing and switching concepts, network troubleshooting, WLAN, LAN, IP addressing schemes
- Linux Operating System Shell – Advanced utilities, regular expressions, and shell scripts
- Network Security – Analyze, Identify, and respond to security issues
- Scripting Languages – Python, PowerShell, bash, and SQL
- Malware Analysis – Understanding binary structures and disassembling malicious code using IDA Pro
- Windows domain hardening following CIS-Benchmark guidelines

IT CERTIFICATIONS & PERSONAL INTEREST

- CompTIA – Security+
- Google IT Support Professional – The Bits and Bytes of Computer Networking
- Google IT Support Professional – Technical Support Fundamentals
- CISCO Networking Academy – CCNA: Switching, Routing & Wireless Essentials
- CISCO Networking Academy – CCNA: Introduction to Networks
- Testout - TestOut Security Pro Certification
- Avaya - Avaya IP Office™ Platform R11 Administrator (ASAC - 0013)
- Home Lab – Build and configure home PC, set up PfSense Firewall, Domain Controller, File Sharing, etc,

COMPETITIONS & EXTRACURRICULARS

- [NCAE CyberGames \(Mar 2024\)](#)
 - The NCAE Cyber Games is a blue-team hacking competition that lasts 7 hours and involves defending the given network. A team from the cybersecurity club held this event, and we placed third place in the West overflow region.
- National Cyber League (NCL)
- Eastern Michigan Information Assurance Student Association
 - Board Member
 - Assist with building and maintaining a testing environment for club members



**PARKS
& RECREATION**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Approval of the annual Dearborn High School Homecoming Parade.

DEPARTMENT:

Parks & Recreation

BRIEF DESCRIPTION:

Dearborn High School will be hosting its annual Homecoming Parade on Friday, October 10, 2025. The event is scheduled to take place from 5:00 PM to 5:45 PM with an anticipated attendance of over 400 people. A waiver of the city noise ordinance is also being requested for the duration of the event.

PRIOR COUNCIL ACTION:

CR: 8-431-24

BACKGROUND:

It is respectfully requested that the City Council approve the annual Dearborn High School Homecoming parade, held annually, affecting traffic-flow on Outer Drive and surrounding streets.

FISCAL IMPACT:

N/A

COMMUNITY IMPACT:

Temporary disruptions to traffic-flow on Outer Drive and neighborhood streets surrounding Dearborn High School.



**PARKS
& RECREATION**

EXECUTIVE SUMMARY AND MEMORANDUM

IMPLEMENTATION TIMELINE:

Immediate Effect is Requested.

COMPLIANCE/PERFORMANCE METRICS:

Recreation and Police will work together 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 annual Dearborn High School Homecoming Parade.

DATE: 7/24/2025

Budget Information

Adopted Budget: N/A

Amended Budget: N/A

Requested Amount: N/A

Funding Source: N/A

Supplemental Budget: N/A

Summary of Request

Dearborn High school will be hosting its annual Homecoming parade on Friday, October 10, 2025 from approximately 5:00-5:45 p.m. The parade participants will include the band, cheer team, various clubs, sports teams, and DHS administration. The police will lead the parade, and the route is as follows:

- * Starting from the DHS student lot, heading north on S. York
- * Turning left on Fordson to S. Highland
- * Turning right on S. Highland, heading north to Marshall
- * Turning right on Marshall, heading east
- * Turning right back onto S. York, returning to Outer Drive

A noise waiver is being requested for the duration of the event. Immediate effect is also requested.



**PARKS
& RECREATION**

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate effect is requested.

Background and Justification

It is respectfully requested that City Council approve this agenda item with immediate effect.



**PARKS
& RECREATION**

EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

Signed by:
Jonathon Golich
CF454FEAC7BC456...
Jonathon Golich 7/24/2025

Assistant Director - Parks & Recreation

Signed by:
[Signature]
40EBBA4879BC473...
Timothy McHale

Commander

DocuSigned by:
Sean R Fletcher
503098961A7C461...
Sean R Fletcher 7/24/2025

Director of Parks & Recreation

DocuSigned by:
Jeremy Romer
E7A573BA25E3460...
Jeremy Romer 7/24/2025

Corporation Counsel



EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Approval of the 16th Annual Zaman Run Walk Picnic.

DEPARTMENT:

Parks & Recreation

BRIEF DESCRIPTION:

The 16th Annual Zaman Run Walk Picnic is set to take place on Saturday, September 20th, at Ford Field Park, with a setup time of 8:00 A.M. and a tear-down time of 2:00 P.M. The expected attendance for this event is 2,000 people. A noise ordinance waiver is being requested for the duration of the event.

PRIOR COUNCIL ACTION:

CR: 9-464-24

BACKGROUND:

The Zaman Run Walk Picnic is an annual fundraising event that has been held at Ford Field Park since 2014. The event consists of a 5K Run race, opening ceremonies, 5K walk, two kids' runs, and a picnic in the park. All event proceeds support Zaman and its programs supporting families living in extreme poverty in Southeast Michigan.

FISCAL IMPACT:

All city services will be reimbursed by the event organizers.

COMMUNITY IMPACT:

Temporary closures of northbound lane of Brady Street for 5K Run/Walk.



**PARKS
& RECREATION**

EXECUTIVE SUMMARY AND MEMORANDUM

IMPLEMENTATION TIMELINE:

Immediate Effect is Requested.

COMPLIANCE/PERFORMANCE METRICS:

Recreation, DPW and Police 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 16th Annual Zaman Run Walk Picnic.
DATE: 7/27/2025

Budget Information

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

Summary of Request

The 16th Annual Zaman Run Walk Picnic will be held at Ford Field Park on Saturday, September 20th with a setup time of 8:00 AM and a tear-down time of 2:00 PM. The expected attendance is 2,000 people. A noise ordinance waiver is being requested for the duration of the event.

The Zaman Run Walk Picnic is an annual fundraising event that has been hosted at Ford Field Park since 2014. The event includes a 5K Run race, opening ceremonies, a 5K walk, two kids' runs, and a picnic in the park. All proceeds from the event support Zaman and its programs that assist families experiencing extreme poverty in Southeast Michigan.



**PARKS
& RECREATION**

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate effect is requested.

Background and Justification

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



PARKS
& RECREATION

EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

Signed by:
Jonathon Golich
CF454FEAC7BC456...
Jonathon Golich 7/27/2025

Assistant Director - Parks & Recreation

Signed by:
Timothy McHale
40EBBA4879BC473...
Timothy McHale

Commander

DocuSigned by:
Sean R Fletcher
503098961A7C461...
Sean R Fletcher 7/27/2025

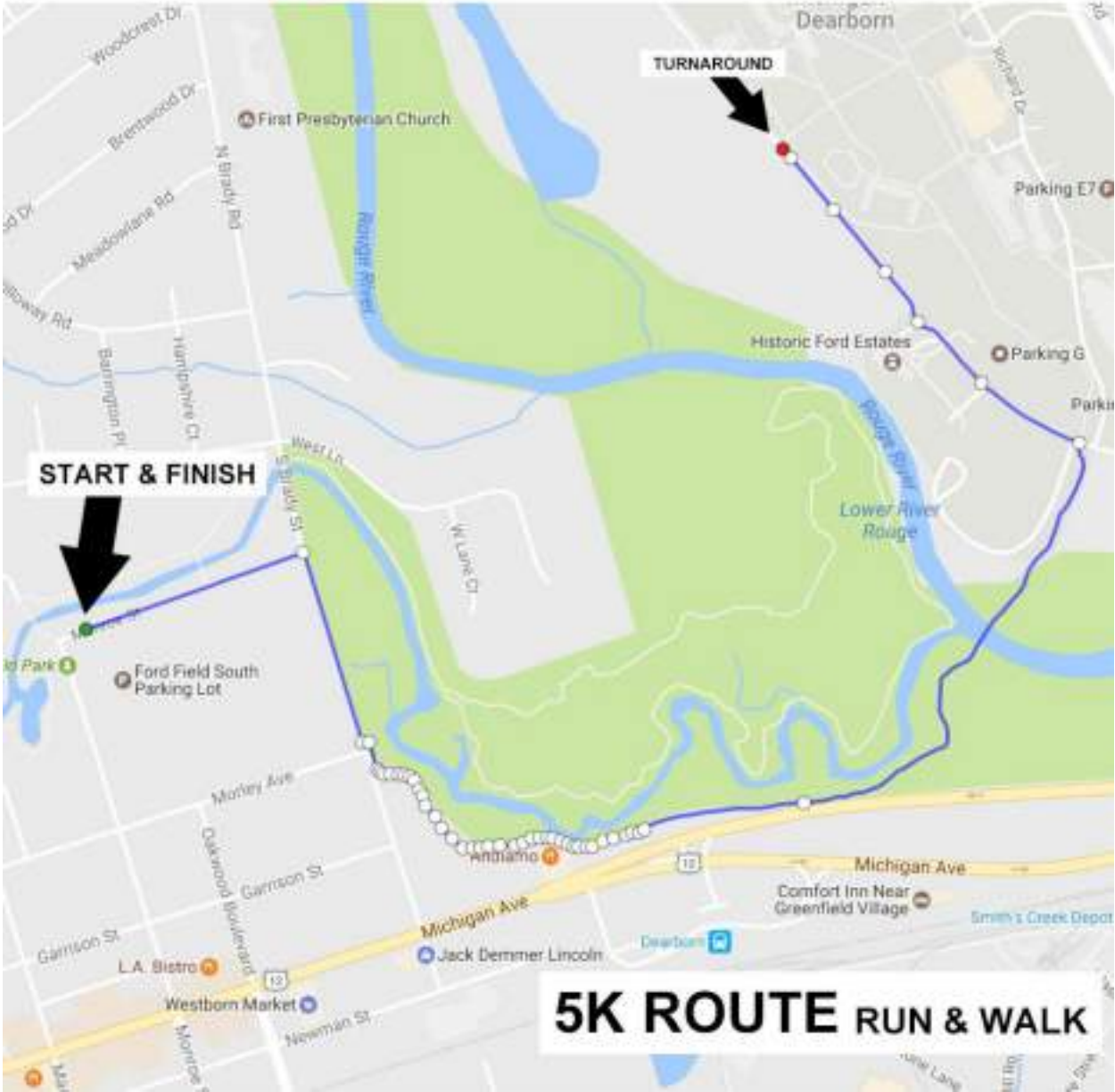
Director of Parks & Recreation

DocuSigned by:
Jeremy Romer
E7A573BA25E3460...
Jeremy Romer 7/28/2025

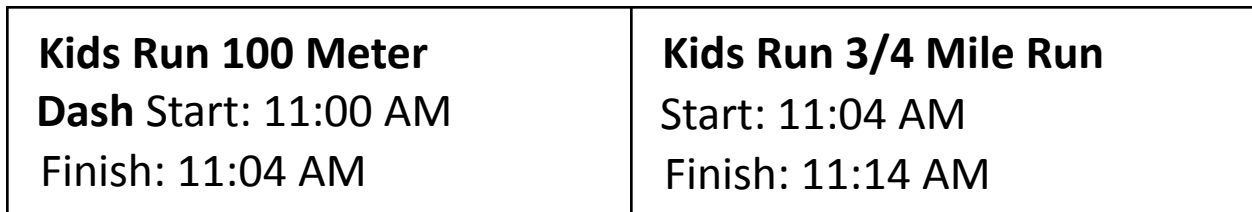
Corporation Counsel

16

THE ZAMAN HOPE FOR HUMANITY
RUN WALK PICNIC
SEPTEMBER 20, 2025 | FORD FIELD PARK, DEARBORN, MI



5K Run Start: 9:30 AM Finish: 10:30 AM	5K Walk Start: 11:15 AM Finish: 12:45 PM
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16th Annual Zaman Run Walk Picnic | 9/20/2025 | Ford Field Park |

**Immediate Effect Requested**

REQUEST: Award for contract to Demolish & Dispose of Trailers at Camp Dearborn

DEPARTMENT: Recreation & Parks, In Conjunction with Purchasing

BRIEF DESCRIPTION: The Parks & Recreation Department, in Conjunction with Purchasing, recommends the award of contract for the demolition and disposal of 50 trailers at Camp Dearborn, to Maverick Excavating. Maverick Excavating was most recently awarded the contract for demolition of 109 trailers. Maverick has agreed to keep the same pricing for the demolition and disposal of the recently identified 50 trailers, and is investigating a cost reduction, which will result in a \$300 reduction per trailer, if successful.

PRIOR COUNCIL ACTION: C.R 12-595-24

BACKGROUND: Camp Dearborn has been working to remove trailers from the Camp, and has been successful in identifying 50 additional trailers as ready for demolition and removal. The trailers are an eye sore and health hazard for Camp visitors and detrimental to the overall aesthetics of the property.

FISCAL IMPACT: \$75,000

IMPACT TO COMMUNITY: Continue to update and improve the safety and appearance of the property for visitors to Camp Dearborn.

IMPLEMENTATION TIMELINE: Work to begin within two weeks of award.

COMPLIANCE/PERFORMANCE METRICS:

Camp Dearborn Staff will oversee adherence to the contract scope of work.



TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Award for Contract to Demolish and Dispose of 50 Trailers at Camp Dearborn
DATE: July 29, 2025

Budget Information

Adopted Budget:	\$484,000
Amended Budget:	\$338,163.64
Requested Amount:	\$75,000
Funding Source:	General Fund, Recreation, Camp DBN General, Camping, Contractual Services, Other Services
Supplemental Budget:	N/A

Summary of Request

The Parks & Recreation Department, in conjunction with Purchasing, recommends the award of contract for the demolition and disposal of 50 trailers at Camp Dearborn to Maverick Excavating. Maverick Excavating was most recently awarded the contract, and provided outstanding service, for demolition of 109 trailers. Maverick has agreed to keep the same pricing for the demolition and disposal of the recently identified 50 trailers, and is investigating a cost reduction, which will result in a \$300 reduction per trailer, if successful.

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

Camp Dearborn has been working to remove trailers from the Camp, and has been successful in identifying 50 trailers as ready for demolition and removal. The trailers are an eye sore and health hazard for Camp visitors and detrimental to the overall aesthetics of the property.

Each trailer owner affected by this action has been notified of their Default status.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Procurement Process

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

Signature Page

Prepared By:

DocuSigned by:

Jay Andrews

A06826481858403...

Jay Andrews, Sr. Buyer

Department Approval:

DocuSigned by:

Sean R Fletcher

503098061A7C461...

Sean Fletcher, Parks & Rec Director

Budget Approval:

DocuSigned by:

Michael Kennedy

F77919D1421447F...

Michael Kennedy, Finance Director/Treasurer

Initial

MM

Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

E7A5738A25E2460...

Jeremy J. Romer, Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect Requested

REQUEST: Award of Contract for the Assembly of 600 Picnic Tables for City Parks.

DEPARTMENT: Parks & Recreation Department, in conjunction with Purchasing

BRIEF DESCRIPTION: The Parks & Recreation Department, in conjunction with Purchasing, recommends awarding a contract to OCG Companies, for the assembly and installation of 600 picnic tables throughout all City of Dearborn parks.

PRIOR COUNCIL ACTION:

None

BACKGROUND:

The Parks & Recreation department identified a need to upgrade picnic tables in all city parks. A recently authorized order included 600 unassembled picnic tables of various sizes. Those tables include a 50-year warranty on the boards and a lifetime warranty on the frames. Coupled with that table purchase, this award aims to ensure a safe and positive experience for park visitors and renters for years to come.

FISCAL IMPACT:

\$49,188

COMMUNITY IMPACT:

The new picnic tables, manufactured with resin seats and table tops, will replace old, weathered tables that are unsightly, and in some instances warped and splintered, making them unsafe to use.

IMPLEMENTATION TIMELINE:

Assembly completed 30 - 45 days ARO.

COMPLIANCE/PERFORMANCE METRICS:

Parks & Recreation Staff will confirm timing and quality of the picnic table assembly.

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

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Award of Contract for the Assembly of 600 Picnic Tables City Parks
DATE: July 28, 2025

Budget Information

Projects: I29724 – Park Bench Replacement
Total Approved Project Budget: \$800,000
Available Project Budget: \$55,431.50
Requested Amount: \$49,188.00
Funding Source: General, Capital Improvement, Recreation, City Parks, Public Works, Capital Project Support, Operating Supplies, Equipment – Non-Capital
Supplemental Budget: N/A

Summary of Request

The Parks & Recreation Department, in conjunction with Purchasing, recommends awarding a contract to OCG Companies., for the assembly and installation of 600 picnic tables throughout all City of Dearborn parks.

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

Background and Justification

The Parks & Recreation department identified a need to upgrade picnic tables in all city parks. A recently authorized order included 600 unassembled picnic tables of various sizes. Those tables include a 50-year warranty on the boards and a lifetime warranty on the frames. Coupled with that table purchase, this award aims to ensure a safe and positive experience for park visitors and renters for years to come.

Procurement Process

Purchasing solicited Bids with process details as follows:

Process: Invitation to Bid
Issue Date: July 7, 2025
Deadline Date: July 16, 2025
Vendors Solicited: 142
Solicitations Obtained: 42
Bids Received: 8



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

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

Picnic Tables	Bid Price
OCG Companies	\$49,188
Mustang Fence	\$55,400
KB Co Services	\$60,000
Michigan Recreational Construction	\$75,000
Premier Group Associates	144,600
Unique Short Tree Design	\$159,060
Play Environments Design	\$243,000
American Modern	\$255,000

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

Signature Page

Prepared By:

DocuSigned by:

Jay Andrews

A06626461858403...

Jay Andrews, Sr. Buyer

Department Approval:

DocuSigned by:

Sean R Fletcher

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Sean Fletcher, Director, Parks & Recreation

Budget Approval:

DocuSigned by:

Michael Kennedy

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Initial

HK

Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

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Jeremy J. Romer, Corporation Counsel



CITY OF DEARBORN

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST:

Request to accept, recognize & appropriate funds - MCOLES Public Safety Academy Assistance

DEPARTMENT:

Police Department

BRIEF DESCRIPTION:

This is a request to accept funds from the Michigan Commission on Law Enforcement Standards Public Safety Academy Assistance Program in the amount of \$20,000 with no local match.

Additionally, We request that the Finance Director be authorized to recognize and appropriate the monies received.

PRIOR COUNCIL ACTION:

N/A

BACKGROUND:

The Dearborn Police Department has been awarded funds from the Michigan Commission on Law Enforcement Standards Public Safety Academy Assistance Program. The funding amount is for \$20,000. Local match is not needed.

