



COMMITTEE OF THE WHOLE

August 7, 2025

AGENDA

1. 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.
2. 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.
3. RESOLUTION BY COUNCIL PRESIDENT PRO TEM HERRICK SUPPORTED
UNANIMOUSLY – Acknowledging the 80th Birthday of longtime resident Steve Hussein and requesting immediate effect.
4. 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.
5. PUBLIC COMMENT
6. RESOLUTION IN NEED OF OFFER AND SUPPORT – Approving the minutes of the previous regular meeting of July 15, 2025.
7. RESOLUTION IN NEED OF OFFER AND SUPPORT – Approving the minutes of the previous special (closed) meeting of July 16, 2025.

8. RESOLUTION ON THE TABLE – Amending Sections 3.3, 3.4, 4.3, and 7.3 of the Council Rules of Order and requesting immediate effect.
RESOLUTION IN NEED OF OFFER AND SUPPORT – To take from the table.
9. 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 IN NEED OF OFFER AND SUPPORT – To take from the table for its final reading.
10. ECONOMIC DEVELOPMENT – Recommending
ORDINANCE NO. 25-1851 – IN NEED OF INTRODUCTION.
SNYOPSIS – “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 IN NEED OF OFFER AND SUPPORT – To table the Ordinance.
11. CORPORATION COUNSEL – Recommending
ORDINANCE NO. 25-1852 – IN NEED OF INTRODUCTION.
SNYOPSIS – “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 IN NEED OF OFFER AND SUPPORT – To table the Ordinance.
12. CORPORATION COUNSEL – Recommending
ORDINANCE NO. 25-1853 – IN NEED OF INTRODUCTION.
SNYOPSIS – “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 IN NEED OF OFFER AND SUPPORT – To table the Ordinance.
13. ECONOMIC DEVELOPMENT – Having no objection to the request of the property owner of 6914 Wyoming Street 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, 2025 in order to finalize construction of their brick and mortar establishment and requesting immediate effect.

14. ECONOMIC DEVELOPMENT – Having no objection to the request of the American Muslim 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 requesting a noise waiver for the duration of the event and requesting immediate effect.
15. ECONOMIC DEVELOPMENT – Requesting to authorize 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 requesting 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.
16. ECONOMIC DEVELOPMENT – Requesting to authorize the use and closure of the John Nagy Parking Lot, and the 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 requesting 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.
17. ECONOMIC DEVELOPMENT – Requesting to authorize 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 requesting 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.
18. ECONOMIC DEVELOPMENT – Requesting to authorize 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 Family Fall Day event; also requesting 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.

19. ECONOMIC DEVELOPMENT – Requesting to authorize 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 requesting 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.
20. ECONOMIC DEVELOPMENT – Requesting that the Finance Director or designee be authorized to recognize donations from KW Legacy Kellar Williams in the amount of \$5,000 and to appropriate the donation 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.
21. ENGINEERING – Requesting that the City Engineer be authorized 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 requesting that the Engineering Division be authorized to record the necessary documents with the Wayne County Register of Deeds and requesting immediate effect.
22. ENGINEERING – Requesting to approve the 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.
23. ENGINEERING – Requesting that the City Engineer be authorized 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.
24. PURCHASING – Requesting to award 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.

25. PURCHASING – Requesting to award 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 requesting that the Finance Director be authorized 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.
26. PURCHASING – Requesting to award 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.
27. PURCHASING – Requesting to award 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.
28. PURCHASING – Requesting to authorize a cooperative contract purchase from Dell, through the Midwestern Higher Education Cooperative Program, in the amount of \$850,000 for the purchase of new Dell Desktops and Laptops for all City Departments and requesting immediate effect.
29. PURCHASING – Requesting to authorize a cooperative contract for Google Workspace Enterprise Subscription from Resultant, through the GSA Cooperative Purchasing Program, for the term of three-years, 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 and requesting immediate effect.
30. PURCHASING – Requesting to authorize a cooperative contract for Google Infrastructure and Maintenance from Carahsoft, through the GSA Cooperative Purchasing Program, for the term of three-years, 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 and requesting immediate effect.
31. PURCHASING – Requesting to award a cooperative contract to Info-Tech Research Group, Inc., through the MiDeal Cooperative Program, for the term of three-years, in the annual amount of \$20,750 for a total in the amount of \$62,250 for the purchase of Project Management Software and requesting immediate effect.

32. PURCHASING – Requesting 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. [2-568 (b) (6) e]
33. PURCHASING – Requesting 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. [2-568(6)(e)]
34. PURCHASING – Requesting to extend the contract with DocuSign, for the term of three-years, in the total amount of \$41,067 for Document Management Services, valid August 13, 2025 through July 31, 2025 and requesting immediate effect. [2-568 (b) (6) e]
35. PURCHASING – Requesting 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. [2-568A (6) e]
36. PURCHASING – Requesting to authorize 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.
37. PURCHASING – Requesting to authorize 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.
38. PURCHASING – Requesting to authorize 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.
39. PURCHASING – Requesting to authorize additional expenditures to Guardian Plumbing and Heating in the amount of \$66,918 for Backflow Repairs in City Buildings and requesting immediate effect.

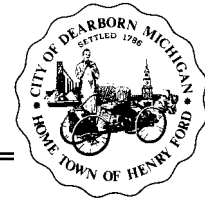
40. PURCHASING – Requesting to authorize additional expenditures to Clark Hill, PLLC in the amount of \$40,000 for Labor Law Services and requesting immediate effect.
41. POLICE – Requesting that the Finance Director be authorized to recognize the Michigan Commission on Law Enforcement Standards (MCOLES) 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.
42. POLICE – Requesting that the Finance Director be authorized 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 requesting that the Finance Director be authorized to add fifteen (15) part-time slots to the part-time position control for Police Department Community Service Agents and requesting immediate effect.
43. PARKS & RECREATION – Having no objection to 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 requesting a noise waiver for the duration of the event and requesting immediate effect.
44. PARKS & RECREATION – Having no objection to 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 requesting a noise waiver for the duration of the event and requesting immediate effect.
45. FINANCE – Requesting to adopt a resolution for the adoption of Public Act 88 of 1961 for MERS (Municipal Employees’ Retirement System of Michigan) Police Defined Benefit Retirement Plan and requesting that the Police Chief be authorized to sign the Memorandum of Understanding (MOU) Agreement on behalf of the City and requesting immediate effect.

46. FINANCE – Requesting that the Finance Director be authorized 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.
47. FINANCE – Requesting to amend the Fiscal Year 2025 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.
48. CORPORATION COUNSEL – Recommending to approve 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.
49. COMMUNITY RELATIONS - Requesting to authorize the use and closure of multiple streets between Tireman Avenue and Patton Street 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 requesting that these approvals be extended to a rescheduled date if necessary and requesting immediate effect.
50. PUBLIC HEALTH – Requesting that the Finance Director be authorized to recognize and appropriate the Institute for 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.
51. PUBLIC HEALTH – Requesting that the Finance Director be authorized 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.
52. PUBLIC HEALTH – Requesting that the Mayor or his designee be authorized to execute the required participation forms for the 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.

53. PUBLIC HEALTH – Requesting that the Mayor or his designee be authorized 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.
54. PUBLIC HEALTH – Requesting that the Finance Director be authorized to recognize and appropriate the Michigan Department of Health and Human Services (MDHHS) grant award in the amount of \$2,522,083 in the Department of Public Health budget to support the implementation of initiatives to promote health and safety for the community; also requesting that the Finance Director be authorized to sign the MDHHS grant Agreement on behalf of the City and requesting immediate effect.
55. CLERK – Submitting summons and complaint in the matter of Hassan Aoun v. the City of Dearborn, et. al.
56. MAYOR – Requesting 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.
57. MAYOR – Requesting concurrence 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

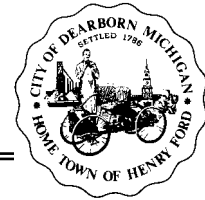
Subject: Council Acknowledgment- Hadi Mazraani

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

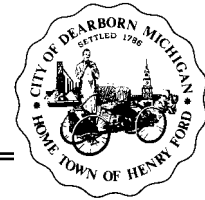
Date: August 12, 2025

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". The signature is fluid and cursive.