The Dearborn Police Department will utilize the \$20,000 to offset the costs a currently employed police officer at the Oakland Police Academy. We received the maximum amount of reimbursement available from MCOLES. This is a reimbursement grant and requires no local match.

FISCAL IMPACT:

No Cost

COMMUNITY IMPACT:

- Improved community relations by saving taxpayer money.
-



EXECUTIVE SUMMARY AND MEMORANDUM



CITY OF DEARBORN

IMPLEMENTATION TIMELINE:

Immediately upon approval.

COMPLIANCE/PERFORMANCE METRICS:

Finance Department reporting will ensure funds are used to pay approved expenses.



EXECUTIVE SUMMARY AND MEMORANDUM



CITY OF DEARBORN

TO: City Council
FROM: Cpl. Dan Bartok
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Grant
DATE: July 23, 2025

Budget Information

Adopted Budget: 0
Amended Budget: N/A
Requested Amount: \$20,000
Funding Source: Grant- Michigan Commission on Law Enforcement Standards
Supplemental Budget: N/A

Summary of Request

The Dearborn Police Department has been awarded a grant from the Michigan Commission on Law Enforcement Standards (MCOLES). The grant amount is for \$20,000. Local match is not needed.

The Dearborn Police Department will utilize the \$20,000 to offset the costs related to the currently employed police officer at the Oakland Police Academy.

We request that the Finance Director be authorized to recognize the \$20,000 in 101-2410-330-0490 General Fund Police Administration Intergovernmental Revenue State and appropriate the same in 101-2410-515-58-10 General Fund Police Training. This letter is submitted for your consideration.

We request immediate effect, as the police academy is currently in session and funds will be used to process invoices.

Immediate effect is requested.



EXECUTIVE SUMMARY AND MEMORANDUM



CITY OF DEARBORN

Signature Page

Signed by:

Dan Bartok

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Dan Bartok

Corporal

DocuSigned by:

Issa Shahin

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Issa Shahin

Police Chief

DocuSigned by:

Michael Kennedy

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Michael Kennedy

Finance Director / Treasurer

DocuSigned by:

Jeremy Romer

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Jeremy Romer

Corporation Counsel



CITY OF DEARBORN

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST:

Requesting execution of grant agreement- Detroit Wayne Mental Health- Immediate effect

DEPARTMENT:

Police Department

BRIEF DESCRIPTION:

Request to execute a grant with the DWCMH. We request the Finance Director be authorized to recognize and appropriate \$50,000 in General Fund Police Administration. Also, request the Finance Director be authorized to add the 15 part-time positions to the part-time position control for the police department.

PRIOR COUNCIL ACTION:

N/A

BACKGROUND:

For the eleventh consecutive year, the Dearborn Police Department has been awarded a grant from the Detroit Wayne County Mental Health Authority. The grant amount is for \$50,000. Local match is not needed.

The Dearborn Police Department will utilize the \$50,000 to hire up to 15 youths as Community Service Agents and provide part-time employment through September 30, 2025. This is a reimbursement grant and requires no local match.

FISCAL IMPACT:

No cost

COMMUNITY IMPACT:

- Improved community relations with youth between the ages of 15-21.
 - Provides an opportunity for youth to learn new job skills and be mentored by Dearborn Police Officers.
-



EXECUTIVE SUMMARY AND MEMORANDUM



CITY OF DEARBORN

IMPLEMENTATION TIMELINE:

Immediately upon approval.

COMPLIANCE/PERFORMANCE METRICS:

Monthly grant reporting will be completed and reviewed by the Finance Department and forwarded to the Detroit Wayne County Mental Health Authority.



EXECUTIVE SUMMARY AND MEMORANDUM



CITY OF DEARBORN

TO: City Council
FROM: Corporal Dan Bartok
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Grant
DATE: July 17, 2025

Budget Information

Adopted Budget: 0.00
Amended Budget: N/A
Requested Amount: \$50,000
Funding Source: Grant- Detroit Wayne County Mental Health Authority
Supplemental Budget: N/A

Summary of Request

For the eleventh consecutive year, the Dearborn Police Department has been awarded a grant from the Detroit Wayne County Mental Health Authority. The grant amount is for \$50,000. Local match is not needed.

The Dearborn Police Department will utilize the \$50,000 to hire up to 15 youths as Community Service Agents and provide part-time employment through September 30, 2025.

This is a reimbursement grant and requires no local match.

We request the Finance Director be authorized to recognize the \$50,000 in 101-2410-330-0790 General Fund Police Administration Intergovernmental Revenue Local & appropriate the same in 101-2410-511-98-00 General Fund Police Administration. Also, request the Finance Director be authorized to add the 15 part-time positions to the part-time position control for the police department. This letter is submitted for your consideration.

We request immediate effect, as the recruitment began June 1, 2025, and the actual youth work program started June 1, 2025, and ends September 30, 2025.

Immediate effect is requested.



EXECUTIVE SUMMARY AND MEMORANDUM



CITY OF DEARBORN

Signature Page

Signed by:

Dan Bartok

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Dan Bartok

Corporal

DocuSigned by:

Issa Shahin

1053E1C7585A436...

Issa Shahin

Police Chief

DocuSigned by:

Michael Kennedy

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Michael Kennedy

Finance Director / Treasurer

DocuSigned by:

Jeremy Romer

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Jeremy Romer

Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect Requested

REQUEST: Award of Contract Renewal to Magnet Forensics for Greykey Data Extraction Licenses

DEPARTMENT: Police Department

BRIEF DESCRIPTION: The Police Department, in conjunction with Purchasing, recommends the purchase of Greykey Data Extraction Licenses from Magnet Forensics.

PRIOR COUNCIL ACTION: C.R. 9-461-24

BACKGROUND:

The speed of collecting data and the depth of data analysis is paramount in digital forensics. Magnet Greykey is a state-of-the art forensic access tool that extracts encrypted or inaccessible data from mobile devices. This tool allows police to extract smartphone data quickly and completely, providing valuable evidence that can expedite prosecution.

FISCAL IMPACT: \$57,110

COMMUNITY IMPACT:

The use of these software licenses enables investigators to acquire evidence from mobile devices in an efficient manner

IMPLEMENTATION TIMELINE: Immediate

COMPLIANCE/PERFORMANCE METRICS

The police department technical investigations unit will confirm receipt and functionality of the Greykey licenses.



FINANCE DEPARTMENT --- PURCHASING DIVISION

TO: City Council

FROM: City Administration

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Award of Contract Extension for Mobile Data Extraction Licenses

DATE: July 29, 2025

Budget Information

Adopted Budget: \$400,000
Amended Budget: \$400,000
Requested Amount: \$57,110
Funding Source: General Fund, Police Admin, Public Safety, Professional Services, EDP Software Service
Supplemental Budget: N/A

Summary of Request

The Police Department, in conjunction with Purchasing, recommends the award of a contract extension to Magnet Forensics for the continued use of Graykey mobile Data Extraction Licenses. The original renewal contract expires August 7, 2025. This extension will expire on August 8, 2026. This year's price reflects a 4% increase over 2024.

It is respectfully requested that Council authorize the award for contract extension of these items at the same price as. Immediate effect is requested in order to meet pending construction deadlines. The resulting contract shall not be binding until fully executed.

Background and Justification

The speed of collecting data and the depth of data analysis is paramount in digital forensics. Magnet Graykey is a state-of-the-art forensic access tool that extracts encrypted or inaccessible data from mobile devices. This tool allows Police to extract smartphone data quickly and completely; providing valuable evidence that can expedite prosecution.

Procurement Process

Process: Continuity of Professional Services

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:

DocuSigned by:
Jay Andrews
A06626461858403...

Jay Andrews, Sr. Buyer, Purchasing

Department Approval:

DocuSigned by:
Issa Shahin
1053E1C7585A436...

Issa Shahin, Police Department Chief

Budget Approval:

DocuSigned by:
Michael Kennedy ^{DS}
E77919D1421447F...
Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

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

**Immediate Effect Requested**

REQUEST: Award of Contract for Prisoner Housing at Wayne County

DEPARTMENT: The Police Department, in conjunction with Purchasing

BRIEF DESCRIPTION: The Police Department, in conjunction with Purchasing, recommends awarding a contract to Wayne County for Prisoner Housing

PRIOR COUNCIL ACTION:

None

BACKGROUND:

The Police Department is requesting continual prisoner housing at the Wayne County Jail for prisoners that are taken in to custody within the boundaries of Wayne County and tried in the Wayne County Court System. The Police Department houses misdemeanor prisoners sentenced by the 19th District Court at the Wayne County Jail for short periods of time. Wayne County has provided this service for several years, without an increase in price.

FISCAL IMPACT:

\$150,000

COMMUNITY IMPACT:

Defendants who have been arraigned on felony charges or are awaiting preliminary exam or trial are also sent to Wayne County Jail.

IMPLEMENTATION TIMELINE:

Upon receipt of order

COMPLIANCE/PERFORMANCE METRICS:

Police staff will confirm contract compliance

FINANCE DEPARTMENT - PURCHASING DIVISION



TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Prisoner Housing at Wayne County Jail
DATE: July 28, 2025

Budget Information

Adopted Budget:	\$175,000
Amended Budget:	\$175,000
Requested Amount:	\$150,000
Funding Source:	General Fund, Police, Admin, Jail, Contractual Services, Prisoner Maintenance
Supplemental Budget:	N/A

Summary of Request

Purchasing, on behalf of the Police Department, recommends the continued extension of prisoner housing at Wayne County Jail for Fiscal Year 2026. The value of the extension is not-to-exceed \$150,000. Wayne County has been providing these services for the past several years without an increase in price.

It is respectfully requested that Council authorize the extension for Fiscal Year 2026 with immediate effect in order to maintain continuity of service. The resulting contract shall not be binding until fully executed.

Background and Justification

The Police Department is requesting continual prisoner housing at the Wayne County Jail for prisoners that are taken in to custody within the boundaries of Wayne County and tried in the Wayne County Court System. The Police Department houses misdemeanor prisoners sentenced by the 19th District Court at the Wayne County Jail for short periods of time. Defendants who have been arraigned on felony charges or are awaiting preliminary exam or trial are also sent to Wayne County Jail.

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.


Prepared By:

DocuSigned by:

A06626461858403...
Jay Andrews, Sr, Buyer, Purchasing

Budget Approval:

DocuSigned by:

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Michael Kennedy, Finance Director/Treasurer

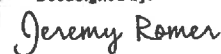
DS


Department Approval:

DocuSigned by:

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Issa Shahin, Chief of Police

Corporation Counsel Approval:

DocuSigned by:

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Jeremy J. Romer, Corporation Counsel



**PUBLIC
HEALTH**

EXECUTIVE SUMMARY AND MEMORANDUM

CITY CLERK, DEARBORN MI
2025 AUG 5 AM 11:30

REQUEST:

Authorize the Mayor or his designee to execute the required participation forms.

DEPARTMENT:

Public Health

BRIEF DESCRIPTION:

This memorandum seeks Council approval for the City of Dearborn to formally participate in the nationwide opioid litigation settlements with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus. These settlements will provide critical funding to support the City's ongoing efforts to address the opioid crisis and mitigate its harmful impact on our residents.

PRIOR COUNCIL ACTION:

N/A

BACKGROUND:

The City of Dearborn has been notified of its eligibility to participate in the latest round of National Opioid Settlements involving eight pharmaceutical manufacturers. These manufacturers have agreed to pay approximately \$720 million collectively to remediate and abate the opioid epidemic across the country. Michigan is a participating state, and Dearborn is eligible to receive a portion of these funds if it opts in by the deadline of October 8, 2025.

FISCAL IMPACT:

See page 3 of the Subdivision agreement.

COMMUNITY IMPACT:

Funds will enhance the City's capacity to prevent opioid misuse, support recovery services, increase access to life-saving medications, and mitigate the social and economic harm caused by opioid addiction in Dearborn.



**PUBLIC
HEALTH**

EXECUTIVE SUMMARY AND MEMORANDUM

IMPLEMENTATION TIMELINE:

Immediate effect is requested.

COMPLIANCE/PERFORMANCE METRICS:

N/A



**PUBLIC
HEALTH**

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: Ali Abazeed, Director of Public Health
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Opioid Settlement
DATE: July 23, 2025

Budget Information

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

Summary of Request

On July 15, 2025, the City of Dearborn received a communication from the Michigan Attorney General's Office concerning participation in eight new proposed opioid settlements that have been reached with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus.

Based upon subdivision participation forms received on or before October 8, the subdivision participation rate will be used to determine whether participation for each deal is sufficient for the settlement to move forward and whether a state earns its maximum potential payment under the settlement. If the settlement moves forward, then the release will become effective. If a settlement does not move forward, that release will not become effective.

Any subdivision that does not participate cannot directly share in the settlement funds, even if the subdivision's state is settling and other participating subdivisions are sharing in settlement funds.

The Department of Law has reviewed the New National Opioid Settlements and the required participation forms and recommends that Council authorize the Mayor or his designee to execute the participation forms as provided by the Michigan Attorney General's Office to complete the registration process for the City so that it can be considered a participating subdivision.

Immediate effect is requested.



PUBLIC
HEALTH

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate effect is requested.

Background and Justification

N/A



**PUBLIC
HEALTH**

EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

DocuSigned by:
Ali Abazeed
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Ali Abazeed

Director of Public Health

DocuSigned by:
Ali Abazeed
073F90321C414C7...
Ali Abazeed

Director of Public Health

DocuSigned by:
Jeremy Romer
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Jeremy Romer

Corporation Counsel



National Opioids Settlements: Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, Zydus
Opioids Implementation Administrator
opioidsparticipation@rubris.com

Dearborn city, MI
Rubris Reference Number: CL-1766913

***TO LOCAL POLITICAL SUBDIVISIONS AND SPECIAL DISTRICTS:
THIS NOTICE CONTAINS IMPORTANT INFORMATION ABOUT NATIONAL OPIOID
SETTLEMENTS.***

SETTLEMENT OVERVIEW

Proposed nationwide settlement agreements (“Settlements”) have been reached that would resolve opioid litigation brought by states, local political subdivisions, and special districts against eight opioids manufacturers, Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus (the “Manufacturers”). Local political subdivisions and special districts are referred to as “subdivisions.”

The Settlements require the settling Manufacturers to pay hundreds of millions of dollars to abate the opioid epidemic. The Settlements will provide a maximum of approximately \$720 million in cash to participating states and subdivisions to remediate and abate the impacts of the opioid crisis. Depending on participation by states and subdivisions, the Settlements require:

- Alvogen to immediately pay up to approximately \$19 million;
- Amneal to pay up to approximately \$74 million over 10 years, and to provide either approximately \$177 million of its generic version of the drug Narcan or up to an additional approximately \$44 million in cash;
- Apotex to immediately pay up to approximately \$65 million;
- Hikma to immediately pay up to approximately \$98 million, and to provide either approximately \$35 million of its naloxone product or up to an additional approximately \$7 million in cash;
- Indivior to pay up to approximately \$75 million over five years, a portion of which, at the election of the state, could be paid in the form of Indivior's branded buprenorphine and/or nalmefene products with a value of up to \$140 million.;
- Mylan to pay up to approximately \$290 million over nine years;
- Sun to immediately pay up to approximately \$32 million; and
- Zydus to immediately pay up to approximately \$15 million.

The Settlements also contain injunctive relief governing opioid marketing, sale, distribution, and/or distribution practices and require the Manufacturers to implement safeguards to prevent diversion of prescription opioids.

Each of the proposed settlements has two key participation steps.

First, each eligible state decides whether to participate in each Settlement. A list of participating states for each settlement can be found at <https://nationalopioidsettlement.com/>.

Second, eligible subdivisions within each participating state decide whether to participate in each Settlement. The more subdivisions that participate, the more funds flow to that state and its subdivisions. Any subdivision that does not participate cannot directly share in any of the settlement funds, even if the subdivision's state is settling and other participating subdivisions are sharing in settlement funds. If the state does not participate in a particular Settlement, the subdivisions in that state are not eligible to participate in that Settlement.

WHO IS RUBRIS INC. AND WHAT IS THE IMPLEMENTATION ADMINISTRATOR?

The Settlements provide that an Implementation Administrator will provide notice and manage the collection of participation forms. Rubris Inc. is the Implementation Administrator for these new Settlements and was also retained for the prior national opioid settlements.

WHY IS YOUR SUBDIVISION RECEIVING THIS NOTICE?

Your state has elected to participate in one or more of the Settlements, and your subdivision may participate in those Settlements in which your state has elected to participate. This notice is also sent directly to counsel for such subdivisions if the Implementation Administrator has their information.

If you are represented by an attorney with respect to opioid claims, please contact them.

Subdivisions can participate in the Settlements whether or not they filed a lawsuit or are represented.

WHERE CAN YOU FIND MORE INFORMATION?

Detailed information about the Settlements, including each settlement agreement, may be found at: <https://nationalopioidsettlement.com>. This website also includes information about how the Settlements are being implemented in most states and how funds will be allocated within your state.

You are encouraged to review the settlement agreement terms and discuss the terms and benefits with your counsel, your Attorney General's Office, and other contacts within your state. Information and documents regarding the Settlements and your state allocation can be found on the settlement website at <https://nationalopioidsettlement.com/>.

Your subdivision will need to decide whether to participate in the proposed Settlements, and subdivisions are encouraged to work through this process before the **October 8, 2025** deadline.

HOW DO YOU PARTICIPATE IN THE SETTLEMENTS?

The Settlements require that you take affirmative steps to "opt in" to the Settlements.

In the next few weeks, you will receive documentation and instructions from the Implementation Administrator or, in some cases, your Attorney General's Office. In order to participate in a settlement, a subdivision must sign and return the required Participation Form for that settlement.

Please add the following email addresses to your "safe" list so emails do not go to spam / junk folders: dse_na3@docusign.net and opioidsparticipation@rubris.com. Please monitor your email for the Participation Forms and instructions.

All required documentation must be signed and returned on or before **October 8, 2025**.



**PUBLIC
HEALTH**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST:

Approval for the Finance Director to recognize & appropriate matching grant from Emagine Health.

DEPARTMENT:

Public Health

BRIEF DESCRIPTION:

Emagine Health Services has awarded the City of Dearborn the required 25% match grant funds in the amount of \$3,000 required by the Michigan Arts and Culture Council grant previously received. Funding will be used to host programming that promotes public health, art, and culture. This is part of the MACC mission to ensure communities can enjoy civic, economic, and educational benefits.

PRIOR COUNCIL ACTION:

CR 1-71-25

BACKGROUND:

The Michigan Arts and Culture Council was founded on the belief that arts and culture enriches our communities and economy, and are vital to the well-being of society. The Council's efforts focus on civic engagement, economic development, and education, with an emphasis on equity, diversity, access, collaboration, and inclusion. The Department of Public Health previously received and recognized a \$12,000 grant from The Council. This grant requires a 25% match in the amount of \$3,000. Emagine Health Services, a local provider offering mental and behavioral health services including ABA and speech therapy.

FISCAL IMPACT:

The City of Dearborn Public Health Department will receive a matching grant in the amount of \$3,000.

COMMUNITY IMPACT:

This match funding from Emagine Health Services will allow the Department of Public Health to continue supporting programming and events that are engaging, informative, and accessible. Events and activities will be geared toward the general Dearborn population, as well as populations including children and families, older adults, and individuals with disabilities. These programs will provide a space for learning, creativity, and community building. Intersecting public health, arts, and culture is known to benefit mental health, increase senses of belonging, and serve as an innovative path for health communications.



PUBLIC
HEALTH

EXECUTIVE SUMMARY AND MEMORANDUM

IMPLEMENTATION TIMELINE:

Immediate effect is requested.

COMPLIANCE/PERFORMANCE METRICS:

DPH is responsible for submitting a final report covering the term, which is due within 30 days the End Date (Award Period: October 1, 2024 - September 30, 2025). The final report shall indicate the following information: 1.) Project revenues and expenditures, 2.) Number of individuals attending or engaged during the Term, and 3.) A narrative summary of the Project and its outcome.



**PUBLIC
HEALTH**

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: Ali Abazeed, Director of Public Health
VIA: Mayor Abdullah H. Hammoud
SUBJECT: DPH Grant
DATE: July 23, 2025

Budget Information

Adopted Budget: N/A
Amended Budget: N/A
Requested Amount: N/A
Funding Source: \$3,000 Emagine Health Services Grant - General Fund, DPH
Supplemental Budget: N/A

Summary of Request

Emagine Health Services has awarded the City of Dearborn Department of Public Health matching grant funds in the amount of \$3,000 to host programming that promotes public health, art, and culture. This is part of the Michigan Arts and Culture Council grant program which awarded the City of Dearborn Department of Public Health \$12,000 and requires a 25% match in the amount of \$3,000. This promotes the greater mission to ensure that communities can enjoy the civic, economic and educational benefits of arts and culture.

Approval is requested for the Finance Director to recognize & appropriate matching grant from Emagine Health.

Immediate effect is requested.



PUBLIC
HEALTH

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate effect is requested.

Background and Justification

N/A



PUBLIC
HEALTH

EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

DocuSigned by:

Ali Abazeed

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Ali Abazeed

Director of Public Health

DocuSigned by:

Ali Abazeed

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Ali Abazeed

Director of Public Health

DocuSigned by:

Michael Kennedy

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Michael Kennedy

Finance Director / Treasurer

DocuSigned by:

Jeremy Romer

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Jeremy Romer

Corporation Counsel



**PUBLIC
HEALTH**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST:

Authorize the Mayor or his designee to execute the required participation forms.

DEPARTMENT:

Public Health

BRIEF DESCRIPTION:

On July 3, 2025, the City of Dearborn received a communication concerning participation in a new national opioid settlement involving Purdue Pharma L.P. and the Sackler family.

PRIOR COUNCIL ACTION:

N/A

BACKGROUND:

The City of Dearborn has been notified of its eligibility to participate in the proposed settlement with Purdue Pharma L.P. and the Sackler family. This settlement includes two components: the Estate Settlement and the Direct Settlement. The Sacklers will pay up to \$6.5 billion over 15 years, including an initial payment of \$1.5 billion upon the settlement's effective date (expected in 2026). Additional funds will come from the Purdue estate, with approximately \$900 million expected on the effective date and further distributions thereafter.

FISCAL IMPACT:

See page 1 of the subdivision agreement. Potential receipt of substantial funds from the Purdue and Sackler Settlement to support the City's opioid crisis prevention and response initiatives.

COMMUNITY IMPACT:

Participation will enable the City to strengthen efforts in opioid misuse prevention, expand treatment access, and fund community recovery initiatives to reduce the long-term public health impact of the opioid epidemic.



**PUBLIC
HEALTH**

EXECUTIVE SUMMARY AND MEMORANDUM

IMPLEMENTATION TIMELINE:

Immediate effect is requested.

COMPLIANCE/PERFORMANCE METRICS:

N/A



**PUBLIC
HEALTH**

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: Ali Abazeed, Director of Public Health
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Opioid Settlement
DATE: July 23, 2025

Budget Information

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

Summary of Request

On July 3, 2025, the City of Dearborn received a communication concerning participation in a proposed nationwide settlement agreement that has been reached with Purdue (and certain of its affiliates) and the Sackler family concerning alleged misconduct related to opioids.

Based upon subdivision participation forms received on or before September 30th, the subdivision participation rate will be used to determine whether participation for each deal is sufficient for the settlement to move forward and whether a state earns its maximum potential payment under the settlement. If the settlement moves forward, then the release will become effective. If a settlement does not move forward, that release will not become effective.

Any subdivision that does not participate cannot directly share in the settlement funds, even if the subdivision's state is settling and other participating subdivisions are sharing in settlement funds.

The Department of Law has reviewed the New National Opioid Settlements and the required participation forms and recommends that Council authorize the Mayor or his designee to execute the participation forms as provided by the Michigan Attorney General's Office to complete the registration process for the City so that it can be considered a participating subdivision.

Immediate effect is requested.



PUBLIC
HEALTH

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate effect is requested.

Background and Justification

N/A



PUBLIC
HEALTH

EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

DocuSigned by:

Ali Abazeed

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Ali Abazeed

Director of Public Health

DocuSigned by:

Ali Abazeed

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Ali Abazeed

Director of Public Health

DocuSigned by:

Jeremy Romer

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Jeremy Romer

Corporation Counsel



National Opioid Settlement: Purdue Pharma L.P.
Rubris Reference Number: CL-1735937

***TO LOCAL POLITICAL SUBDIVISIONS:
THIS NOTICE CONTAINS IMPORTANT INFORMATION ABOUT A NEW
NATIONAL OPIOID SETTLEMENT.***

PURDUE PHARMA L.P. & SACKLER FAMILY SETTLEMENT OVERVIEW

A proposed nationwide settlement agreement has been reached with Purdue (and certain of its affiliates) and the Sackler family concerning alleged misconduct related to opioids.

The proposed settlement is being implemented in connection with Purdue's bankruptcy proceedings, and consists of, among other things, a settlement of Purdue's claims against the Sacklers and certain other parties (referred to as the "Estate Settlement"), and a settlement of direct claims against the Sacklers held by States, local governments and other creditors (the "Direct Settlement", and together with the Estate Settlement, the "Settlement"). The Settlement contemplates that the Sacklers will be paying an aggregate of \$6.5 billion in 16 payments over 15 years, including \$1.5 billion on the settlement's Effective Date (expected to be in 2026), though some amounts are subject to discounted prepayments. These amounts are in addition to amounts available from the Purdue estate including amounts available on the Effective Date (expected to be around \$900 million) and amounts that may be paid in the future.

The Settlement also contains injunctive relief governing opioid dispensing practices and requires the successor-in-interest of Purdue Pharma L.P. to implement safeguards to prevent diversion of prescription opioids, and also restrict certain Sacklers from directly or indirectly engaging in the manufacturing or sale of opioids, as detailed in the Settlement.

The proposed settlement has two key participation steps now that **all eligible states and territories elected to participate in the Direct Settlement.**

First, eligible subdivisions within each participating state decide whether to participate in the Direct Settlement. The Direct Settlement is documented in the Governmental Entity and Shareholder Direct Settlement Agreement, which is commonly referred to as the "GESA". The more subdivisions that participate, the more funds flow to that state and its subdivisions. Any subdivision that does not participate cannot directly share in any of the Direct Settlement funds, even if the subdivision's state is settling and other participating subdivisions are sharing in settlement funds.

YOU MUST PARTICIPATE IN THE DIRECT SETTLEMENT BY RETURNING YOUR PARTICIPATION FORM IN ORDER TO RECEIVE THE BENEFITS OF THE SETTLEMENT.

Second, concurrently with the solicitation of eligible subdivisions to participate in the Direct Settlement, votes will be solicited for approval of Purdue Pharma L.P.'s bankruptcy plan, which plan will provide distributions in respect of the Estate Settlement. NOT ALL SUBDIVISIONS ELIGIBLE TO PARTICIPATE IN THE SETTLEMENT WILL RECEIVE PACKAGES TO VOTE ON THE PLAN.

Please note that this is NOT a solicitation or a request for subdivisions to submit votes on the Purdue bankruptcy plan. This settlement package only pertains to a decision to participate in the Direct Settlement with the Sacklers.

If you receive a package to vote on the plan you should follow the applicable instructions for voting. PLEASE NOTE THAT VOTING ON THE PLAN IS SEPARATE FROM PARTICIPATION IN THE DIRECT SETTLEMENT. **IT IS NOT NECESSARY TO VOTE ON THE PLAN IN ORDER TO RECEIVE THE BENEFITS OF THE SETTLEMENT.**

WHO IS RUBRIS INC. AND WHAT IS THE IMPLEMENTATION ADMINISTRATOR?

The Direct Settlement provides that an Implementation Administrator will provide notice and manage the collection of participation forms. Rubris Inc. is the Implementation Administrator for the Direct Settlement and was also retained for the prior national opioid settlements.

WHY IS YOUR SUBDIVISION RECEIVING THIS NOTICE?

Your state has elected to participate in the Settlement, and therefore your subdivision may participate in the Direct Settlement. This notice is also being sent directly to counsel for such subdivisions if the Implementation Administrator has their information.

If you are represented by an attorney with respect to opioid claims, please contact them. **Subdivisions can participate in the Settlement whether or not they filed a lawsuit or are represented.**

WHERE CAN YOU FIND MORE INFORMATION?

Detailed information about the Settlement, including each settlement agreement, may be found at: <https://nationalopioidsettlement.com/purdue-sacklers-settlements/>. This website will be updated to include information about how the Settlement is being implemented in most states and how funds will be allocated within your state.

You are encouraged to review the terms of the settlement agreements and discuss the terms and benefits with your counsel, your Attorney General's Office, and other contacts within your state.

Your subdivision will need to decide whether to participate in the proposed Settlement, and subdivisions are encouraged to work through this process before the **September 30, 2025** deadline.

HOW DO YOU PARTICIPATE IN THE SETTLEMENT?

The Settlement requires that you take affirmative steps to "opt in" to the Settlement.

In the next few weeks, you will receive documentation and instructions from the Implementation Administrator. In order to participate in the settlement, a subdivision must sign and return the required documentation.

Please add the following email addresses to your "safe" list so emails do not go to spam / junk folders: dse_na3@docusign.net and opioidsparticipation@rubris.com. Please monitor your email for the Participation Form and instructions.

All required documentation must be signed and returned on or before **September 30, 2025**.



**PUBLIC
HEALTH**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST:

Approval for - Finance Director to recognize & appropriate grant from Institute for Social Research

DEPARTMENT:

Public Health

BRIEF DESCRIPTION:

The Institute for Social Research has awarded the City of Dearborn Department of Public Health a grant in the amount of \$500 from the Institute for Social Research for their community dissemination efforts for the PACE Project "Community Perspectives on Intimate Partner Violence in Dearborn, Michigan."

PRIOR COUNCIL ACTION:

N/A

BACKGROUND:

The City of Dearborn Department of Public Health is receiving a grant in the amount of \$500 from the Institute for Social Research for their community dissemination efforts for the PACE Project "Community Perspectives on Intimate Partner Violence in Dearborn, Michigan." The project is a social media campaign on findings from a study conducted by the University of Michigan, Ann Arbor, ACCESS, and Center for Arab Narratives.

FISCAL IMPACT:

The City of Dearborn Public Health Department will receive a grant in the amount of \$500.

COMMUNITY IMPACT:

Through this collaboration, the Department of Public Health will serve as a trusted voice in the community and help amplify the social media campaign on findings from a study conducted by the University of Michigan, Ann Arbor, ACCESS, and Center for Arab Narratives. The Department of Public Health will support this campaign by sharing content on social media to reach members of the community who may need support.



**PUBLIC
HEALTH**

EXECUTIVE SUMMARY AND MEMORANDUM

IMPLEMENTATION TIMELINE:

Immediate effect is requested.

COMPLIANCE/PERFORMANCE METRICS:

DPH will share materials from ISR's research on DPH social media.



**PUBLIC
HEALTH**

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: Ali Abazeed, Director of Public Health
VIA: Mayor Abdullah H. Hammoud
SUBJECT: DPH Grant
DATE: July 23, 2025

Budget Information

Adopted Budget: N/A
Amended Budget: N/A
Requested Amount: N/A
Funding Source: \$500 Institute for Social Research Grant - General Fund, DPH
Supplemental Budget: N/A

Summary of Request

The City of Dearborn Department of Public Health is receiving a grant in the amount of \$500 from the Institute for Social Research for their community dissemination efforts for the PACE Project “Community Perspectives on Intimate Partner Violence in Dearborn, Michigan.” The project is a social media campaign on findings from a study conducted by the University of Michigan, Ann Arbor, ACCESS, and Center for Arab Narratives. As community leaders and influencers, The Department of Public Health will amplify the social media campaign on their own social media platforms and raise awareness of community perspectives and lived experiences with intimate partner violence. The Department of Public Health has full discretion to use the funds in any way that supports their organization’s efforts.

it is requested that approval for the Finance Director to recognize & appropriate grant from Institute for Social Research.

Immediate effect is requested.



PUBLIC
HEALTH

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate effect is requested.

Background and Justification

N/A



**PUBLIC
HEALTH**

EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

DocuSigned by:

Ali Abazeed

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Ali Abazeed

Director of Public Health

DocuSigned by:

Ali Abazeed

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Ali Abazeed

Director of Public Health

DocuSigned by:

Michael Kennedy

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Michael Kennedy

Finance Director / Treasurer

DocuSigned by:

Jeremy Romer

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Jeremy Romer

Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Requesting Approval of a contract extension with JustAir for continued air quality monitoring services

DEPARTMENT: Department of Public Health, in conjunction with Purchasing

BRIEF DESCRIPTION: The Department of Public Health seeks to renew its partnership with JustAir through a one-year contract in order to continue air quality monitoring services throughout Dearborn. JustAir currently operates 10 air quality monitors across the city, providing real time, local air quality data as well as text alerts to inform residents. The proposed contract totals \$39,700. In the next phase, JustAir will make the following enhancements to the network:

- Add a level 2 monitor to address research questions
- Upgrade 5 existing monitors to focus on pollutants of greatest concern
- Update admin dashboard features on reporting, analysis, and quality assurance tools

PRIOR COUNCIL ACTION: n/a

BACKGROUND: Known as a historically industrial city, Dearborn faces significant air pollution, particularly from infrastructure heavily present in the South End. In 2023, JustAir and the City of Dearborn Department of Public Health collaborated to introduce air quality monitoring services throughout Dearborn. 10 air quality monitors were installed across the city to provide residents access to air quality data. These monitors are a part of an ongoing effort to support data informed interventions, engage the community, and increase environmental health transparency.

FISCAL IMPACT: The total cost of the proposed contract is \$39,700 for the project year.

COMMUNITY IMPACT:

This project provides Dearborn residents with access to real time, localized air quality information. Tools like text alerts triggered by certain air quality index (AQI) levels provide transparency and community awareness around environmental conditions. This data supports efforts in addressing air quality concerns with the heavily industrialized infrastructure present in the South End. This intervention informs future public health strategies to address the environmental health risks. In the



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

past 2 years of project implementation, the following has been completed:

- Collected data from 10 monitors placed across the city
- Informed around 200 resident subscribers about their air via text alerts
- Developed and piloted an AQI light to showcase real time air quality at Levagood
- Admin dashboard improvements for further back end analysis

IMPLEMENTATION TIMELINE: The JustAir contract will run through August 2026.

COMPLIANCE/PERFORMANCE METRICS:

JustAir is responsible for providing regular maintenance and calibration of all air quality monitors to ensure data accuracy and expected standards of real time reporting, as well as admin access to JustAir's website which provides transparency of engagement tools, monitor performances, and continuous progress tracking. Additionally, JustAir will continue to provide yearly project outlines that include performance metrics and milestones.

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

TO: City Council

FROM: City Administration

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Requesting Approval of a contract extension with JustAir for continued air quality monitoring services

DATE: July 21, 2025

Budget Information

Adopted Budget:	\$3,166,700
Available Budget:	\$2,522,083
Requested Amount:	\$ 39,700
Funding Source:	General Fund, Public Health, Health and Welfare, Employee Wellness Programs, Contractual Services, Other Services
Supplemental Budget:	N/A

Summary of Request

The city of Dearborn Department of Public Health, in conjunction with Purchasing, is seeking a one-year contract extension with JustAir in the amount of \$39,700 to continue providing air quality monitoring services. This contract would continue through August 2026 and support ongoing efforts in informed public health interventions, environmental health transparency, and data collection of air quality.

It is respectfully requested Council award this contract extension. The resulting contract shall not be binding until fully executed.

Background and Justification

10 air quality monitors were installed across the City of Dearborn through the Dearborn Public Health and JustAir collaboration in 2023. These monitors are a part of an ongoing effort to support data informed interventions, engage the community, and increase environmental health transparency.

This project provides Dearborn residents with access to real time, localized air quality information. Tools like text alerts triggered by certain air quality index (AQI) levels provide transparency and community awareness around environmental conditions. This intervention informs future public health strategies to address environmental health risks. In the past 2 years of project implementation, the following has been completed:

- Collected data from 10 monitors placed across the city
- Informed around 200 resident subscribers about their air via text alerts


FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

- Developed and piloted an AQI light to showcase real time air quality at Levagood
- Admin dashboard improvements for further back end analysis

The proposed contract includes upgrades to five existing monitors, which will enhance the City's ability to analyze pollutants of greatest concern. Additionally, the installation of a Level 2 monitor will provide detailed and accurate data to address research questions, areas of concern, and support further analysis. Continuing the partnership with JustAir will ensure ongoing and reliable data collection to support monitoring efforts. Community engagement tools, such as community alerts as text notifications and the AQI light, will increase public engagement and awareness regarding real time information. Improvements to data analysis and reporting tools will support robust evaluation of air quality trends and transparency. These enhancements are critical for informing targeted environmental health strategies and protecting vulnerable populations across Dearborn.