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.

A handwritten signature in blue ink, appearing to read "Leslie C. Herrick", is enclosed in a thin black rectangular box.

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

A06626461858403

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

MM

Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

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Jeremy J. Romer, Corporation Counsel

OFFICE OF THE 34TH CITY COUNCIL



IMMEDIATE EFFECT

To: City Clerk

From: 34th Dearborn City Council

Date: July 2, 2025

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

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

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

Robert A. Abraham
Council Member

Michael T. Sareini
Council President

RULES OF ORDER
OF THE
DEARBORN CITY COUNCIL

Rule 1 – PUBLIC MEETINGS

1.1 GENERAL PROVISION

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

1.2 NOTICE

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

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

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

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

Rule 2 - OFFICERS

2.1 COUNCIL PRESIDENT AND COUNCIL PRESIDENT PRO TEM

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

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

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

Rule 3 - MEETINGS

3.1 MEETING COMPENSATION

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

3.2 CLOSED SESSIONS

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

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

3.3 COMMITTEE OF THE WHOLE

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

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

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

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

Public Comment:

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

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

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

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

3.4 REGULAR OR SPECIAL COUNCIL MEETINGS

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

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

Public Comment:

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

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

3.5 ATTENDANCE REQUIRED

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

3.6 ADJOURNMENTS

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

3.7 SIGNS, PLACARDS, AND BANNERS

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

Rule 4 - VOTING

4.1 QUORUM

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

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

4.2 MANNER OF VOTING

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

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

4.3 CONFLICT OF INTEREST

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

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

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

Rule 5 – PUBLIC HEARINGS

5.1 PUBLIC HEARINGS

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

Rule 6 - COMMITTEES

6.1 COMMITTEES

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

Rule 7 - COMMUNICATIONS

7.1 RECEIPT OF COMMUNICATIONS

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

7.2 CLAIMS AND PUBLIC UTILITY RATE HEARINGS AND ADJUSTMENTS

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

7.3 COUNCIL MEETING AGENDA

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

Consent Agenda:

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

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

Committee of the Whole:

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

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

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

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

Regular Meetings:

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

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

Order of Business:

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

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

22. Mayor

23. All Other City Departments

24. Public Comment

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

7.4 REFERRALS

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

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

7.5 NOTICE REQUIREMENTS

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

7.6 MINUTES

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

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

Rule 8 – COUNCIL MEETING PROCEDURE

8.1 ORDER OF BUSINESS

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

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

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

8.2 PRECEDENCE OF MOTIONS

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

NOT DEBATABLE

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

DEBATABLE

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

8.3 DIVISION OF THE QUESTION

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

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

8.4 WITHDRAWAL OF MOTION

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

8.5 WAIVING ORDER OF PROCEDURE

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

8.6 TAKE FROM THE TABLE

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

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

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

8.7 RESOLUTION TO RECONSIDER

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

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

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

8.8 RESCIND OR APPEAL

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

8.9 MOTION TO DECLARE WAIVER OF ATTORNEY-CLIENT PRIVILEGE

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

8.10 APPEAL FROM RULING OF THE CHAIR

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

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

8.11 CALLING THE QUESTION

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

8.12 PROCEDURE TO ENACT ORDINANCES AND RESOLUTIONS

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

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

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

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

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

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

8.13 AMENDMENT, SUSPENSION OR ALTERATION OF RULES

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

8.14 PARLIAMENTARY AUTHORITY

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

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

8.15 ORDINANCE AND RESOLUTION(S)

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

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

Rule 9 – ETIQUETTE

9.1 MEETING PROCEDURE

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

Rule 10 – ELECTRONIC COMMUNICATIONS

10.1 DURING AN OPEN MEETING

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

10.2 OUTSIDE OF AN OPEN MEETING

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

ADOPTION HISTORY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

D177EF0C142E34C3...

Mark Rozinsky, Purchasing Manager

Department Approval

Signed by:

Tim Attalla

48D7270A3AC1425...

Tim Attalla, Court Administrator

Budget Approval:

DocuSigned by:

Michael Kennedy

F77919D1421447F...

Michael Kennedy, Finance Director/Treasurer

Initial

CS

Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

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Jeremy J. Romer, Corporation Counsel



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

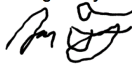
Signature Page

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



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.

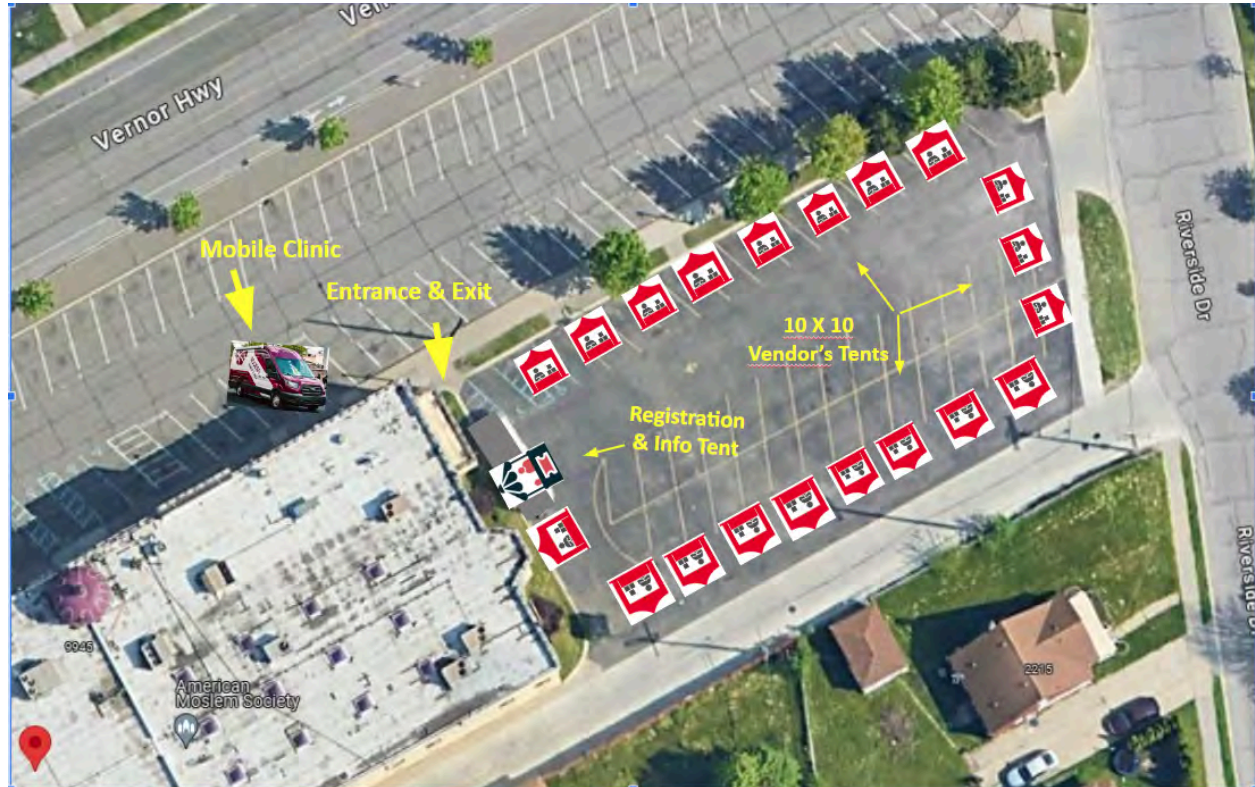


ECONOMIC
DEVELOPMENT

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
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Chief Issa Shakin, Dearborn Police Department

DocuSigned by:
Joseph Murray
03FD550B1D2F4D0...