Procurement Process

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

Prepared By:

DocuSigned by:

Mark Rozinsky, Purchasing Manager

Department Approval:

DocuSigned by:

Ali Abazeed, Director of Public Health

Budget Approval:

DocuSigned by:

Michael Kennedy, Finance Director/Treasurer

DS

Corporation Counsel Approval:

DocuSigned by:

Jeremy J. Romer, Corporation Counsel



**PUBLIC
WORKS**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Easement Dedication at Proposed ACCESS Recovery Center

DEPARTMENT: Department of Public Works and Facilities/Engineering

BRIEF DESCRIPTION: The proposed ACCESS Recovery Center located at 10149 Michigan Avenue requires the construction of a new 8-inch diameter water main to serve the development and the neighborhood.

PRIOR COUNCIL ACTION: 3-88-24 and 6-296-24

BACKGROUND: The proposed easement dedications have been reviewed by the City Engineer who has no objections as long as certain conditions are fulfilled.

FISCAL IMPACT: N/A

COMMUNITY IMPACT: This land is currently undeveloped with no structures. Repositioning this area for development will increase the taxable value of these properties and generate additional revenue for the City.

IMPLEMENTATION TIMELINE: Immediate effect requested.

COMPLIANCE/PERFORMANCE METRICS: N/A



**PUBLIC
WORKS**

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Department of Public Works and Facilities/Engineering

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Easement Dedication at ACCESS Recovery Center located at 10149 Michigan Ave

DATE: August 12, 2025

Summary of Request

The proposed ACCESS Recovery Center, located at 10149 Michigan Avenue, requires the construction of a new 8-inch diameter water main to serve the development and the neighborhood.

The water main will be constructed by the City as part of a water main replacement project to allow the new development to tap its fire suppression and domestic water services. Prior to the construction of the water main by the City, the City requires a 20-foot wide easement dedication for the water main within the property of 10149 Michigan Avenue.

Therefore, presented herewith are the water main easement agreement from ACCESS Recovery Center for the construction and maintenance of the public water main.

I hereby recommend and request that City Council authorize the City Engineer to execute the easement agreement, subject to the review and approval of Corporation Counsel, and that the Engineering Division be authorized to record the necessary documents with the Wayne County Register of Deeds.

We also request that the Council Resolution be given immediate effect.

Background and Justification

The proposed water main easement is crucial to allow the new development to tap its fire suppression and domestic water services, build two (2) new fire hydrants at Porath and Eugene Streets, and reconnect the water services of the existing businesses at 10221 Michigan Avenue and 10001 Michigan Avenue. Currently the aged water mains on Eugene and Porath Streets are in a deteriorating condition which affects the water pressure at existing fire hydrants and the ability to tap any new water service into these mains.



**PUBLIC
WORKS**

EXECUTIVE SUMMARY AND MEMORANDUM

Department Approval:

DocuSigned by:

Tim Hawkins

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Tim Hawkins, Public Works & Facilities Director

DocuSigned by:

Soud El-Jamaly

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Soud El-Jamaly, City Engineer

Legal Approval:

DocuSigned by:

Jeremy Romer

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Jeremy J. Romer, Corporation Counsel

WATER MAIN EASEMENT AGREEMENT

For valuable consideration, receipt of which is hereby acknowledged, ACCESS, a Michigan Nonprofit Organization (NPO), (herein called Grantor) whose address is 2651 Saulino Court, Dearborn, Michigan 48120, being title holder of the parcels of land at 10149 Michigan Avenue, Dearborn, Michigan 48126, more particularly described in **Exhibit "A"** annexed hereto, does hereby give, grant and convey unto the CITY OF DEARBORN, a Michigan municipal corporation with offices at 16901 Michigan Avenue Suite 14, Dearborn, Michigan 48126 (herein called Grantee), a perpetual, non-exclusive easement (herein called the Easement) and right-of-way for the construction, installation, maintenance, repair, alteration, operation, replacement and/or removal of water mains, and appurtenances thereto (herein collectively called the Utilities), in, upon, over, under, through, and across the parcels of Land (herein collectively called the Land) in the City of Dearborn, Wayne County, Michigan, as more particularly described in **Exhibit "B"** annexed hereto.

The Easement is granted to, and accepted by, Grantee subject to the following terms and conditions:

1. All work performed by Grantee, its agents and servants, in and about the construction, installation, maintenance, repair, alteration, operation, replacement and/or removal of the Utilities shall be conducted in accordance with good engineering practice and with the least possible inconvenience to Grantor. Upon the completion of any work, Grantee, at its own cost and expense, shall promptly remove all debris, materials and equipment and restore the surface of the Land and installations thereon to the same condition including, but not limited to, replacement of roads, curbs, walks, parking areas, fences and ground cover, as the same existed prior to such work. Grantee shall also, at its own expense, replace and/or repair any property of Grantor which is damaged or destroyed as a result of Grantee's actions or the action of its agents, contractors, employees or licensees.
2. Grantor shall not erect any permanent structure within the limits of the Land, but shall at all times have the right to make such other use thereon including, without limitation, installation of paved walks, drives, curbs, landscaping, and/or parking areas, as shall not be inconsistent with the exercise by Grantee of the rights and privileges granted to it hereunder.
3. Grantee shall, in the exercise of the rights and privileges granted to it hereunder, adhere to and comply with all laws, orders, regulations and ordinances applicable to the construction, installation, maintenance, repair, alteration, operation, replacement and/or removal of the Utilities.

4. The easement hereby conveyed is granted subject to the existing rights, if any, of third persons including, without limitation, any and all rights of way, easements and licenses, whether of record or unrecorded, heretofore acquired or granted in, over and across the Land.

5. To the extent permitted by law, Grantee shall indemnify, defend and hold Grantor harmless from and against any and all loss, cost, liability, claim or expense, including, without limitation, attorney's fees and costs, relating to the exercise by Grantee of any of its rights or obligations hereunder.

6. If Grantee shall discontinue use of any one or more of the parcels which make up the Land for any period of sixty (60) or more consecutive months, all rights granted hereunder shall cease and terminate as to such parcel or parcels, and upon written notice from Grantor, Grantee, at its sole cost and expense, shall remove all of its property and equipment from and restore the surface of such parcel or parcels.

7. The Easement shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto.

8. This Easement is subject to the terms and conditions of C.R._____, attached hereto as **Exhibit "C"**.

9. All costs for engineering services, including but not limited to, document recording, restoration of public property, inspections and plan review shall be paid from an expendable trust fund and at the sole expense of the Grantor.

IN WITNESS WHEREOF, Grantor and Grantee have caused this instrument to be duly executed and shall be in effect on the date last notarized below.

THIS SPACE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, Grantor and Grantee have caused this instrument to be duly executed and shall be in effect on the date last notarized below.

ACCESS,
a Michigan Non-profit

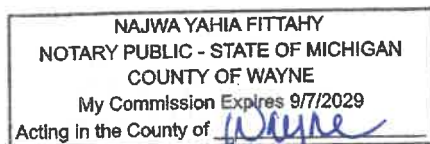
By: Lina Harajli,
its COO

By: [Signature]
Name: Lina Harajli
Title: Chief Operating Officer

STATE OF MICHIGAN)
) ss.
COUNTY OF WAYNE)

The foregoing instrument was acknowledged before me this _____ day of _____, 2025, by _____ as _____ of _____, a Michigan _____, as _____ of _____, a Michigan _____.

WITNESS my hand and official seal.



[Signature]
Notary Public

Printed Name: Najwa Fittahy

My commission expires: 9/7/2029

STATE OF MICHIGAN)

COUNTY OF WAYNE)

On this _____ day of _____, 2025, before me appeared _____ to me personally known who, being sworn by me, did say that he is the City Engineer of the City of Dearborn, and that said instrument was signed on behalf of The City of Dearborn by authority of C.R. _____ attached as **Exhibit C**, and acknowledged said instrument to be the free act and deed of The City of Dearborn.

WITNESSES:

City of Dearborn

City Engineer

Notary Public
Wayne County, Michigan
Commission expires: _____

This instrument was prepared by:

When recorded return to:

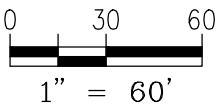
Jeremy J. Romer
Corporation Counsel
Legal Department
16901 Michigan Avenue, Suite 14
Dearborn, Michigan 48126-2967

CITY OF DEARBORN
Dearborn Administrative Center
Engineering Division
16901 Michigan Avenue, Suite 19
Dearborn, Michigan 48126-2967

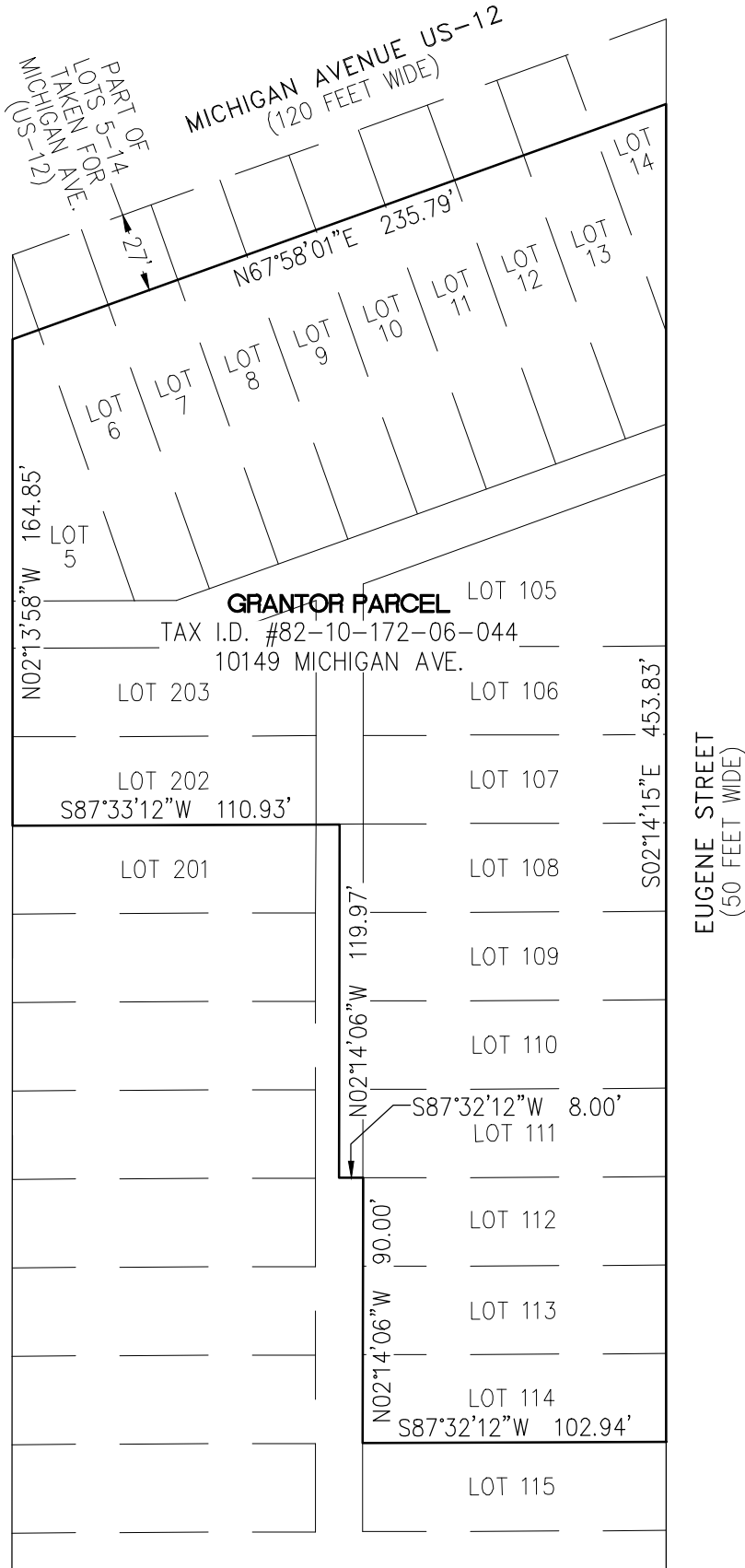
EXHIBIT "A"

LEGAL DESCRIPTION
OF GRANTOR PARCEL

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.



 20' WIDE WATER MAIN EASEMENT, SEE SHEET #3 FOR DETAILS




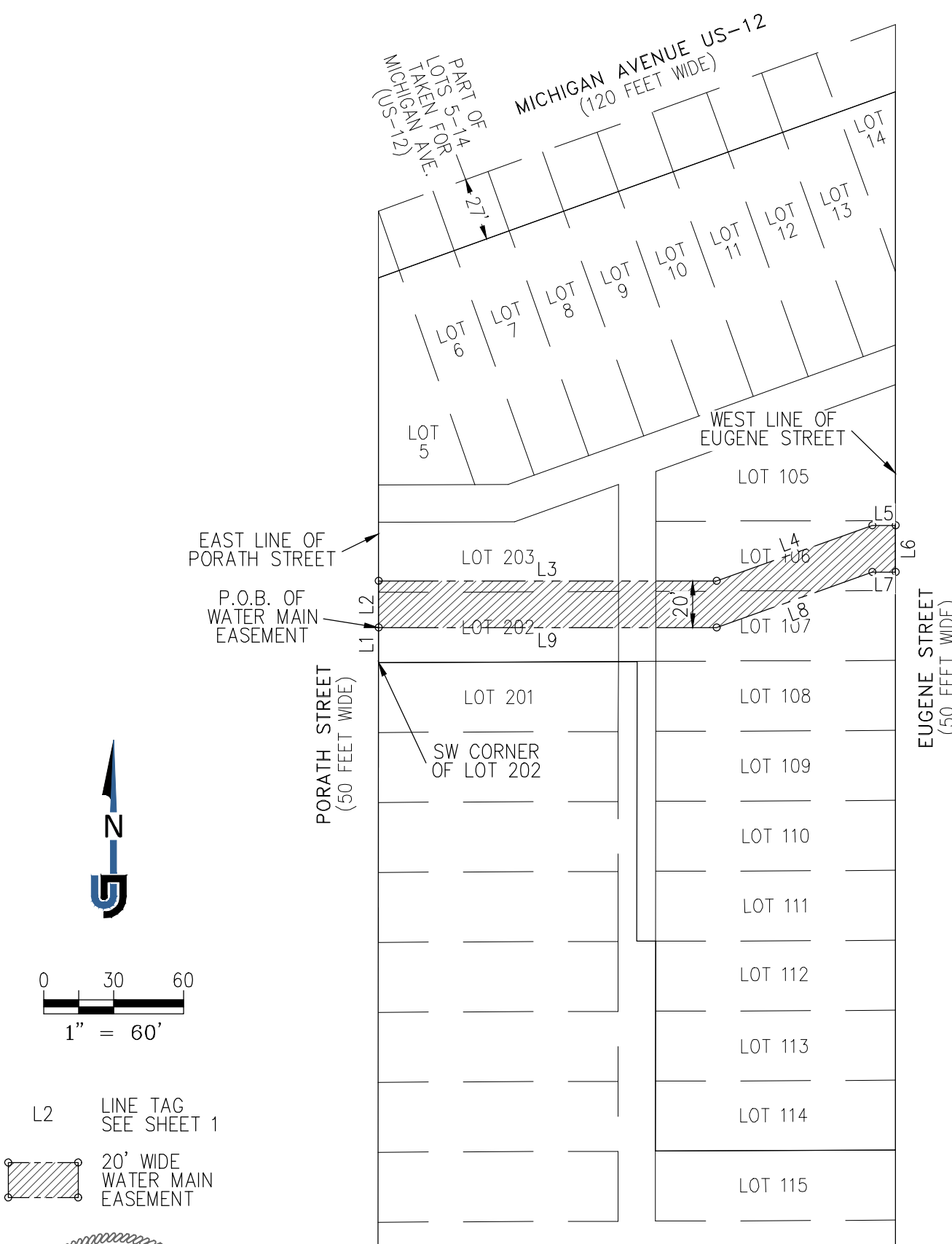
WATER MAIN EASEMENT EXHIBIT	
FOR: ACCESS RECOVERY CENTER	
2651 SAULINO COURT	
DEARBORN, MI 48120	
 49287 WEST ROAD WIXOM, MICHIGAN 48393 TEL. (248) 773-7656	DRAWN BY: BDR
	CHKD BY: RQM
	DATE: 06-12-2025
	SHT.NO.: 1 OF 3
JOB NO.: #250436	

EXHIBIT "B"



STATE OF MICHIGAN
* ROBERT QUENTON MAYNES *
LICENSED PROFESSIONAL SURVEYOR
No. 4001066210


WATER MAIN EASEMENT EXHIBIT	
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: 06-12-2025
	SHT.NO.: 2 OF 3
	JOB NO.: #250436

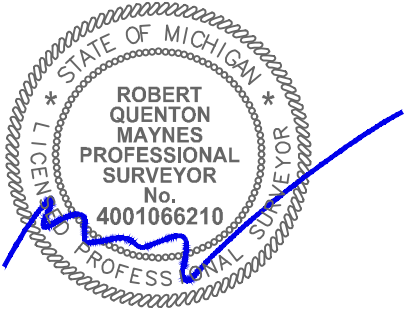
EXHIBIT "B"

LEGAL DESCRIPTION OF WATER MAIN EASEMENT


PART OF TAX I.D. #82-10-172-06-044, DESCRIBED AS:

COMMENCING AT THE SOUTHWEST CORNER OF LOT 202 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; THENCE NORTH 02°13'58" WEST, ALONG THE EAST LINE OF PORATH STREET, 14.85 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING ALONG SAID LINE, NORTH 02°13'58" WEST 20.00 FEET; THENCE NORTH 87°46'02" EAST 145.00 FEET; THENCE NORTH 68°07'15" EAST 70.99 FEET; THENCE NORTH 87°45'45" EAST 10.00 FEET TO A POINT ON THE WEST LINE OF EUGENE STREET; THENCE SOUTH 02°14'15" EAST, ALONG SAID WEST LINE OF EUGENE STREET, 20.00 FEET; THENCE SOUTH 87°45'45" WEST 10.00 FEET; THENCE SOUTH 68°07'16" WEST 71.00 FEET; THENCE SOUTH 87°46'02" WEST 145.00 FEET TO THE POINT OF BEGINNING.

LINE TABLE			LINE TABLE		
LINE #	BEARING	LENGTH	LINE #	BEARING	LENGTH
L1	N02°13'58"W	14.85'	L6	S02°14'15"E	20.00'
L2	N02°13'58"W	20.00'	L7	S87°45'45"W	10.00'
L3	N87°46'02"E	145.00'	L8	S68°07'16"W	71.00'
L4	N68°07'15"E	70.99'	L9	S87°46'02"W	145.00'
L5	N87°45'45"E	10.00'			



BASIS OF BEARINGS: ALL BEARINGS & DISTANCES SHOWN ON THESE SHEETS 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.

WATER MAIN EASEMENT EXHIBIT	
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: 06-12-2025
	SHT.NO.: 3 OF 3
	JOB NO.: #250436



EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Approval to enter right of way.

DEPARTMENT: Public Works and Facilities – Engineering Division

BRIEF DESCRIPTION: Environmental Resources Group Is Requesting Approval for Access to Enter City of Dearborn Owned Public Alley Located North of 3544 Pelham And West of Pelham Street.

PRIOR COUNCIL ACTION:

- None

BACKGROUND:

- Environmental Resources Group is conducting environmental investigation to address release from the former leaking underground storage tanks at the gasoline station property located at 3544 Pelham.

FISCAL IMPACT:

- N/A

IMPACT TO COMMUNITY:

- N/A

IMPLEMENTATION TIMELINE:

- Once approved by City Council.

COMPLIANCE/PERFORMANCE METRICS:

- N/A

**PUBLIC
WORKS**

EXECUTIVE SUMMARY AND MEMORANDUM

TO: The City Council

From: City Engineer

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Right-Of-Way Permit to Perform Two (2) Soil Borings and Collect Soil Samples within the City of Dearborn Owned Public Alley Located North of 3544 Pelham and West of Pelham Street.

DATE: August 12, 2025

Summary of Request

1. Environmental Resources Group is requesting City Council approval for access to enter the City of Dearborn right of way adjacent to 3544 Pelham for the purpose of collecting soil samples. Environmental Resources Group will install two (2) soil borings in the Right-of-Way of the Public Alley located North of 3544 Pelham and West of Pelham Street as depicted on the site plan (attached with a letter from ERG). Using a Geoprobe drilling rig, the soil borings will be advanced to a depth of 15 feet below grade.
2. The Engineering Division and the Economic Development Department have no objection provided the following conditions are met:
 - a. There is a City-owned 12-inch diameter sewer pipe within the public alley. All underground pipes, structures and laterals must not be affected in any way.
 - b. Permits from the Economic Development Department shall be obtained. A location and detail plan of soil boring and vapor points is required with the application.
 - c. The location plan should be reviewed with private utility companies for conflicts with their facilities.
 - d. A "Hold Harmless Agreement" shall be executed with the City.
 - e. The MISS DIG system (1-800-482-7171) shall be notified three (3) working days prior to drilling well casing or soil boring.
 - f. The Economic Development Department and the Engineering Division shall be contacted two (2) working days prior to any work.
 - g. Water samples taken will not be permitted to be discharged into City sewer system.
 - h. If pumping of groundwater above the amount needed for sampling is required, an arrangement for the disposal of the groundwater into the City sewer system will be subject to the approval of the Sewerage Division; and treatment fees will be charged based upon quantity of flow.
 - i. Wells shall be removed upon completing of testing/sampling. The wells or boring holes shall be filled with grout or approved alternative, and the surface shall be restored to its previous condition.
 - j. Two (2) days prior to any pavement or walk replacement work, the contractor shall contact the Engineering Division for inspection.
 - k. A copy of the results of the completed monitoring well report shall be provided to the Office of the City Engineer.

We request that the Council Resolution be given immediate effect.

Background and Justification



**PUBLIC
WORKS**

EXECUTIVE SUMMARY AND MEMORANDUM

Environmental Resources Group is conducting environmental investigation to address release from the former leaking underground storage tanks at the gasoline station property located at 3544 Pelham, as required by the State of Michigan Department of Environmental, Great Lakes, and Energy (EGLE). Approval is requested in order for the applicant to investigate this potential safety hazard.

APPROVED:

DocuSigned by:

Soud El-Jamaly

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Soud El-Jamaly
City Engineer

APPROVED:

DocuSigned by:

Tim Hawkins

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Tim Hawkins
Director of Public Works and Facilities

APPROVED:

DocuSigned by:

Jeremy J. Romer

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Jeremy J. Romer
Corporation Counsel

APPROVED:

Signed by:

Jordan Twardy

1G7ADC7466A8436...

Jordan Twardy
Director of Economic Development



Environmental Resources Group

28003 Center Oaks Court • Suite 106 • Wixom, MI • 48393
Phone: 248-773-7986 • Fax: 248-924-3108

June 12, 2025

City of Dearborn City Council
C/O City of Dearborn Engineering Division
2951 Greenfield Road
Dearborn, MI 48120

RE: Request to Public Alley to Advance Environmental Soil Borings
3544 Pelham Street, Dearborn, Wayne County, Michigan
ERG Project No.: 240490

To the City of Dearborn City Council:

Pelham Investments of 3544 Pelham Street, Dearborn, Michigan (Site) requests permission to have Environmental Resources Group (ERG) its environmental consultant to advance two soil borings within the City of Dearborn owns the public alley located north of the Site. The soil borings are required by the State of Michigan Department of Environmental, Great Lakes, and Energy (EGLE) as part of an environmental investigation to address release from the former leaking underground storage tanks (USTs). ERG requested a Miss Dig utility to locate utilities within the area where the proposed soil borings and only the City of Dearborn sanitary sewer was the identified utility. To prevent damage of the sanitary sewer, ERG will utilize a hand auger to clear the depth of the sanitary sewer prior to drilling to soil boring and a Geoprobe drill rig will be used to advance the soil boring to the required depth. Each soil boring will be backfilled with bentonite bore hole seal and the surface will be restored to current paved surface material.

Please contact Robert Elliott at robert.elliott@ergrp.net or call 248-773-7986 to discuss further.

Sincerely,

Pelham Investments LLC

Hakim Fakhoury

Enc.



Environmental Resources Group
Assessment • Remediation • Compliance • Risk Management
www.ergpr.net

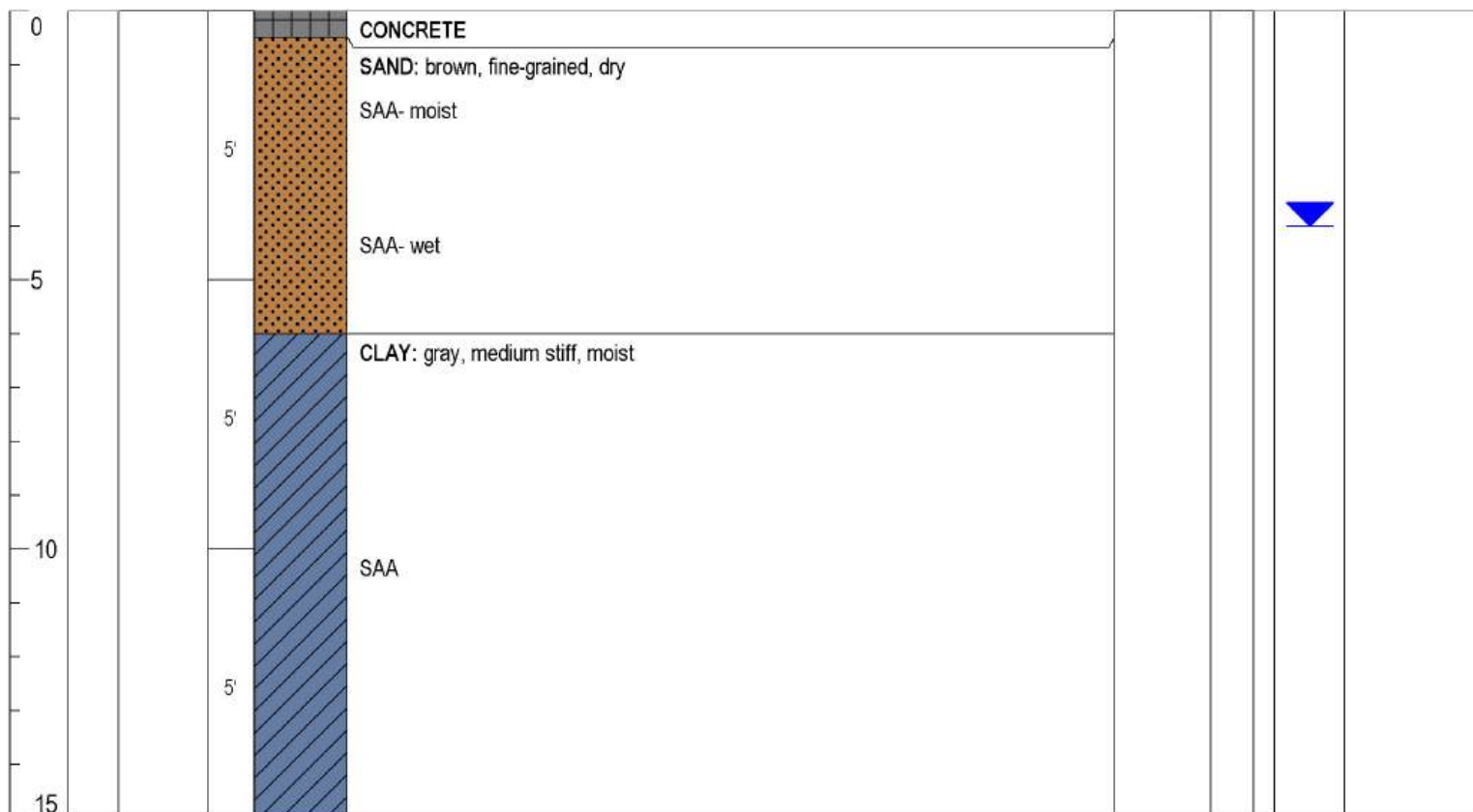
Client: Typical Soil Boring
Project: Fuel Station
Project #: 0000
Address: 123 Main St., City, State

SOIL BORING LOG

Boring No.: SB-X
Page: 1 of 1

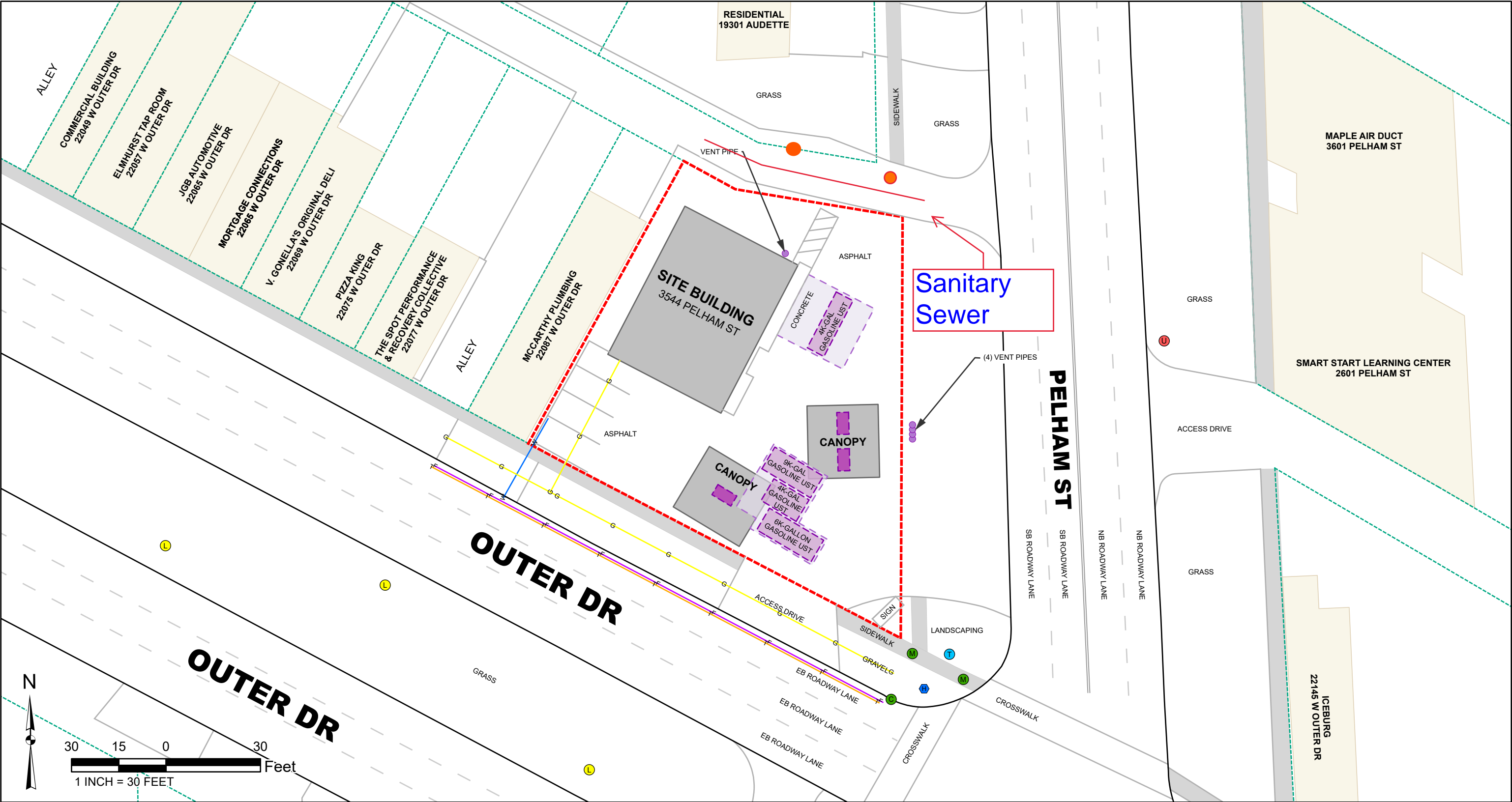
Drilling Start Date:	XX/XX/XXXX	Boring Depth (ft):	15.0
Drilling End Date:	XX/XX/XXXX	Boring Diameter (in):	2.0 (Typical)
Drilling Contractor:	Drilling Company	DTW During Drilling (ft):	N/A
Drilling Method:	Direct Push	DTW After Drilling (ft):	N/A
Drilling Equipment:	Geoprobe 6620DT	Well Diameter (in):	N/A
Hammer Type / Weight / Drop:	Automatic Drop Hammer	Well Material:	N/A
Drill Crew:	Drill Operators	Backfill Material:	Natural Cuttings
Logged By:	ERG Geologist	Development Method / Duration:	N/A
Boring Location (x, y, z), (ft):	0.0, 0.0, 0.0	Volume Purged (gal):	N/A

DEPTH (ft.)	SAMPLE TYPE	SAMPLE INTERVAL	RECOVERY (ft.)	LITHOLOGY	SOIL VISUAL DESCRIPTION	PID (ppm)	OIL N SOIL (+/-)	WELL CONSTRUCTION
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Comments: Sample intervals

Standard Penetration Split Spoon Sample	Direct Push Sample
Water Sample	Hand Auger
Soil Gas Sample Screen Interval	Groundwater at Time of Drilling
S.A.A Same as Above	



LEGEND

- | | | | | |
|---------------------------------------|---------------------|-------------------|------------|-----------------|
| Approximate Site Parcel Boundary | Traffic Signal Pole | Natural Gas Line | Dispenser | Proposed Boring |
| Approximate Offsite Parcel Boundaries | Hydrant | Buried Phone Line | UST Basin | |
| Utilities | Manhole | Fiber Optic | UST | |
| Light Pole | Catch Basin | Water Line | Vent Pipes | |
| Utility Pole | | | | |



Environmental Resources Group

28003 Center Oaks Court • Suite 106 • Wixom, MI • 48393
Phone: 248-773-7986 • Fax: 248-924-3108

PELHAM INVESTMENTS

3544 PELHAM STREET,
DEARBORN, MICHIGAN
SITE LAYOUT MAP

JOB NO.:0240490

BY: MMS DATE: 11/1/2024

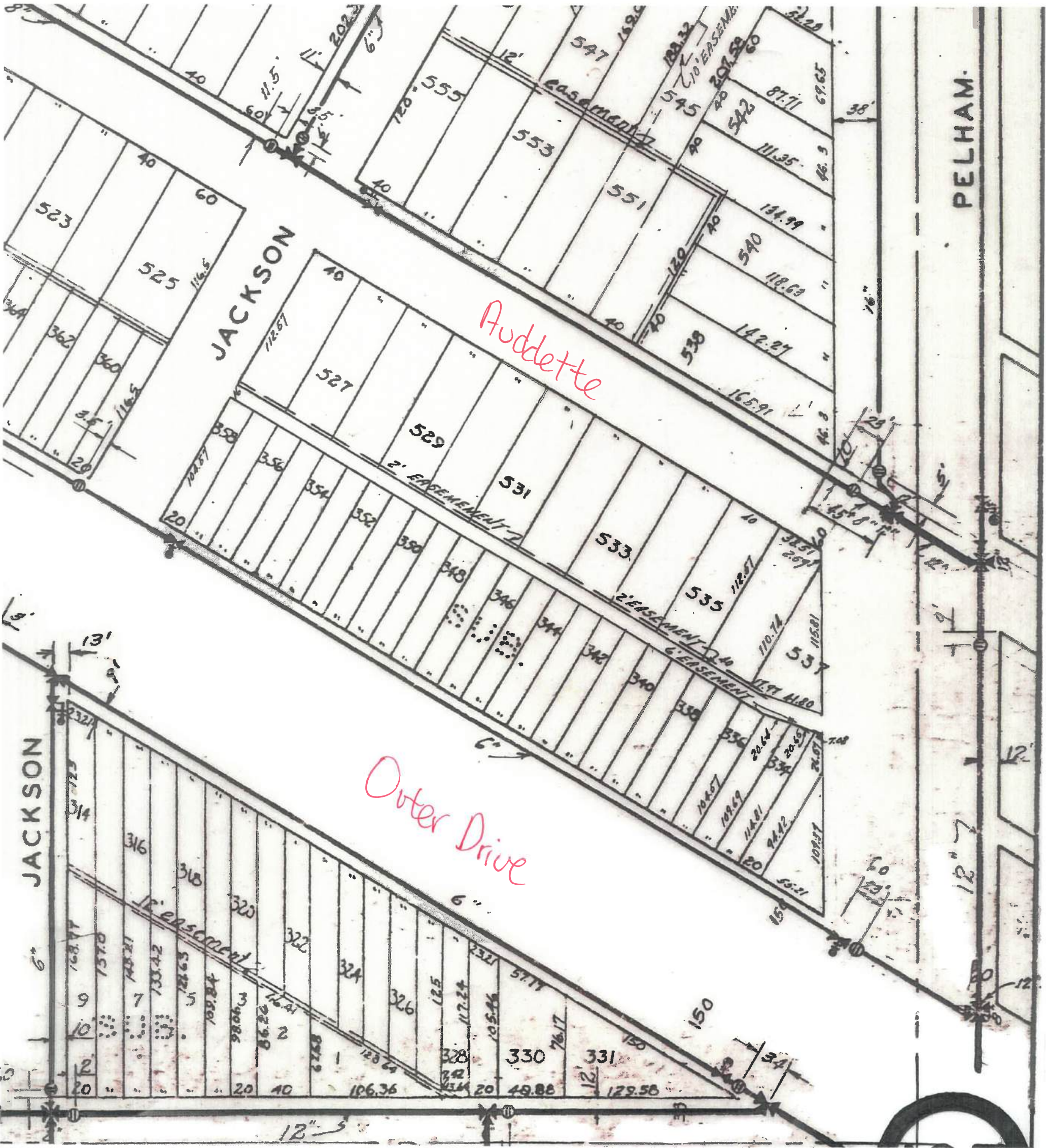
FIGURE 3

4^N





Sect. 107 4^N
Water Map





**PUBLIC
WORKS**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Traffic Regulation Change at Bryan Street between Schaefer Road and Lois Street

DEPARTMENT: Department of Public Works and Facilities/Engineering

BRIEF DESCRIPTION: The permanent traffic regulation change at Bryan Street between Schaefer Road and Lois Street to turn it from a one-way street to a two-way street is proposed; this change is part of the overall safety upgrade on the intersection of Schaefer Road and Leonard Street/Maple Street located 750 feet to the south.