Chief Joseph Murray, Dearborn Fire Department

Corporation Counsel Approval:

DocuSigned by:
Jeremy Romer
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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 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



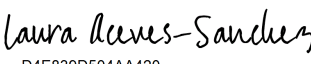


ECONOMIC
DEVELOPMENT

EXECUTIVE SUMMARY AND MEMORANDUM

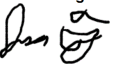
Signature Page

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:

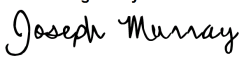
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Tim Hawkins, Public Works Director

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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.

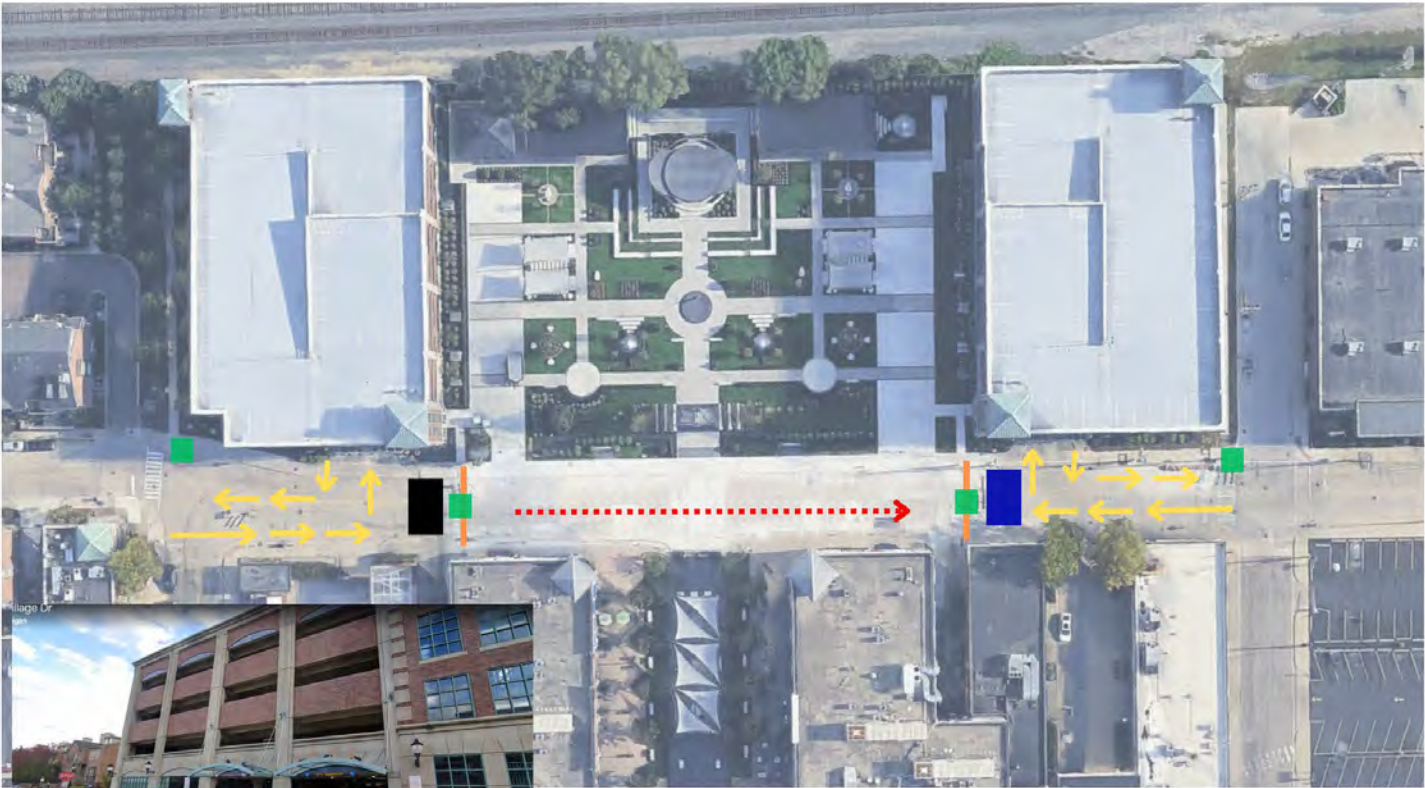
The WDDDA plans to host a similar event in 2025, featuring new coffee shops and activities to create a vibrant celebration of coffee culture.

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 : 1100PM

Road Closure/
Barricades

Fire Lane

Additional Vehicle Parked

Barrels

CLOSED TO THROUGH TRAFFIC SIGN(s) should be placed in front of barricades.

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
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Tim Hawkins, Public Works 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
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Jeremy J Romer, Corporation Counsel



ECONOMIC
DEVELOPMENT

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

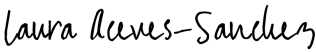


**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

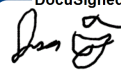
Signature Page

Prepared By:

DocuSigned by:

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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:

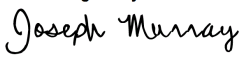
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Tim Hawkins, Public Works Director

DocuSigned by:

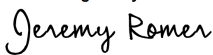
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Chief Issa Shahin, Dearborn Police Department

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 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.



ECONOMIC
DEVELOPMENT

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

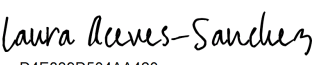


ECONOMIC
DEVELOPMENT

EXECUTIVE SUMMARY AND MEMORANDUM

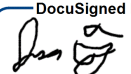
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Laura Aceves-Sanchez, Economic Vitality Manager

Department Approval:

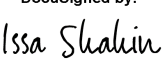
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Jordan Twardy, Economic Development Director

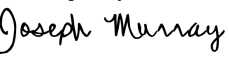
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Tim Hawkins, Public Works Director

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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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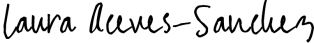


ECONOMIC
DEVELOPMENT

EXECUTIVE SUMMARY AND MEMORANDUM

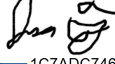
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Laura Aceves-Sanchez, Economic Vitality Manager

Department Approval:

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Jordan Twardy, Economic Development Director

Budget Approval:

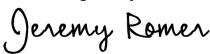
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Michael Kennedy, Finance Director/ Treasurer

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	☒



**ECONOMIC
DEVELOPMENT**

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

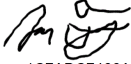
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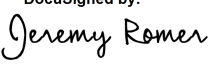
Kaileigh Bianchini