PRIOR COUNCIL ACTION: 5-248-25

BACKGROUND: The proposed traffic regulation change has been reviewed by the Traffic Commission which has no objections to the plan.

FISCAL IMPACT: N/A

COMMUNITY IMPACT: This traffic regulation change shall grant the residents of the neighborhood located east of Schaefer Road and south of Michigan Avenue more access to the neighborhood when the overall safety upgrade on the intersection of Schaefer Road and Leonard Street/Maple Street is implemented.

IMPLEMENTATION TIMELINE: Immediate effect requested.

COMPLIANCE/PERFORMANCE METRICS: N/A



**PUBLIC
WORKS**

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Department of Public Works and Facilities/Engineering

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Traffic Regulation Change at Bryan Street between Schaefer Road and Lois Street

DATE: August 12, 2025

Summary of Request

The permanent traffic regulation change at Bryan Street between Schaefer Road and Lois Street to turn it from a one-way street to a two-way street is proposed.

The traffic regulation change will be implemented as part of the overall safety upgrade on the intersection of Schaefer Road and Leonard Street/Maple Street located 750 feet to the south.

I hereby recommend and request that City Council authorize the City Engineer to execute the permanent traffic regulation change as part of the Water Main Replacement & Asphalt Street Resurfacing Phase 3-2025 project (Dearborn Job No. 2024-019) since the Engineering Division will be replacing the water main at Bryan Street between Schaefer Road and Lois Street as well as reconstructing the road.

We also request that the Council Resolution be given immediate effect.

Background and Justification

The permanent traffic regulation change is crucial to grant the residents of the neighborhood located east of Schaefer Road and south of Michigan Avenue more access to the neighborhood when the overall safety upgrade on the intersection of Schaefer Road and Leonard Street/Maple Street is implemented which will include turning Leonard Street and Maple Street/Prospect Street; located east of Schaefer, into one-way streets while prohibiting all left turns into the intersection of Schaefer Road and Leonard Street/Maple Street.



**PUBLIC
WORKS**

EXECUTIVE SUMMARY AND MEMORANDUM


Approval:

DocuSigned by:

35BABC85BFD3455

Tim Hawkins, Public Works & Facilities Director

Approval:

DocuSigned by:


Soud El-Jamaly, City Engineer

Approval:

DocuSigned by:

1053E1C7585A430

Issa Shahin, Chief of Police

Approval:

DocuSigned by:


Jeremy J. Romer, Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect Requested

REQUEST: Approve additional expenditures for Applied Science, Inc. for continued work on the FEMA Hazard Mitigation Grant Program (CIP Project N16901)

DEPARTMENT: Department of Public Works and Facilities/Engineering Division, Purchasing

BRIEF DESCRIPTION: This ongoing project is to modify and improve the sewer collection system within the City of Dearborn. A total of four (4) grade protection stations are proposed under this project.

PRIOR COUNCIL ACTION: 9-398-21, 12-584-23

BACKGROUND: During the June 25, 2021 storm event, basement flooding occurred in the neighborhoods on Gould Avenue east of Payne Avenue, Arthur Avenue west of Orchard Avenue, Donald Avenue west of Orchard Avenue and the alley north of Michigan Avenue west of Schlaff Avenue. The retained firm of Applied Science, Inc. (API) was instrumental in obtaining the FEMA grant and has continually worked on the concept of design plans to modify and improve the sewer collection system within the City of Dearborn. Once this design is completed, the project will go to bid for construction; and Applied Science, Inc. will perform project management duties including design and construction services for a total cost of approximately \$370,412.00 plus an additional hydraulic analysis at the amount of \$77,968.00.

FISCAL IMPACT:

- Request that City Council authorize the Finance Director for the amount of \$448,380.00.
- The City is required to make up-front payments to all parties, the grant portion of which will be reimbursed by FEMA upon review of invoices.

COMMUNITY IMPACT: With the implementation of this concept, the City intends to mitigate 3,200 residential homes from flooding.

IMPLEMENTATION TIMELINE: The design will be completed in October of 2025. Bidding will occur in January of 2026, and construction should be completed in the year 2027.

COMPLIANCE/PERFORMANCE METRICS: The DPWF Engineering Division will monitor this contract.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: City Administration

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Approve additional expenditures for Applied Science, Inc. for continued work on the FEMA Hazard Mitigation Grant Program (CIP Project N16901)

DATE: July 23, 2025

Budget Information

Project:	N16901 – Flood Control Project
Total Approved Project Budget:	\$516,771
Available Project Budget:	\$500,000
Requested Amount:	\$448,380
Funding Source:	Sewer Fund, Sewerage, Capital Project Support
Supplemental Budget:	N/A

Summary of Request

The City currently has a contract with Applied Science, Inc for FEMA Hazard Mitigation. Purchasing has received a request from the Department of Public Works & Facilities, Engineering Division, to seek approval for additional expenditures in the amount of \$448,380 to allow for the design of four (4) grade protection stations.

It is respectfully requested that Council authorize the additional expenditures with immediate effect in order to expedite the designs for construction bids. The resulting contract will not be binding until executed.

Background and Justification

During the June 25, 2021 storm event, basement flooding occurred in the neighborhoods on Gould Avenue east of Payne Avenue, Arthur Avenue west of Orchard Avenue, Donald Avenue west of Orchard Avenue, and the alley north of Michigan Avenue west of Schlaff Avenue. The flap gates structures were sized and located to isolate the sewer separated neighborhood from the combined sewer system during high surcharge conditions. The retained firm of Applied Science, Inc. (API) was instrumental in obtaining the FEMA grant and has continually worked on the concept of design plans.

The project cost and respective share of the parties is as follows:

	TOTAL ESTIMATED COST OF PROJECT	TOTAL 4195 HMGP CONTRIBUTION	LOCAL SHARE
TOTAL	\$8,209,038.00	\$7,388,134.20	\$820,903.80

The project cost is divided into three increments. The first increment will be in the amount of \$319,950.00; the second increment will be made in the first half of construction costs (\$3,534,092.10) and the third



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

increment will be made at the second half of construction costs (\$3,534,092.10). The first and second increments are subject to approval by FEMA.

The project is to modify and improve the sewer collection system within the City of Dearborn. The four (4) proposed flap structures in this combined system are located on large diameter combined sewers. These sewers were originally sized to convey stormwater and sanitary flows. Once the sewer separation projects removed the stormwater flow inputs, these sewers became sanitary only and are now oversized to convey the expected wet weather sanitary flow.

A total of four (4) grade protection stations are proposed under this project. Grade protection stations are proposed at the following locations: Gould Avenue east of Payne Avenue (latitude 42.345483N, longitude -83.1878W), Arthur Avenue west of Orchard Avenue (latitude 42.340128N, longitude -83.11878W), Donald Avenue west of Orchard Avenue (latitude 42.332881N, longitude -83.1875 WO), Alley north of Michigan Avenue, west of Schlaff Avenue (latitude 42.340128N, longitude -83.175W).

The retained firm of Applied Science, Inc. (API) was instrumental in obtaining the FEMA grant and has continually worked on the concept of design plans. Once this design is completed, the project will go to bid for construction; and Applied Science, Inc. will perform project management duties.

Prepared By:

DocuSigned by:

Mark Rozinsky

Mark Rozinsky, Purchasing Manager

Department Approval:

DocuSigned by:

Tim Hawkins

Tim Hawkins, Director of Public Works & Facilities

DocuSigned by:

Soud El-Jamaly

Soud El-Jamaly, City Engineer

Budget Approval:

DocuSigned by:

Michael Kennedy

Michael Kennedy, Finance Director/Treasurer

Signature Page

Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

Jeremy J. Romer, Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Additional Expenditures with Colliers Engineering & Design for Traffic Engineering Services

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

BRIEF DESCRIPTION: The Department of Public Works and Facilities, in conjunction with Purchasing, requests authorization for additional expenditures of \$49,600 for the Traffic Engineering Services Contract with Colliers Engineering & Design (per attached priced proposal for professional services).

PRIOR COUNCIL ACTION: 1-44-25 – Authorized \$50k and the first renewal to Colliers Engineering & Design.

BACKGROUND: The services will include conducting traffic studies at eight priority locations throughout the City to determine if any traffic calming measures may be appropriate. Also, the services will include providing professional design services for the proposed mini-roundabout on Chase Rd and Ruby Ave intersection.

FISCAL IMPACT: \$49,600

COMMUNITY IMPACT: The purpose of traffic calming at the selected locations is to lessen the impact of motor vehicle traffic by slowing it down, or literally “calming” it. This helps build human-scale, walkable, bikeable, and livable communities where motor vehicles are intended to be one form of transportation but not the sole form of transportation. Moreover, the purpose of the mini-roundabout is to implement geometric and traffic flow changes to the intersection of Chase Rd and Ruby Ave to help improve operation and safety.

IMPLEMENTATION TIMELINE:

COMPLIANCE/PERFORMANCE METRICS: DPWF staff will monitor Collier’s performance to the contract scope of work.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Additional Expenditures for Traffic Engineering Services Contract
DATE: July 21, 2025

Budget Information

Project:	Q57209 Traffic Engineering Serv
Total Approved Project Budget:	\$124,592
Available Project Budget:	\$100,000
Requested Amount:	\$49,600
Funding Source:	Major Street and Trunkline, Public Works, Engineering, Administration, Construction Services, Engineering Services

Summary of Request

Purchasing, on behalf of the Department of Public Works & Facilities, has received a request to add \$49,600 to a contract for Traffic Engineering Services from Colliers Engineering & Design.

It is respectfully requested that Council authorize the additional expenditures to Colliers Engineering & Design.

Background and Justification

The services will include conducting traffic studies at the following eight priority locations throughout the City:

1. Brady Street – Michigan Avenue (US-12) to Cherry Hill Street
2. Cherry Hill Street – Brady Street to Military Street
3. Golfview Drive – Outer Drive to Ford Road (M-153)
4. Military Street – Cherry Hill Street to Outer Drive
5. Chase Road – Ford Road (M-153) to Warren Road
6. Ford Road (M-153) & Schaefer Road Intersection
7. Miller Road – Michigan Avenue (US-12) to Warren Road
8. Schlaff Street – Michigan Avenue (US-12) to Chase Road



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

These locations are of concern in regards to the safety and operations of these roadways and intersections; therefore, a traffic study of each location is proposed to determine if any traffic calming measures may be appropriate.

Moreover, Colliers Engineering & Design previously completed a traffic study for the intersection of Chase Rd and Ruby Ave dated October 24, 2024, and after extensive review of the submitted study, it was decided to move forward with improvements recommended in Alternative 4 which is the mini-roundabout. As part of the proposed professional design services, the city will receive roundabout/road construction plans, permanent signing and pavement marking designs to coordinate with the road upgrades, photometric plan with electrical/street lighting plan and estimate of probable construction cost; utilizing Michigan Department of Transportation specifications.

Process

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

Prepared By:

DocuSigned by:

Mark Rozinsky

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Mark Rozinsky, Purchasing Manager

Department Approval:

DocuSigned by:

Tim Hawkins

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Tim Hawkins, Director, DPWF

Budget Approval:

DocuSigned by:

Michael Kennedy

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Michael Kennedy, Finance Director/Treasurer

Initial

MD

Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

E7A573BA25E3460...

Jeremy J. Romer, Corporation Counsel

20700 Civic Center Drive, Suite 170 Southfield, MI 48076
Main: 877 627 3772



July 21, 2025

Mr. Soud El-Jamaly, PE
City of Dearborn – Engineering Division
16901 Michigan Avenue, Suite 19
Dearborn, MI 48126

Proposal for Professional Services
Chase Rd and Ruby Ave Intersection Design Services
Roadway and Intersection Traffic Calming – Various Locations

Dear Mr. El-Jamaly,

Bergmann Associates, Architects, Engineers, Landscape Architects & Surveyors, D.P.C is pleased to submit this proposal to provide professional design services for the Chase Rd and Ruby Ave intersection in the City of Dearborn, Wayne County, Michigan. Bergmann D.P.C previously completed a traffic study for the subject intersection dated October 24, 2024. The purpose of this study was to identify the feasibility of geometric and traffic flow changes to the intersection to help improve operations and safety. We understand that the city has reviewed the study and would like to move forward with improvements recommended in Alternative 4, as shown on Figure 1.

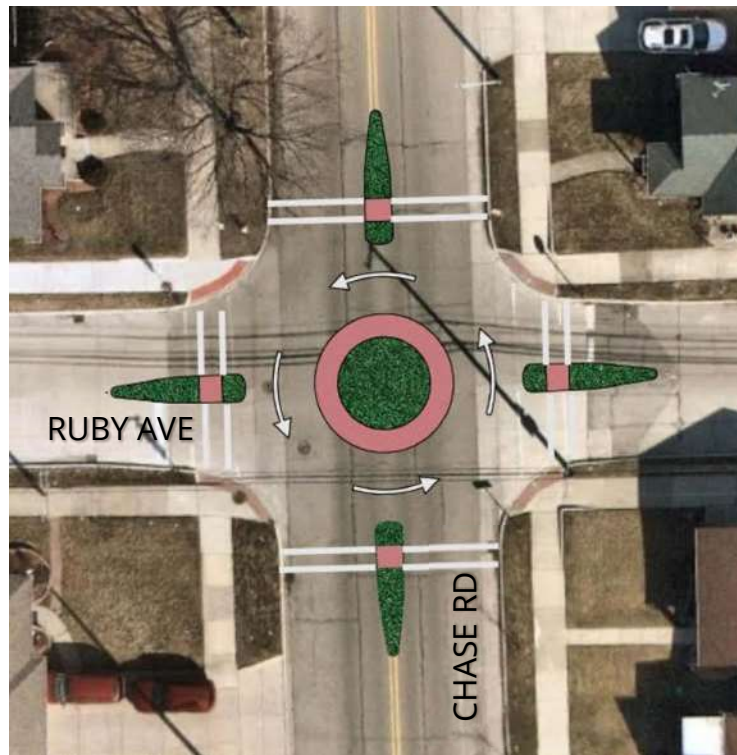


Figure 1: Proposed Intersection Improvements

As part of the proposed improvement plans, the city has requested a proposal to develop mini roundabout/road construction plans, permanent signing and pavement marking designs to



coordinate with the road upgrades, photometric plan with electrical/street lighting plan and estimate of probable construction cost utilizing MDOT pay items. It is understood the city will provide Bergmann with the topo CADD files to be used for the development of the plans.

Bergmann Associates, Architects, Engineers, Landscape Architects & Surveyors, D.P.C will also provide professional services for the following locations throughout the City of Dearborn, Wayne County, Michigan:

1. Brady Street – Michigan Avenue (US-12) to Cherry Hill Street
2. Cherry Hill Street – Brady Street to Military Street
3. Golfview Drive – Outer Drive to Ford Road (M-153)
4. Military Street – Cherry Hill Street to Outer Drive
5. Chase Road – Ford Road (M-153) to Warren Road
6. Ford Road (M-153) & Schaefer Road Intersection
7. Miller Road – Michigan Avenue (US-12) to Warren Road
8. Schlaff Street – Michigan Avenue (US-12) to Chase Road

We understand that the city has concerns related to the safety and operations of these roadways and intersections and has requested a study of each location to determine if any traffic calming measures may be appropriate. Traffic calming is founded on the idea that streets are a means of connecting people to their communities, offering critical functionalities that help to create and preserve a sense of place. They provide a service to the community as a whole and should adequately and safely serve multiple users such as walkers, shoppers, tourists, cyclists, runners, children and families, as well as motorized vehicle passengers and mass transit riders.

Traffic calming uses techniques designed to lessen the impact of motor vehicle traffic by slowing it down, or literally “calming” it. This helps build human-scale, walkable, bikeable and livable communities where motor vehicles are intended to be one form of transportation but not the sole form of transportation.

Based on our current understanding of the project, extensive professional experience in this discipline, and previous work on similar projects, we have prepared this proposal. This proposal is divided into three sections as follows:

Section I – Scope of Services

Section II – Business Terms and Conditions

Section III – Client Contract Authorization

The order in which the following scope of services are presented generally follows the sequence in which the project will be accomplished; however, depending on the project, the various authorized services contained in this proposal may be performed in a sequence as deemed appropriate by Bergmann, D.P.C to meet project schedules. A separate scope and fee have been developed for the Chase & Ruby roundabout design and each of the eight-roadway traffic calming locations and is detailed in Section I. The city may select any singular location or combination of locations for approval.



Section I – Scope of Services

Chase and Ruby Roundabout Design

Bergmann D.P.C proposes to deliver the following scope of services to complete the requested intersection design. The design will be completed in accordance with the guidelines and standards published by the Federal Highway Administration (FHWA), the Michigan Department of Transportation (MDOT), the *Michigan Manual on Uniform Traffic Control Devices (MMUTCD)*, and the applicable requirements of the City of Dearborn. Based on our understanding of the project as well as expertise in this discipline, Bergmann D.P.C will deliver the following technical scope of work.

1. Develop intersection construction plan sheets to include:
 - a. Title Sheet
 - b. Detail Sheet(s)
 - c. Note/Miscellaneous Quantity Sheet
 - d. Removal, Construction and Detail Grade Sheets
 - e. Maintenance of Traffic/Detour sheet(s)
 - f. ADA ramp sheet(s)
 - g. Permanent signing and pavement marking sheet for Chase Rd/Ruby Ave intersection
 - h. Electrical/Street Lighting Sheet
2. Develop any necessary special provisions.
3. Provide an estimate of probable cost for the construction of the project utilizing MDOT pay items.

Upon completion of the proposed scope of work a draft copy of the plan sheets and cost estimate will be provided for internal review and comment. Bergmann D.P.C will provide one revision to the plan sheets and estimate based on comments received with regard to the draft and finalize the plan sheets and estimate for submission. Electronic copies of the plan sheet(s) as well as CADD files will be provided to you. Hard copies will not be provided unless specifically requested.

Bergmann D.P.C has budgeted for 3 meetings, to be held virtually with the City of Dearborn during design development and plan review.

Roadway and Intersection Traffic Calming Study

Bergmann D.P.C proposes to deliver the following scope of services for each of the specified locations. The study will be completed in accordance with the methodologies and practices published by the Institute of Transportation Engineers (ITE) and the applicable requirements of the City of Dearborn. The evaluations will include traffic data collection, crash analysis, and analysis of existing conditions. Based on our understanding of the project as well as expertise in this discipline, Bergmann D.P.C will deliver the following technical scope of work for each location.

Brady Street – Michigan Avenue (US-12) to Cherry Hill Street

1. Conduct a site visit and collect a field inventory of the existing geometries, lane use, and traffic control along the study corridor.

2. Collect 24-hour vehicular traffic volume and speed data along Brady Street at the following locations:
 - a. N. of Morley Avenue
 - b. S. of Morley Avenue
3. Provide an analysis of the traffic operations at the following study intersections:
 - a. Brady Street & Cherry Hill Street
 - b. Brady Street & Michigan Avenue (US-12)
4. Collect AM (7:00 AM to 9:00 AM) and PM (2:00 PM to 6:00 PM) peak hour turning movement counts at the study intersections.
5. Model the study intersections in Synchro, Version 12 traffic analysis software and simulate the study network using SimTraffic, based on MDOT's *Electronic Traffic Control Device Guidelines*.
6. Calculate operational measures of effectiveness (MOEs) based on the current Highway Capacity Manual (HCM) and simulation output. Vehicle delays, Levels of Service (LOS), and vehicle queues will be calculated at the study intersections for the following AM and PM analysis scenarios:
 - a. **Existing** 2025;
 - b. **No-Build** 2045 (including background growth and developments); and
 - c. **Build** 2045 (with proposed improvements).
7. Calculate the future no-build (2045) traffic volumes based on an appropriate traffic growth rate.
8. Complete a crash analysis along the study corridor using the most recent five years (2019-2023) of crash data available from the Michigan Traffic Crash Facts (MTCF) website to identify any existing crash patterns or concentrations along the corridor.
9. Review existing signing and pavement markings along the study corridor.
10. Identify improvements (if any) and modifications for the study corridor that would help to reduce vehicular speeds and improve operations and safety.
11. Complete a technical report consistent with accepted traffic engineering standards and suitable for submission to the City of Dearborn which outlines the methodologies, analyses, results, and recommendations of the study.

Cherry Hill Street – Brady Street to Military Street

1. Conduct a site visit and collect a field inventory of the existing geometries, lane use, and traffic control along the study corridor.
2. Collect 24-hour vehicular traffic volume and speed data along Cherry Hill Street at the following locations:
 - a. E. of Brentwood Drive
 - b. W. of Woodcrest Drive
3. Provide an analysis of the traffic operations at the following study intersections:
 - a. Cherry Hill Street & Military Street
 - b. Cherry Hill Street & Brady Street
4. Collect AM (7:00 AM to 9:00 AM) and PM (2:00 PM to 6:00 PM) peak hour turning movement counts at the study intersections.
5. Model the study intersections in Synchro, Version 12 traffic analysis software and simulate the study network using SimTraffic, based on MDOT's *Electronic Traffic Control Device Guidelines*.

6. Calculate operational measures of effectiveness (MOEs) based on the current Highway Capacity Manual (HCM) and simulation output. Vehicle delays, Levels of Service (LOS), and vehicle queues will be calculated at the study intersections for the following AM and PM analysis scenarios:
 - a. **Existing** 2025;
 - b. **No-Build** 2045 (including background growth and developments); and
 - c. **Build** 2045 (with proposed improvements).
7. Calculate the future no-build (2045) traffic volumes based on an appropriate traffic growth rate.
8. Complete a crash analysis along the study corridor using the most recent five years (2019-2023) of crash data available from the Michigan Traffic Crash Facts (MTCF) website to identify any existing crash patterns or concentrations along the corridor.
9. Review existing signing and pavement markings along the study corridor.
10. Identify improvements (if any) and modifications for the study corridor that would help to reduce vehicular speeds and improve operations and safety.
11. Complete a technical report consistent with accepted traffic engineering standards and suitable for submission to the City of Dearborn which outlines the methodologies, analyses, results, and recommendations of the study.

Golfview Drive – Outer Drive to Ford Road (M-153)

1. Conduct a site visit and collect a field inventory of the existing geometries, lane use, and traffic control along the study corridor.
2. Collect 24-hour vehicular traffic volume and speed data along Golfview Drive at the following locations:
 - a. N. of Hawthorne Street
 - b. S. of Hawthorne Street
3. Provide an analysis of the traffic operations at the following study intersections:
 - a. Golfview Drive & Military Street
4. Collect AM (7:00 AM to 9:00 AM) and PM (2:00 PM to 6:00 PM) peak hour turning movement counts at the study intersections.
5. Model the study intersections in Synchro, Version 12 traffic analysis software and simulate the study network using SimTraffic, based on MDOT's *Electronic Traffic Control Device Guidelines*.
6. Calculate operational measures of effectiveness (MOEs) based on the current Highway Capacity Manual (HCM) and simulation output. Vehicle delays, Levels of Service (LOS), and vehicle queues will be calculated at the study intersections for the following AM and PM analysis scenarios:
 - a. **Existing** 2025;
 - b. **No-Build** 2045 (including background growth and developments); and
 - c. **Build** 2045 (with proposed improvements).
7. Calculate the future no-build (2045) traffic volumes based on an appropriate traffic growth rate.
8. Complete a crash analysis along the study corridor using the most recent five years (2019-2023) of crash data available from the Michigan Traffic Crash Facts (MTCF) website to identify any existing crash patterns or concentrations along the corridor.

9. Review existing signing and pavement markings along the study corridor.
10. Identify improvements (if any) and modifications for the study corridor that would help to reduce vehicular speeds and improve operations and safety.
11. Complete a technical report consistent with accepted traffic engineering standards and suitable for submission to the City of Dearborn which outlines the methodologies, analyses, results, and recommendations of the study.

Military Street – Cherry Hill Street to Outer Drive

1. Conduct a site visit and collect a field inventory of the existing geometries, lane use, and traffic control along the study corridor.
2. Collect 24-hour vehicular traffic volume and speed data along Military Street at the following locations:
 - a. N. of Nash Street
 - b. S. of Nash Street
3. Provide an analysis of the traffic operations at the following study intersections:
 - a. Golfview Drive & Military Street
 - b. Cherry Hill Street & Military Street
4. Collect AM (7:00 AM to 9:00 AM) and PM (2:00 PM to 6:00 PM) peak hour turning movement counts at the study intersections.
5. Model the study intersections in Synchro, Version 12 traffic analysis software and simulate the study network using SimTraffic, based on MDOT's *Electronic Traffic Control Device Guidelines*.
6. Calculate operational measures of effectiveness (MOEs) based on the current Highway Capacity Manual (HCM) and simulation output. Vehicle delays, Levels of Service (LOS), and vehicle queues will be calculated at the study intersections for the following AM and PM analysis scenarios:
 - a. **Existing** 2025;
 - b. **No-Build** 2045 (including background growth and developments); and
 - c. **Build** 2045 (with proposed improvements).
7. Calculate the future no-build (2045) traffic volumes based on an appropriate traffic growth rate.
8. Complete a crash analysis along the study corridor using the most recent five years (2019-2023) of crash data available from the Michigan Traffic Crash Facts (MTCF) website to identify any existing crash patterns or concentrations along the corridor.
9. Review existing signing and pavement markings along the study corridor.
10. Identify improvements (if any) and modifications for the study corridor that would help to reduce vehicular speeds and improve operations and safety.
11. Complete a technical report consistent with accepted traffic engineering standards and suitable for submission to the City of Dearborn which outlines the methodologies, analyses, results, and recommendations of the study.

Chase Road – Ford Road (M-153) to Warren Road

1. Conduct a site visit and collect a field inventory of the existing geometries, lane use, and traffic control along the study corridor.

2. Collect 24-hour vehicular traffic volume and speed data along Chase Road at the following locations:
 - a. N. of Hemlock Avenue
 - b. S. of Hemlock Avenue
3. Provide an analysis of the traffic operations at the following study intersections:
 - a. Chase Road & Hemlock Avenue
 - b. Chase Road & Warren Avenue
4. Collect AM (7:00 AM to 9:00 AM) and PM (2:00 PM to 6:00 PM) peak hour turning movement counts at the study intersections.
5. Model the study intersections in Synchro, Version 12 traffic analysis software and simulate the study network using SimTraffic, based on MDOT's *Electronic Traffic Control Device Guidelines*.
6. Calculate operational measures of effectiveness (MOEs) based on the current Highway Capacity Manual (HCM) and simulation output. Vehicle delays, Levels of Service (LOS), and vehicle queues will be calculated at the study intersections for the following AM and PM analysis scenarios:
 - a. **Existing** 2025;
 - b. **No-Build** 2045 (including background growth and developments); and
 - c. **Build** 2045 (with proposed improvements).
7. Calculate the future no-build (2045) traffic volumes based on an appropriate traffic growth rate.
8. Complete a crash analysis along the study corridor using the most recent five years (2019-2023) of crash data available from the Michigan Traffic Crash Facts (MTCF) website to identify any existing crash patterns or concentrations along the corridor.
9. Review existing signing and pavement markings along the study corridor.
10. Identify improvements (if any) and modifications for the study corridor that would help to reduce vehicular speeds and improve operations and safety.
11. Complete a technical report consistent with accepted traffic engineering standards and suitable for submission to the City of Dearborn which outlines the methodologies, analyses, results, and recommendations of the study.

Ford Road (M-153) & Schaefer Road Intersection

1. Conduct a site visit and collect a field inventory of the existing geometries, lane use, and traffic control along the study intersection.
2. Provide an analysis of the traffic operations at the following study intersections:
 - a. Ford Road (M-153) & Schaefer Road
3. Collect AM (7:00 AM to 9:00 AM) and PM (2:00 PM to 6:00 PM) peak hour turning movement counts at the study intersections.
4. Model the study intersections in Synchro, Version 12 traffic analysis software and simulate the study network using SimTraffic, based on MDOT's *Electronic Traffic Control Device Guidelines*.
5. Calculate operational measures of effectiveness (MOEs) based on the current Highway Capacity Manual (HCM) and simulation output. Vehicle delays, Levels of Service (LOS), and vehicle queues will be calculated at the study intersections for the following AM and PM analysis scenarios:
 - a. **Existing** 2025;

- b. **No-Build** 2045 (including background growth and developments); and
 - c. **Build** 2045 (with proposed improvements).
- 6. Calculate the future no-build (2045) traffic volumes based on an appropriate traffic growth rate.
- 7. Complete a crash analysis for the study intersection using the most recent five years (2019-2023) of crash data available from the Michigan Traffic Crash Facts (MTCF) website to identify any existing crash patterns or concentrations along the corridor.
- 8. Review existing signing and pavement markings at the intersection.
- 9. Identify improvements (if any) and modifications for the study intersection that would help to reduce vehicular speeds and improve operations and safety.
- 10. Complete a technical report consistent with accepted traffic engineering standards and suitable for submission to the City of Dearborn which outlines the methodologies, analyses, results, and recommendations of the study.

Miller Road – Michigan Avenue (US-12) to Ford Road (M-153)

- 1. Conduct a site visit and collect a field inventory of the existing geometries, lane use, and traffic control along the study corridor.
- 2. Collect 24-hour vehicular traffic volume and speed data along Miller Road at the following locations:
 - a. N. of Haggerty Street
 - b. S. of Haggerty Street
- 3. Provide an analysis of the traffic operations at the following study intersections:
 - a. Miller Road & Haggerty Street
 - b. Miller Road & Michigan Avenue (US-12)
 - c. Miller Road & Ford Road (M-153)
- 4. Collect AM (7:00 AM to 9:00 AM) and PM (2:00 PM to 6:00 PM) peak hour turning movement counts at the study intersections.
- 5. Model the study intersections in Synchro, Version 12 traffic analysis software and simulate the study network using SimTraffic, based on MDOT's *Electronic Traffic Control Device Guidelines*.
- 6. Calculate operational measures of effectiveness (MOEs) based on the current Highway Capacity Manual (HCM) and simulation output. Vehicle delays, Levels of Service (LOS), and vehicle queues will be calculated at the study intersections for the following AM and PM analysis scenarios:
 - a. **Existing** 2025;
 - b. **No-Build** 2045 (including background growth and developments); and
 - c. **Build** 2045 (with proposed improvements).
- 7. Calculate the future no-build (2045) traffic volumes based on an appropriate traffic growth rate.
- 8. Complete a crash analysis along the study corridor using the most recent five years (2019-2023) of crash data available from the Michigan Traffic Crash Facts (MTCF) website to identify any existing crash patterns or concentrations along the corridor.
- 9. Review existing signing and pavement markings along the study corridor.
- 10. Identify improvements (if any) and modifications for the study corridor that would help to reduce vehicular speeds and improve operations and safety.



11. Complete a technical report consistent with accepted traffic engineering standards and suitable for submission to the City of Dearborn which outlines the methodologies, analyses, results, and recommendations of the study.

Schlaff Street – Michigan Avenue (US-12) to Chase Road

1. Conduct a site visit and collect a field inventory of the existing geometries, lane use, and traffic control along the study corridor.
2. Collect 24-hour vehicular traffic volume and speed data along Schlaff Street at the following locations:
 - a. N. of Hubbard Road
3. Provide an analysis of the traffic operations at the following study intersections:
 - a. Schlaff Street & Chase Road
 - b. Schlaff Street & Michigan Avenue (US-12)
4. Collect AM (7:00 AM to 9:00 AM) and PM (2:00 PM to 6:00 PM) peak hour turning movement counts at the study intersections.
5. Model the study intersections in Synchro, Version 12 traffic analysis software and simulate the study network using SimTraffic, based on MDOT's *Electronic Traffic Control Device Guidelines*.
6. Calculate operational measures of effectiveness (MOEs) based on the current Highway Capacity Manual (HCM) and simulation output. Vehicle delays, Levels of Service (LOS), and vehicle queues will be calculated at the study intersections for the following AM and PM analysis scenarios:
 - a. **Existing** 2025;
 - b. **No-Build** 2045 (including background growth and developments); and
 - c. **Build** 2045 (with proposed improvements).
7. Calculate the future no-build (2045) traffic volumes based on an appropriate traffic growth rate.
8. Complete a crash analysis along the study corridor using the most recent five years (2019-2023) of crash data available from the Michigan Traffic Crash Facts (MTCF) website to identify any existing crash patterns or concentrations along the corridor.
9. Review existing signing and pavement markings along the study corridor.
10. Identify improvements (if any) and modifications for the study corridor that would help to reduce vehicular speeds and improve operations and safety.
11. Complete a technical report consistent with accepted traffic engineering standards and suitable for submission to the City of Dearborn which outlines the methodologies, analyses, results, and recommendations of the study.



Upon completion of the proposed scope of work a draft copy of the study report(s) will be provided for internal review and comment. Bergmann D.P.C will provide one revision to this report based on comments received with regard to the draft and finalize the report for submission. Electronic copies of the project report as well as Synchro models will be provided to you. Hard copies will not be provided unless specifically requested.

Schedule of Fees

For your convenience, we have broken down the total estimated cost of the project into the categories identified within the scope of services.

Task Name	Fee
Chase & Ruby Intersection Design Services	Lump Sum \$29,800
Brady Street Traffic Calming Study	Lump Sum \$9,500
Cherry Hill Street Traffic Calming Study	Lump Sum \$9,300
Golfview Drive Traffic Calming Study	Lump Sum \$8,200
Military Street Traffic Calming Study	Lump Sum \$9,300
Chase Road Traffic Calming Study	Lump Sum \$9,500
Ford Road & Schaefer Road Traffic Calming Study	Lump Sum \$5,300
Miller Road Traffic Calming Study	Lump Sum \$11,100
Schlaff Street Traffic Calming Study	Lump Sum \$7,600
TOTAL	Lump Sum \$99,600

This Contract and Fee Schedule are based upon the acceptance of the Business Terms and Conditions contained in Section II of this Contract. Delivery, mileage, printing and reproduction, overnight mail service and postage costs are not included in the lump sum fees and will be added to each monthly invoice. **Payment terms are NET30 of receipt of invoice.**

Exclusions and Understandings

Services relating to the following items are not anticipated for the project or cannot be quantified at this time. Therefore, any service associated with the following items is specifically excluded from the scope of professional services within this agreement.

- Services not specifically outlined in Section I including survey, construction services, or any unforeseen requirements of the reviewing agencies (or their consultants) that are not understood at this time.
- Services related to evaluation of existing storm sewer system. It is understood that the existing system has sufficient capacity for any modifications necessary to establish roadway drainage due to the intersection improvements.
- Services related to gathering utility information. It is understood the city will provide the utility information along with the survey information. Bergmann D.P.C will provide conflicts based on the information provided by the city.



- Services related to the conversion of Ruby Ave from a one-way roadway to a two-way roadway east of Chase Rd. Bergmann D.P.C will provide quantities for signing and pavement markings only and will not provide plan sheets for this work.

If an item listed herein, or otherwise not specifically mentioned within this agreement, is deemed necessary, Bergmann D.P.C may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees regarding the extra services.