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 - 5146 Porath Street

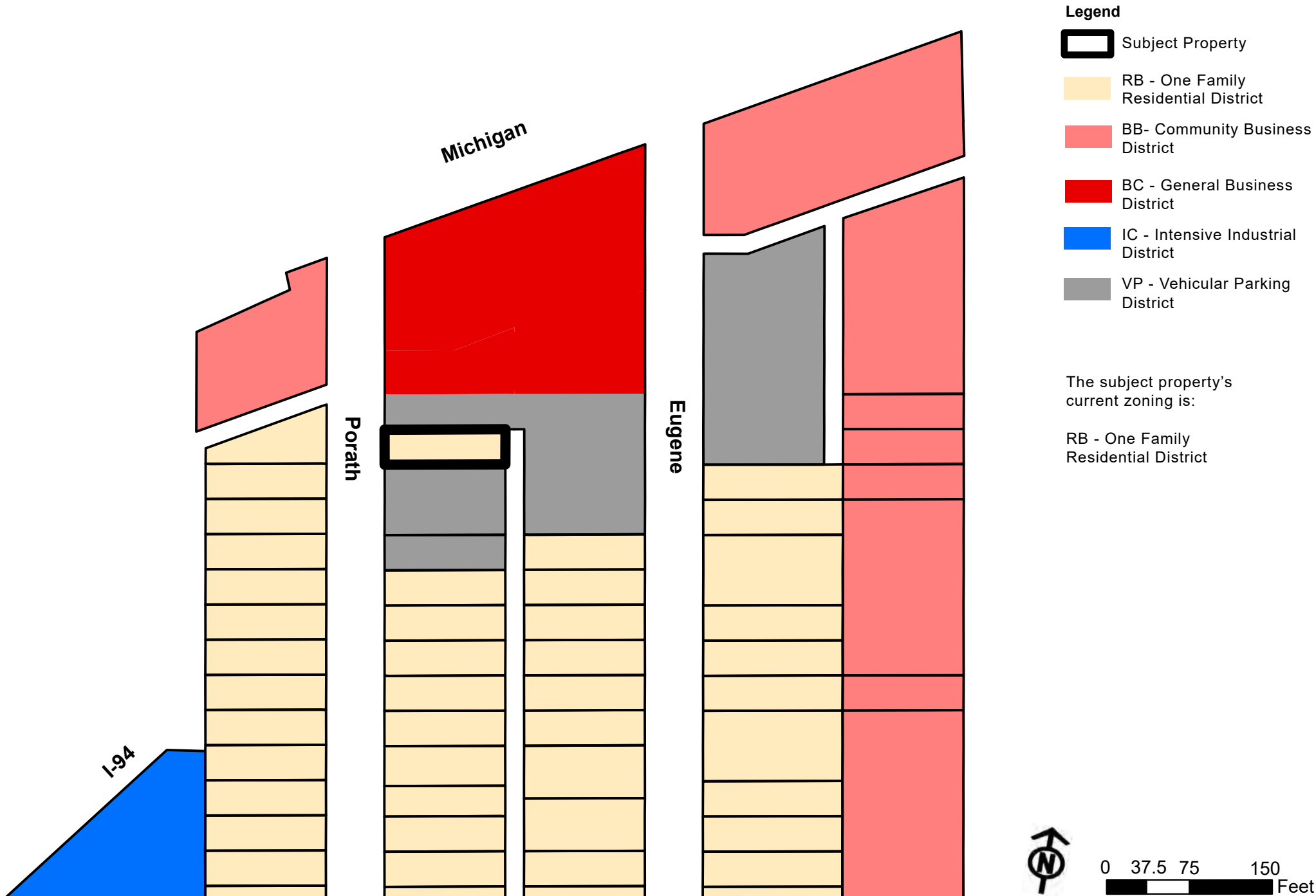


Legend

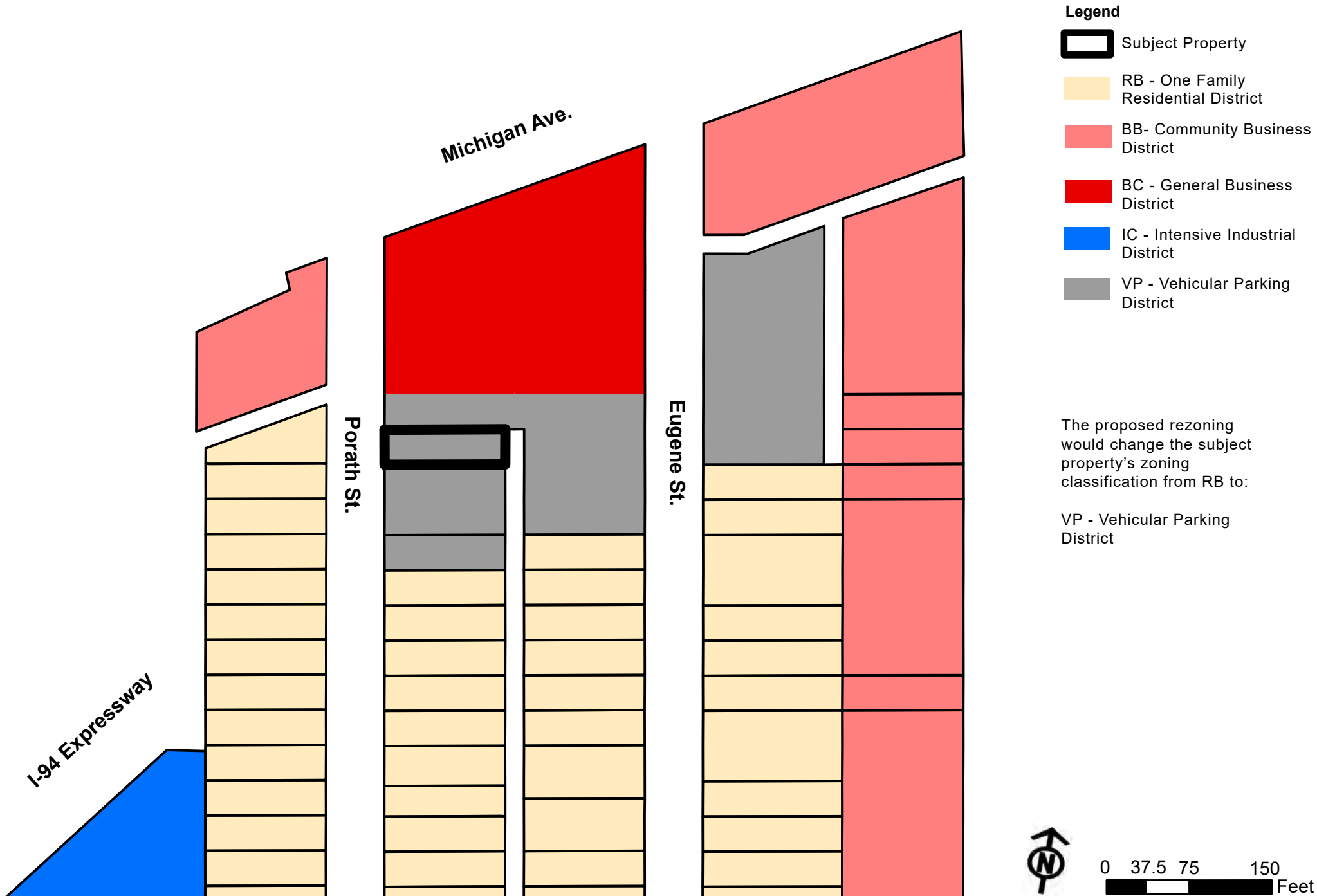
 Subject Property

 0 125 250 500 Feet

Existing Zoning Map - 5146 Porath Street



Proposed Zoning Map - 5146 Porath Street




Future Land Use Map - 5146 Porath Street



Existing Conditions - 5146 Porath Street



Legend

 Subject Property



0 12.5 25 50 Feet

Sec. 29.02. - Schedule of regulations.

All buildings, uses, and parcels of land shall comply with the regulations set forth in the following schedule of regulations and footnotes thereto.

Section 29.02—SCHEDULE OF REGULATIONS

	<i>Lot Minimum</i>		<i>Maximum Height of Structures</i>		<i>Maximum Coverage of Lot by All Buildings</i>	<i>Minimum Setback Requirement</i> (in Feet) 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.