Section II – Business Terms and Conditions

Bergmann D.P.C agrees to provide professional services under the terms and conditions outlined in the As-Needed Traffic Engineering Services Contract with the city executed on November 8th, 2022.

Section III – Client Contract Authorization

I hereby declare that I am duly authorized to sign binding contractual documents. I also declare that I have read, understand, and accept this contract.

Signature

Date

Printed Name

Title

If you find this proposal acceptable, please sign where indicated above in Section III, and return one signed copy to this office. **Payment terms are NET30 of receipt of invoice.** This proposal is valid until (60 days per business terms).

We very much appreciate the opportunity of submitting this proposal and look forward to performing these services for you.

Sincerely,

Bergmann Associates, Architects, Engineers, Landscape Architects & Surveyors, D.P.C

Lisa Whitehead, PE



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Request Approval of Increase to Contract for Backflow Repairs

DEPARTMENT: Public Works and Facilities, in conjunction with Purchasing

BRIEF DESCRIPTION: Requesting Council Approval for funding of the repair of Backflow Preventers in City Buildings with Guardian Plumbing & Heating, the City's current contractor for this type of service, as a result of their annual inspections.

PRIOR COUNCIL ACTION: No previous Council Action.

BACKGROUND: Through an Invitation to Bid, Guardian Plumbing & Heating was awarded a contract for Backflow Preventer Inspections in City Buildings in August of 2024. These inspections yielded a number of mechanical and code deficiencies that need to be rectified. This request would authorize Guardian to perform said repairs. Because the inspection work is complete, these repairs would be less costly than soliciting firms to both re-complete inspections that have already been done, as well as complete the needed repairs.

FISCAL IMPACT: Requested Amount: \$66,918.00.

COMMUNITY IMPACT: These repairs protect the drinking water system from contamination.

IMPLEMENTATION TIMELINE: Immediate effect once approved by Council.

COMPLIANCE/PERFORMANCE METRICS: Contract will be monitored by the Department of Public Works-Water Division.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: City Administration

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Request Approval of Increase to Contract for Backflow Repairs

DATE: July 29th, 2025

Budget Information

Adopted Budget: \$401,300.00

Amended Budget: \$401,300.00

Requested Amount: \$66,918.00

Funding Source: Various Funds, Repairs & Maintenance/Contractual Services

Supplemental Budget: N/A

Summary of Request

Through an Invitation to Bid, Guardian Plumbing & Heating was awarded a contract for Backflow Preventer Inspections in City Buildings in August of 2024. These inspections yielded a number of mechanical and code deficiencies that need to be rectified. Below is a table that provides the cost per location.

Building	Address	Repair Quote
DAC	16901 Michigan	\$7,661.00
East Parking Deck	22201 W. Village	\$3,555.00
CSO Oakwood	18671 Oakwood	\$1,927.00
CSO Basin 106	19771 Outer Dr	\$6,596.00
Water Dept	2951 Greenfield	\$1,635.00
CSO Basin 117	13020 Prospect	\$6,596.00
East Disposal	1390 Miller	\$7,429.00
West Parking Deck	22351 W. Village	\$5,663.00
DPW Power House	16001 Michigan	\$5,067.00
DISC	14900 Ford Rd	\$10,470.00
O'Reilly Manor	22077 Beech	\$3,660.00
Esper Library	12929 Warren	\$984.00
FD Station 2	19800 Outer Dr	\$1,479.00
FD Station 4	6501 Schaefer	\$4,196.00

This request would authorize Guardian to perform said repairs. Because the inspection work is complete, these repairs would be less costly than soliciting firms to both re-complete inspections that have already been done, as well as complete the needed repairs.

Each department and division will pay for the repairs in their respective buildings, utilizing the FY2026 adopted budget.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

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

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.

Prepared By:

Signed by:

Jason Pich

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Jason Pich, Buyer

Department Approval:

DocuSigned by:

Tim Hawkins

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Tim Hawkins, Dir. of Public Works/Facilities

Budget Approval:

DocuSigned by:

Michael Kennedy

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Michael Kennedy, Finance Director

Initial

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Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

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Jeremy J. Romer, Corp Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Award of Cooperative Contract with Infotech for Project Management Software

DEPARTMENT: Public Works and Facilities, in conjunction with Purchasing

BRIEF DESCRIPTION: Appia is a cloud-based construction administration and inspection software that streamlines the tracking of engineering pay item costs and as-built information. It enables inspectors to complete reports directly from mobile devices, allowing project managers to access and review inspection data in real time. All reports are automatically archived in a digital format, making them easily accessible for future analysis and reporting.

PRIOR COUNCIL ACTION: N/A

BACKGROUND: Currently, Engineering inspectors complete Inspector Daily Reports (IDRs) on paper, which are later scanned and archived on a city server. This manual process is time-consuming for large-scale projects and often results in delays in making information accessible. Additionally, access to archived reports is limited to employees with specific server permissions, which must be granted by the City's IT department.

Implementing Appia, a cloud-based construction management platform, would streamline this workflow by enabling inspectors to enter data digitally in real time. It also provides immediate access to project information through an unlimited number of read-only accounts that can be created by Engineering staff at no additional cost. Because Appia is cloud-based, it requires no infrastructure support or ongoing maintenance from the City's IT department, reducing internal workload while improving efficiency and accessibility.

FISCAL IMPACT: \$62,250 for three years

- Year 1: \$20,750
 - Year 2: \$20,750
 - Year 3: \$20,750
-

COMMUNITY IMPACT:

- Increases operational efficiency by allowing for paperless record keeping.
 - Aids in planning for future maintenance activities by documenting work history.
 - Increases response time and accuracy for requests for information.
-



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

IMPLEMENTATION TIMELINE: After council approval.

COMPLIANCE/PERFORMANCE METRICS: DPWF staff will oversee the project management software for adherence to the contract.

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

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Award of Cooperative Contract with Infotech for Project Management Software
DATE: July 18, 2025

Budget Information

Adopted Budget	\$ 733,823
Amended Budget	\$ 733,823
Requested Amount:	\$ 62,250
Funding Source:	Public Works, Sewerage and Engineering Division, Maintenance, Contractual Services
Supplemental Budget:	

Summary of Request

The Department of Public Works and Facilities Department is requesting approval of a cooperative contract purchase in the amount of \$62,250 for a (3) year contract with Infotech for project management software.

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

Background and Justification

The Engineering Department currently relies on paper-based Inspector Daily Reports (IDRs), which are manually completed in the field, then scanned and archived on a city server. This process is labor-intensive, slows project documentation, and creates bottlenecks in both data access and long-term recordkeeping. Additionally, server access is restricted and must be coordinated with the City's IT department, limiting the ability of staff and other departments to efficiently retrieve inspection data.

Appia offers a streamlined, cloud-based solution that directly addresses these challenges. The platform enables inspectors to complete reports in real time using mobile devices, significantly improving accuracy, efficiency, and timeliness. Project managers gain immediate visibility into field activities, while all inspection data is automatically stored in a centralized digital archive. This format not only facilitates easy access for staff but also enhances the City's ability to analyze historical data, support compliance efforts, and respond to public inquiries or audits.

It also allows Engineering staff to generate an unlimited number of read-only accounts at no additional cost, improving collaboration across departments without added licensing fees.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

The adoption of Appia will modernize the City's construction administration process, improve the accuracy and availability of inspection records, and support greater operational transparency.

Process

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

Prepared By:

DocuSigned by:

Mark Rozinsky

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Mark Rozinsky, Purchasing Manager

Budget Approval:

DocuSigned by:

Michael Kennedy

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Michael Kennedy, Finance Director/ Treasurer

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Initial
MD

Department Approval:

DocuSigned by:

Tim Hawkins

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Tim Hawkins, Director of Public Works

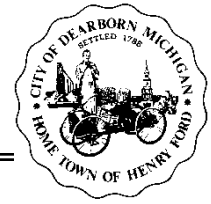
Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

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Jeremy J. Romer, Corporation Counsel

OFFICE OF THE 34TH CITY COUNCIL



To: City Clerk

From: City Council

Date: August 12, 2025

Subject: Sympathy Resolution- Joe Terry

By Council President Sareini supported unanimously.

WHEREAS: The Council has learned with sorrow of the passing of Joe Terry and;

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

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

Next of kin:

**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Authorization for the Finance Director or designee to recognize and appropriate \$5,000 in donations towards various West Dearborn Downtown Development Authority events.

Requesting immediate effect

DEPARTMENT: Economic Development and West Dearborn Downtown Development Authority

BRIEF DESCRIPTION: The West Dearborn Downtown Development received donations totalling \$5,000.00 from KW Legacy Kellar Williams, a business in West Dearborn. It is respectfully requested that the Finance Director be authorized to recognize and appropriate the donation for the events listed below:

- Dearborn Summer Market (\$1,000)
- Pilates in the Park (\$1,000)
- Dearborn Coffee Week (\$1,000)
- Trick or Treating (\$1,000)
- Jingle Bell Bash (\$1,000)

PRIOR COUNCIL ACTION: N/A

BACKGROUND:

The Dearborn Summer Market event consistently brings the community together, featuring 35-50 vendors, diverse entertainment, and complimentary activities, games, and crafts. It typically draws 300-750 attendees per date across its various dates.

Pilates in the Park is the newest event in West Downtown Dearborn. This event seamlessly blends health and wellness with business support. Offering free, registration-based Pilates classes to the community alongside pop-up vendors, its 2025 pilot has been a resounding success, marked by sold-out classes and waitlists for every session.

In its second year, Dearborn Coffee Week is dedicated to showcasing the coffee shops and vibrant coffee culture that define Dearborn as the "Coffee Capital." It fosters awareness and excitement by highlighting the storytelling and history behind each shop and brew, establishing Dearborn as a premier destination. Events in the WDDDA include a Kick off Tasting event in Peace Park West bringing coffee shops together to provide free samples, free activities, and entertainment to the community.



EXECUTIVE SUMMARY AND MEMORANDUM

The West DDDA's annual Trick or Treating event annually brings more than 1,000 trick-or-treaters to the West Downtown (and simultaneously, the East Downtown). It empowers businesses to engage directly with the community by opening their doors to distribute treats, promote their services, and offer engaging activities.

Rounding out the year, Jingle Bell Bash captures the holiday spirit, more than doubling its attendance since its 2023 launch. It features an array of activities, photo opportunities with winter characters, entertainment, games, and crafts. In 2024, it welcomed over 1250 guests, with expectations to match or exceed that number in 2025.

FISCAL IMPACT: The acceptance of this donation will assist in covering costs of each event hosted in the West DDA for calendar year 2025. The costs include overall event programming, marketing, event supplies, printed materials, etc.

COMMUNITY IMPACT:

- Fosters stronger partnerships and collaboration among businesses and organizations dedicated to Dearborn's community events.
- Showcases Dearborn as a destination for family friendly events and provides the opportunity to tell the story of its businesses and community.
- Provides opportunities for the WDDDA to include additional event activities that are then accessible to all community attendees.
- Showcases and supports Dearborn businesses by providing benefits in return for donation further promoting the local economic landscape.
- Promotes community engagement and participation, including involvement from surrounding areas, positioning Dearborn as a destination that fosters partnership and collaboration.

IMPLEMENTATION TIMELINE: Requesting immediate effect.

COMPLIANCE/PERFORMANCE METRICS:

Event attendance is tracked in a variety of ways including giveaways, and registration as it applies (e.g., Eventbrite) and compared against on-site counts. Donations and in-kind partnerships will be tracked, along with vendor and attendee feedback on event helpfulness and key elements. This data will inform future versions of each event and how they can grow in future years to best serve the community.



ECONOMIC
DEVELOPMENT

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

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

VIA: Jordan Twardy, Director, Economic Development

SUBJECT: Authorization for the Finance Director or designee to recognize and appropriate \$5,000 in donations towards various West Dearborn Downtown Development Authority events.

DATE: August 12, 2025

Budget Information

Adopted Budget:	\$0
Amended Budget:	\$0
Requested Amount:	\$5,000
Funding Source:	West Dearborn Downtown Development Authority, Miscellaneous Revenues, Contributions, Donations from Priv Source
Supplemental Budget:	N/A

Summary of Request

Authorization for the Finance Director or designee to recognize and appropriate \$5,000 in donations towards various West Dearborn Downtown Development Authority events.

The West Dearborn Downtown Development received donations totalling \$5,000.00 from KW Legacy Kellar Williams, a business in West Dearborn. It is respectfully requested that the Finance Director be authorized to recognize and appropriate the donation for the events listed below:

- Dearborn Summer Market (\$1,000)
- Pilates in the Park (\$1,000)
- Dearborn Coffee Week (\$1,000)
- Trick or Treating (\$1,000)
- Jingle Bell Bash (\$1,000)

Immediate effect is requested.



EXECUTIVE SUMMARY AND MEMORANDUM

Background and Justification

The Dearborn Summer Market event consistently brings the community together, featuring 35-50 vendors, diverse entertainment, and complimentary activities, games, and crafts. It typically draws 300-750 attendees per date across its various dates.

Pilates in the Park is the newest event in West Downtown Dearborn. This event seamlessly blends health and wellness with business support. Offering free, registration-based Pilates classes to the community alongside pop-up vendors, its 2025 pilot has been a resounding success, marked by sold-out classes and waitlists for every session.

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Rounding out the year, Jingle Bell Bash captures the holiday spirit, more than doubling its attendance since its 2023 launch. It features an array of activities, photo opportunities with winter characters, entertainment, games, and crafts. In 2024, it welcomed over 1250 guests, with expectations to match or exceed that number in 2025.

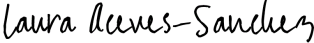


ECONOMIC
DEVELOPMENT

EXECUTIVE SUMMARY AND MEMORANDUM

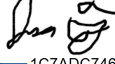
Signature Page

Prepared By:

DocuSigned by:

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Laura Aceves-Sanchez, Economic Vitality Manager

Department Approval:

DocuSigned by:

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Jordan Twardy, Economic Development Director

Budget Approval:

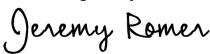
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Michael Kennedy, Finance Director/ Treasurer

Corporation Counsel Approval:

DocuSigned by:

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Jeremy J Romer, Corporation Counsel

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

REQUEST: Requesting Approval of a contract extension with JustAir for continued air quality monitoring services

DEPARTMENT: Department of Public Health, in conjunction with Purchasing

BRIEF DESCRIPTION: The Department of Public Health seeks to renew its partnership with JustAir through a one-year contract in order to continue air quality monitoring services throughout Dearborn. JustAir currently operates 10 air quality monitors across the city, providing real time, local air quality data as well as text alerts to inform residents. The proposed contract totals \$39,700. In the next phase, JustAir will make the following enhancements to the network:

- Add a level 2 monitor to address research questions
- Upgrade 5 existing monitors to focus on pollutants of greatest concern
- Update admin dashboard features on reporting, analysis, and quality assurance tools

PRIOR COUNCIL ACTION: n/a

BACKGROUND: Known as a historically industrial city, Dearborn faces significant air pollution, particularly from infrastructure heavily present in the South End. In 2023, JustAir and the City of Dearborn Department of Public Health collaborated to introduce air quality monitoring services throughout Dearborn. 10 air quality monitors were installed across the city to provide residents access to air quality data. These monitors are a part of an ongoing effort to support data informed interventions, engage the community, and increase environmental health transparency.

FISCAL IMPACT: The total cost of the proposed contract is \$39,700 for the project year.

COMMUNITY IMPACT:

This project provides Dearborn residents with access to real time, localized air quality information. Tools like text alerts triggered by certain air quality index (AQI) levels provide transparency and community awareness around environmental conditions. This data supports efforts in addressing air quality concerns with the heavily industrialized infrastructure present in the South End. This intervention informs future public health strategies to address the environmental health risks. In the



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past 2 years of project implementation, the following has been completed:

- Collected data from 10 monitors placed across the city
- Informed around 200 resident subscribers about their air via text alerts
- Developed and piloted an AQI light to showcase real time air quality at Levagood
- Admin dashboard improvements for further back end analysis

IMPLEMENTATION TIMELINE: The JustAir contract will run through August 2026.

COMPLIANCE/PERFORMANCE METRICS:

JustAir is responsible for providing regular maintenance and calibration of all air quality monitors to ensure data accuracy and expected standards of real time reporting, as well as admin access to JustAir's website which provides transparency of engagement tools, monitor performances, and continuous progress tracking. Additionally, JustAir will continue to provide yearly project outlines that include performance metrics and milestones.



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TO: City Council

FROM: City Administration

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Requesting Approval of a contract extension with JustAir for continued air quality monitoring services

DATE: July 21, 2025

Budget Information

Adopted Budget:	\$3,166,700
Available Budget:	\$2,522,083
Requested Amount:	\$ 39,700
Funding Source:	General Fund, Public Health, Health and Welfare, Employee Wellness Programs, Contractual Services, Other Services
Supplemental Budget:	N/A

Summary of Request

The city of Dearborn Department of Public Health, in conjunction with Purchasing, is seeking a one-year contract extension with JustAir in the amount of \$39,700 to continue providing air quality monitoring services. This contract would continue through August 2026 and support ongoing efforts in informed public health interventions, environmental health transparency, and data collection of air quality.

It is respectfully requested Council award this contract extension. The resulting contract shall not be binding until fully executed.

Background and Justification

10 air quality monitors were installed across the City of Dearborn through the Dearborn Public Health and JustAir collaboration in 2023. These monitors are a part of an ongoing effort to support data informed interventions, engage the community, and increase environmental health transparency.

This project provides Dearborn residents with access to real time, localized air quality information. Tools like text alerts triggered by certain air quality index (AQI) levels provide transparency and community awareness around environmental conditions. This intervention informs future public health strategies to address environmental health risks. In the past 2 years of project implementation, the following has been completed:

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The proposed contract includes upgrades to five existing monitors, which will enhance the City's ability to analyze pollutants of greatest concern. Additionally, the installation of a Level 2 monitor will provide detailed and accurate data to address research questions, areas of concern, and support further analysis. Continuing the partnership with JustAir will ensure ongoing and reliable data collection to support monitoring efforts. Community engagement tools, such as community alerts as text notifications and the AQI light, will increase public engagement and awareness regarding real time information. Improvements to data analysis and reporting tools will support robust evaluation of air quality trends and transparency. These enhancements are critical for informing targeted environmental health strategies and protecting vulnerable populations across Dearborn.

Procurement Process

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

Prepared By:

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Mark Rozinsky, Purchasing Manager

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Ali Abazeed

Ali Abazeed, Director of Public Health

Budget Approval:

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