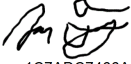
Signature Page

Prepared by:

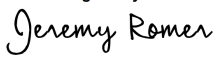
Kaileigh Bianchini

KAILEIGH BIANCHINI, AICP
Planning and Zoning Manager

Approved:

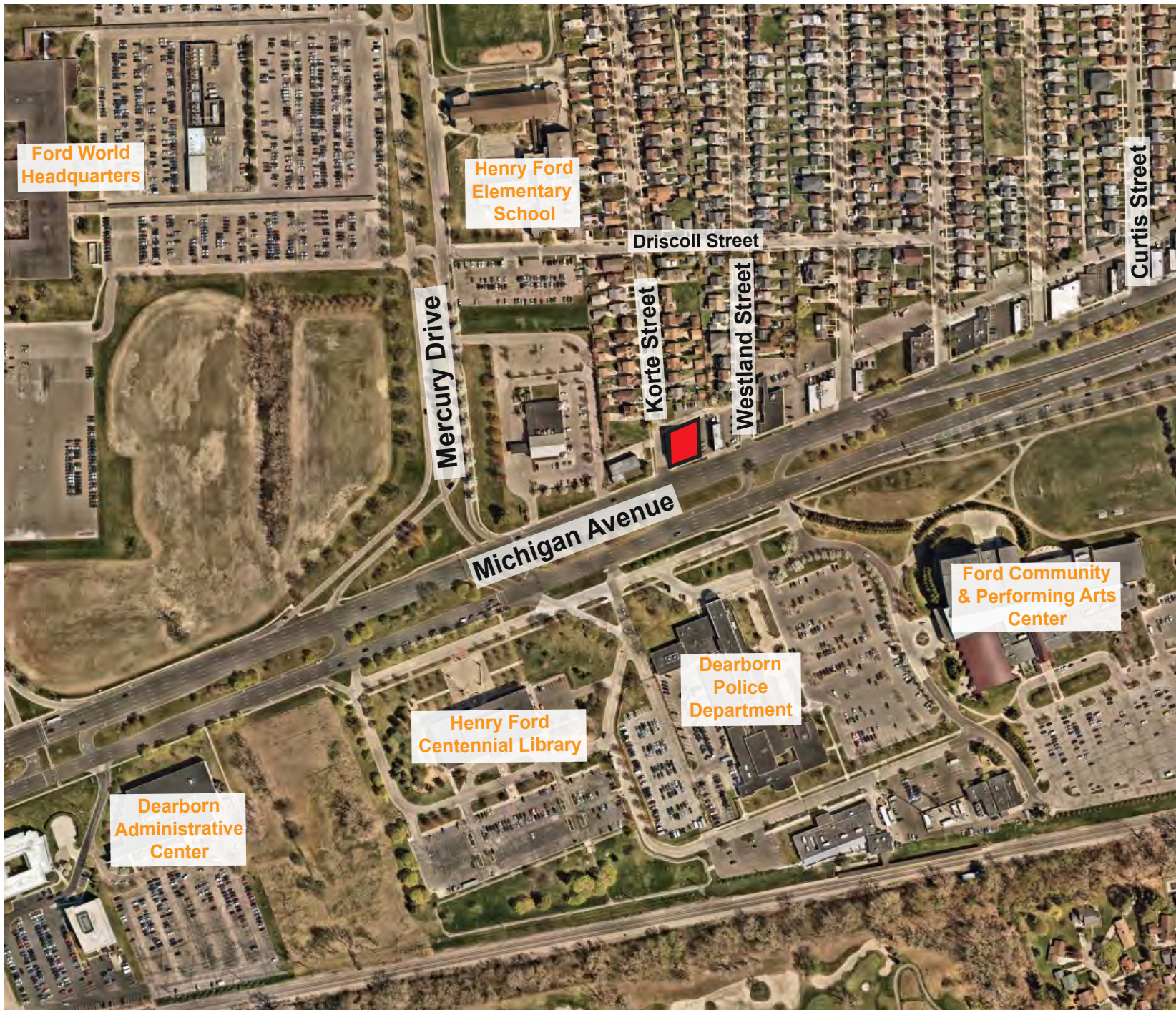
Signed by:

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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

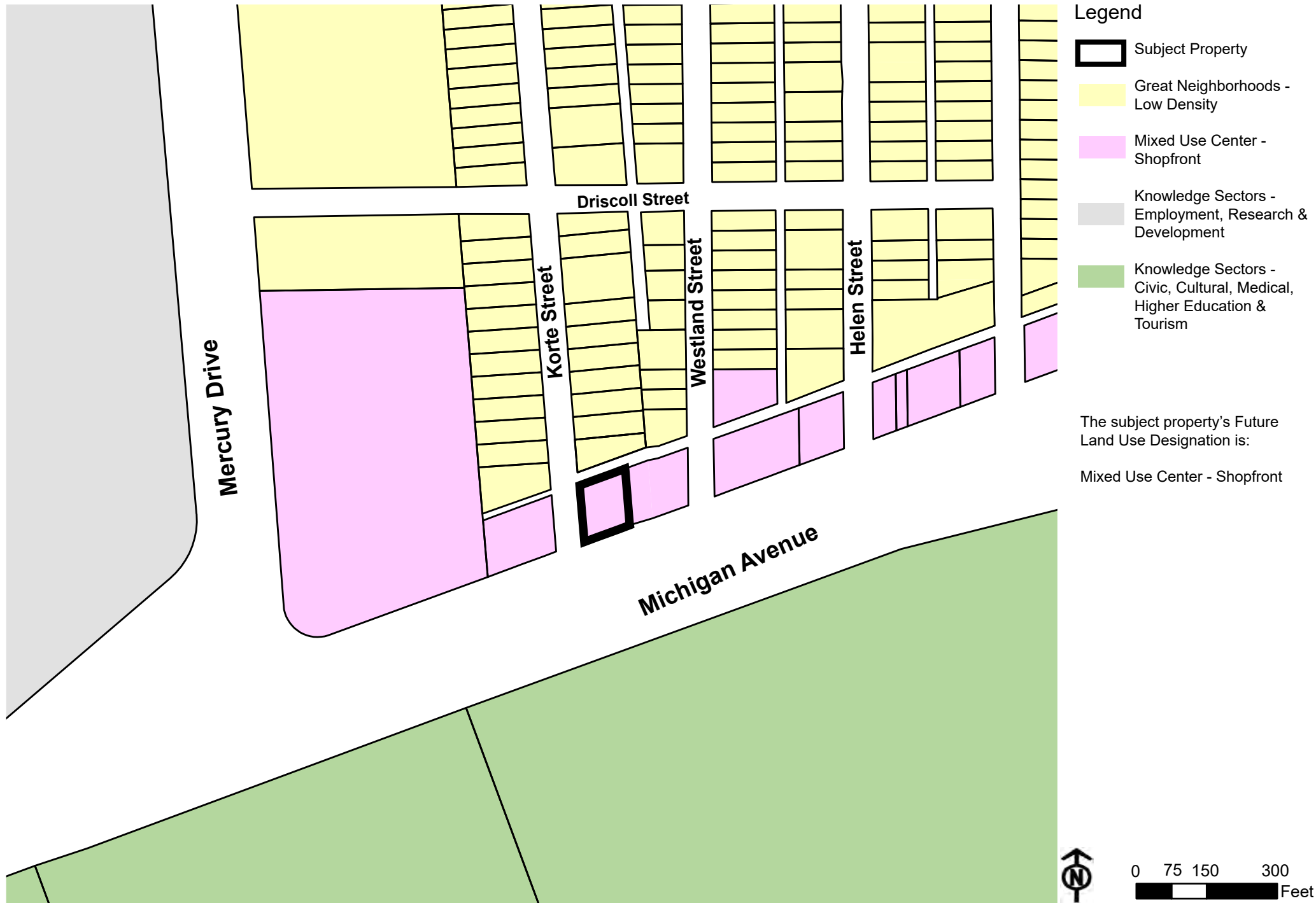
Zoning Map - 16030 Michigan Avenue



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

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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

E7A373BA23E3460...

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: 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.

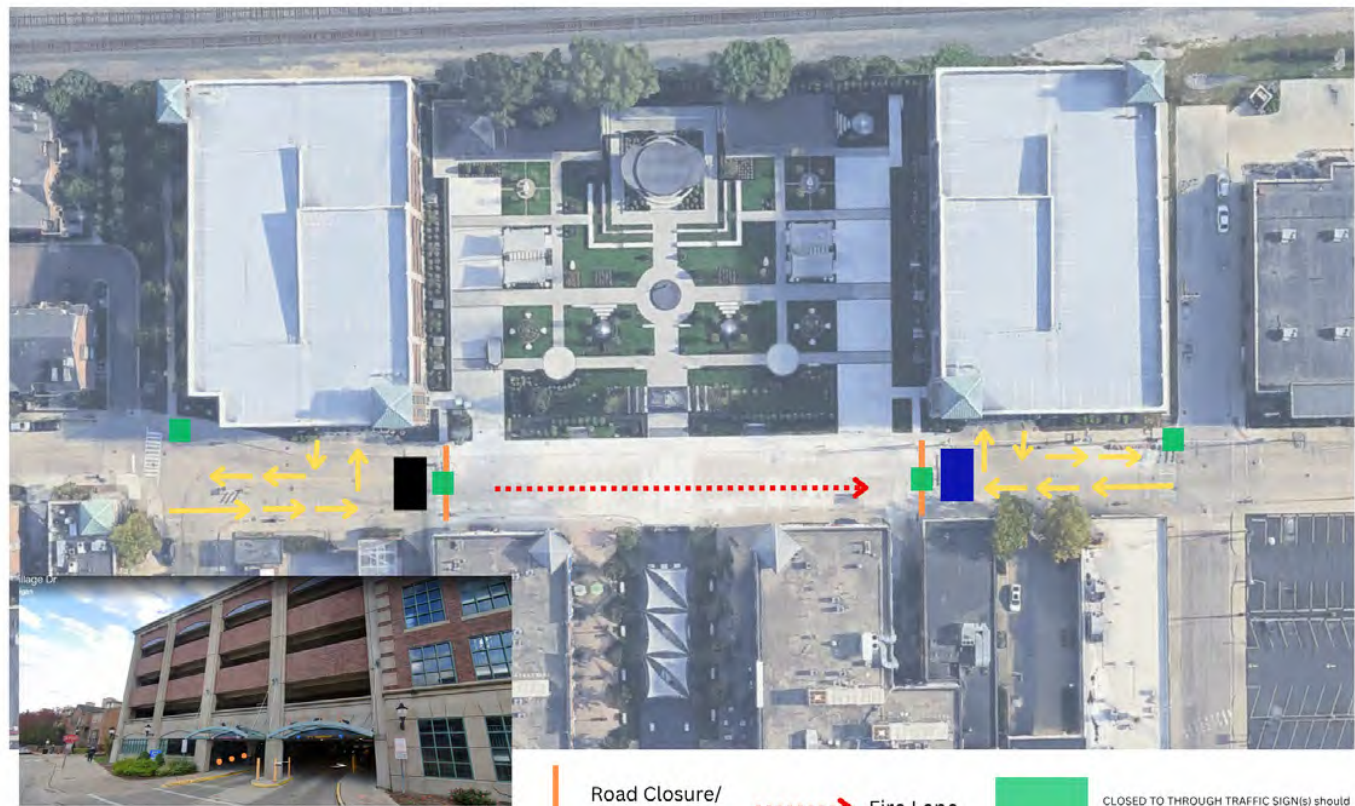
These requests for street closures, parking access, and a noise ordinance waiver are essential to ensure the safety, accessibility, and overall success of the Jingle Bell Bash. The closure of West Village Drive creates a safe, pedestrian-friendly zone for attendees, preventing traffic conflicts and allowing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

DocuSigned by:
Issa Shakin
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Chief Issa Shakin, Dearborn Police Department

DocuSigned by:
Joseph Murray
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Chief Joseph Murray, Dearborn Fire Department

Corporation Counsel Approval:

DocuSigned by:
Jeremy Romer
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Jeremy J Romer, Corporation Counsel



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

CD3704A5ECB04BF...

Mansour Sharha, Director of IT

Budget Approval:

DocuSigned by:

Michael Kennedy

F77049D1421447E...

Michael Kennedy, Finance Director/Treasurer

Initial

MD

Corporation Counsel Approval:

DocuSigned by:

Jeremy J. Romer

E7A573BA25E3460...

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

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Initial

MD

Michael Kennedy, Finance Director/Treasurer

Department Approval:

DocuSigned by:

Mansour Sharha

C03758A25E3400

Mansour Sharha, Director of IT

Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

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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

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Mansour Sharha, Director of IT

Budget Approval:

DocuSigned by:

Michael Kennedy

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Michael Kennedy, Finance Director/Treasurer

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: 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:

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Mark Rozinsky

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Mark Rozinsky, Purchasing Manager

Department Approval:

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Mansour Sharha

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Mansour Sharha, Director of IT

Budget Approval:

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Michael Kennedy

F77919D1421447E...

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: 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

4FEFF228CD984BA

BRADLEY J. MENDELSON
Deputy Corporation Counsel

DocuSigned by:

Jeremy Romer

E7A573BA25E3460...

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:

Bradley Mendelsohn

4FEFF229CD984BA...

BRADLEY J. MENDELSON
Deputy Corporation Counsel

DocuSigned by:

Jeremy Romer

E7A573BA25E3460...

JEREMY J. ROMER
Corporation Counsel

Signed by:

Jordan Twardy

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)



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

Mark Rozinsky, Purchasing Manager

Department Approval:

DocuSigned by:

Ali Abazeed

Ali Abazeed, Director of Public Health

Budget Approval:

DocuSigned by:

Michael Kennedy

Michael Kennedy, Finance Director/Treasurer

DS

MHA

Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

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

35BABC5BED3455...

Tim Hawkins, Public Works & Facilities Director

DocuSigned by:

Soud El-Jamaly

8FDE4113B37F442...

Soud El-Jamaly, City Engineer

Legal Approval:

DocuSigned by:

Jeremy Romer

E7A573BA25E3460

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

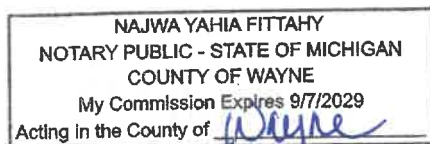
By: Lina Harajli,
its COO

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:

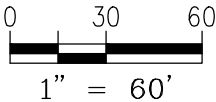
Jeremy J. Romer
Corporation Counsel
Legal Department
16901 Michigan Avenue, Suite 14
Dearborn, Michigan 48126-2967

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

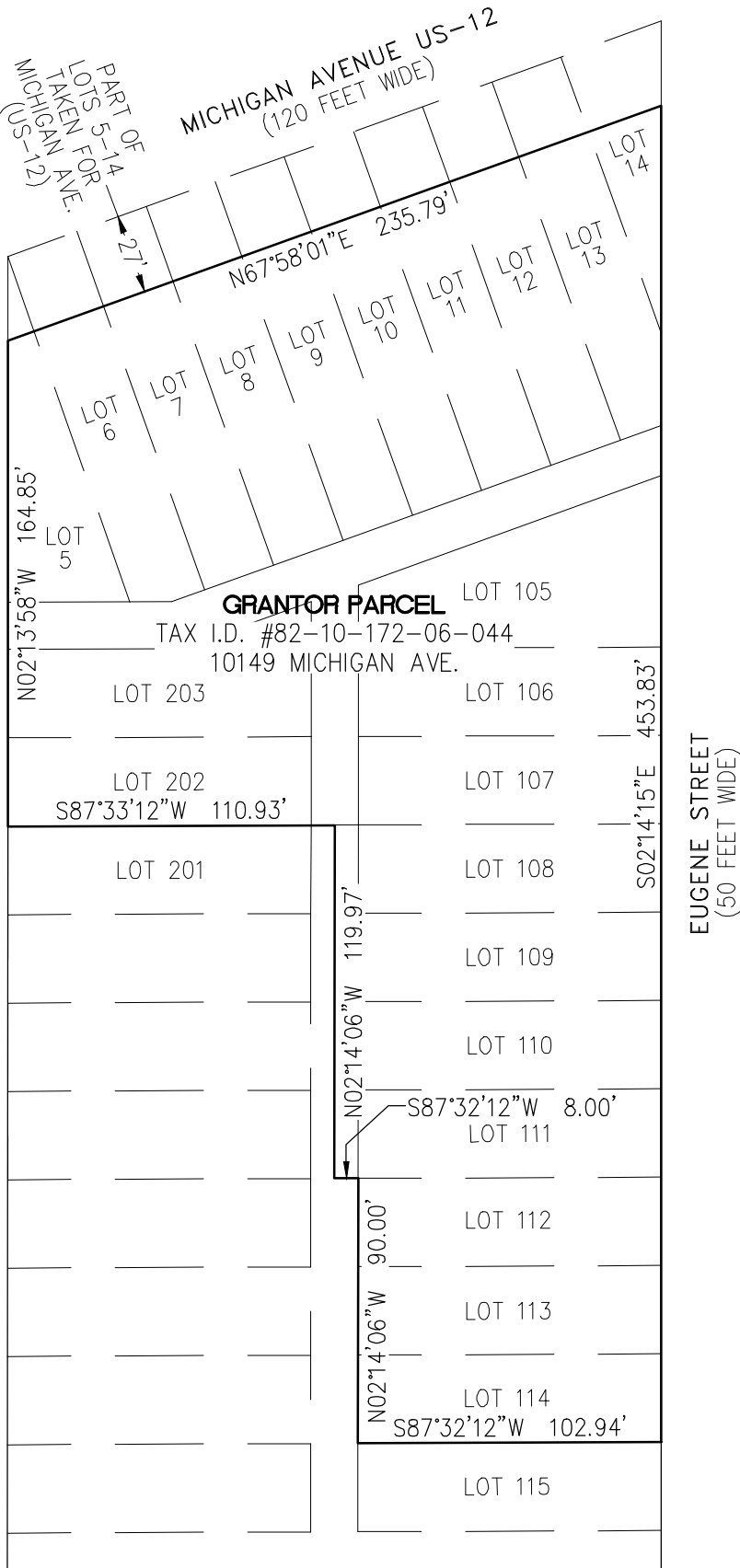
EXHIBIT "A"

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




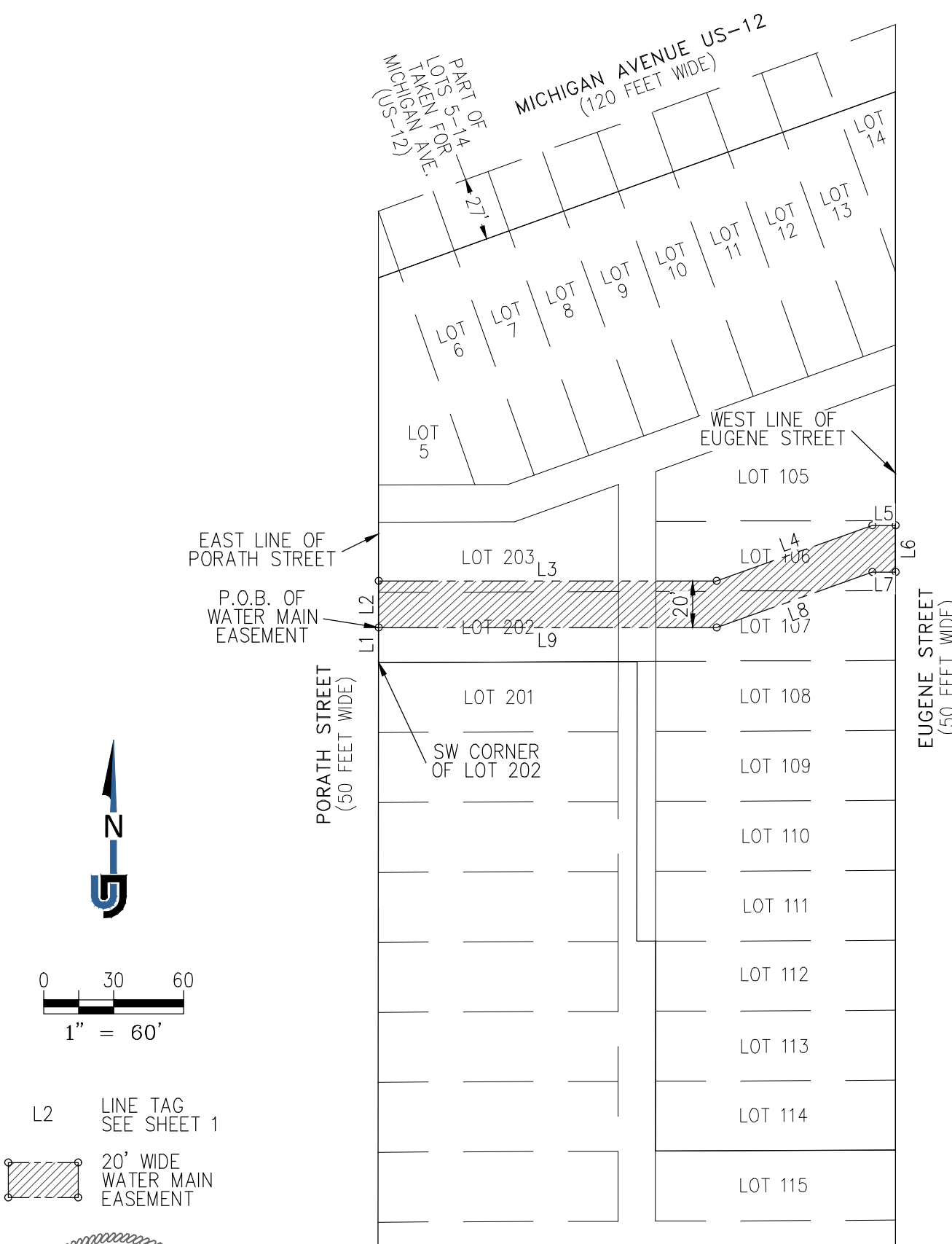
WATER MAIN EASEMENT EXHIBIT	
FOR: ACCESS RECOVERY CENTER	
2651 SAULINO COURT	
DEARBORN, MI 48120	
 49287 WEST ROAD WIXOM, MICHIGAN 48393 TEL. (248) 773-7656	DRAWN BY: BDR
	CHKD BY: RQM
	DATE: 06-12-2025
	SHT.NO.: 1 OF 3
JOB NO.: #250436	

EXHIBIT "B"



L2 LINE TAG
SEE SHEET 1

20' WIDE
WATER MAIN
EASEMENT

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

8FDE4113B37F442...
Soud El-Jamaly
City Engineer

APPROVED:

DocuSigned by:

Tim Hawkins

35BABC85BED3455...
Tim Hawkins
Director of Public Works and Facilities

APPROVED:

DocuSigned by:

Jeremy J. Romer

E7A673BA25E3460...
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.ergrp.net

Client: Typical Soil Boring

Project: Fuel Station

Project #: 0000

Address: 123 Main St., City, State

SOIL BORING LOG

Boring No.: SB-X

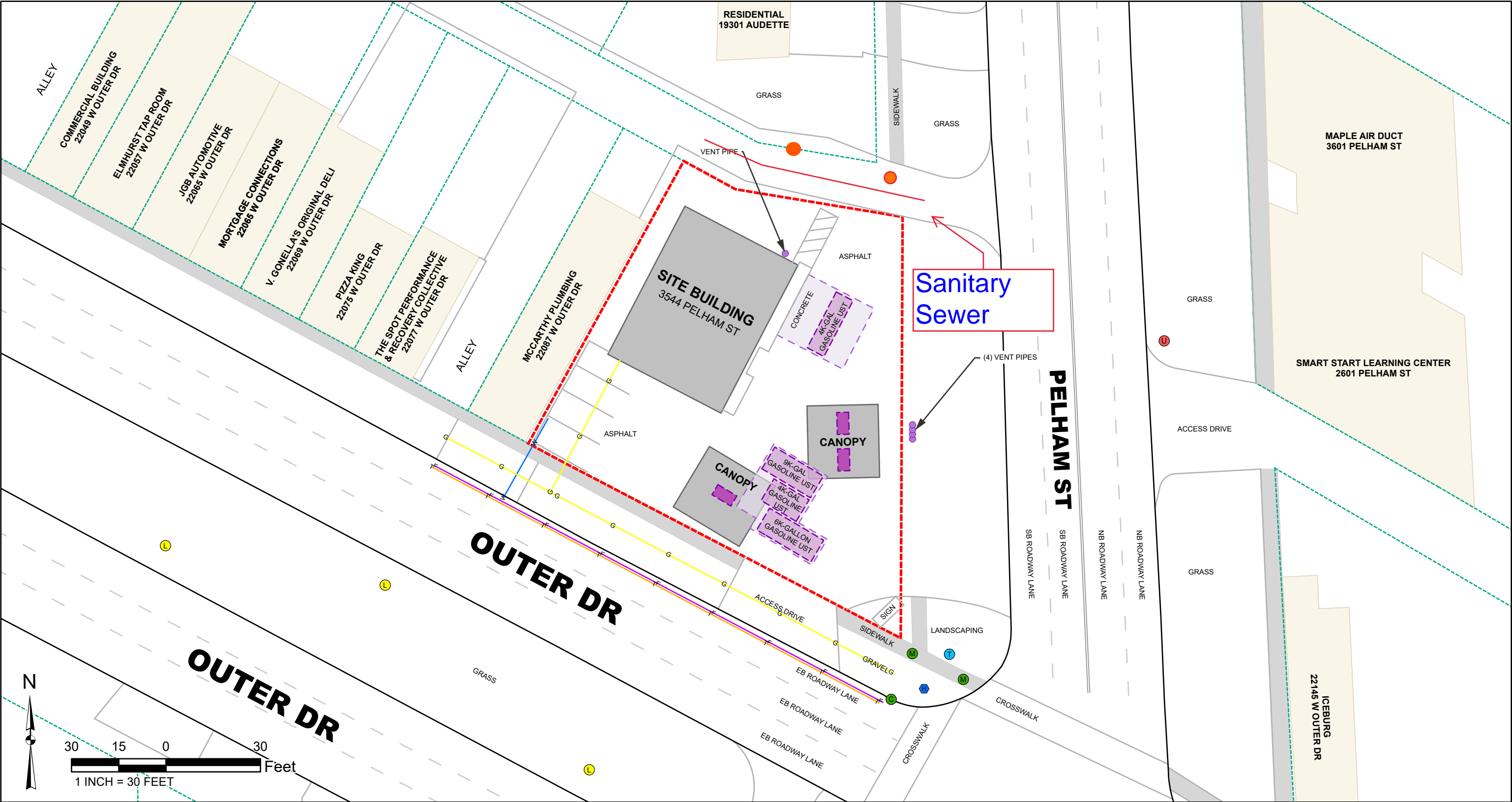
Page: 1 of 1

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
0					CONCRETE			
					SAND; brown, fine-grained, dry			
			5'		SAA- moist			
					SAA- wet			
5					CLAY: gray, medium stiff, moist			
			5'					
					SAA			
			5'					
10								
15								

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

Approximate Offsite Parcel Boundaries

Utilities

L

Light Pole

U

Utility Pole

T

Traffic Signal Pole

H

Hydrant

M

Manhole

C

Catch Basin

G

Natural Gas Line

T

Buried Phone Line

F

Fiber Optic

w

Water Line

UST System

Dispenser

UST Basin

UST

Vent Pipes

Proposed Boring

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

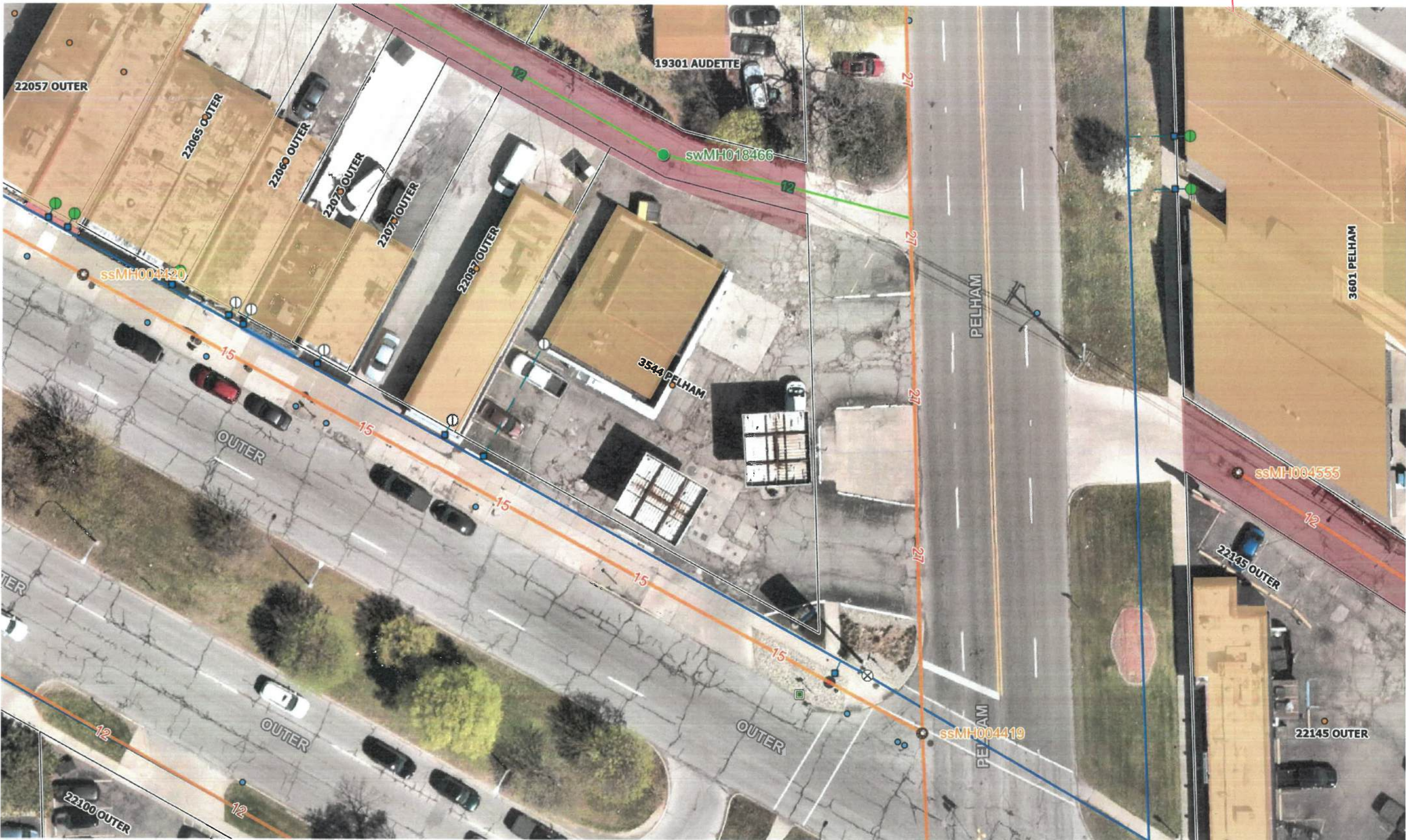
PELHAM INVESTMENTS

3544 PELHAM STREET,
DEARBORN, MICHIGAN
SITE LAYOUT MAP

JOB NO.:0240490

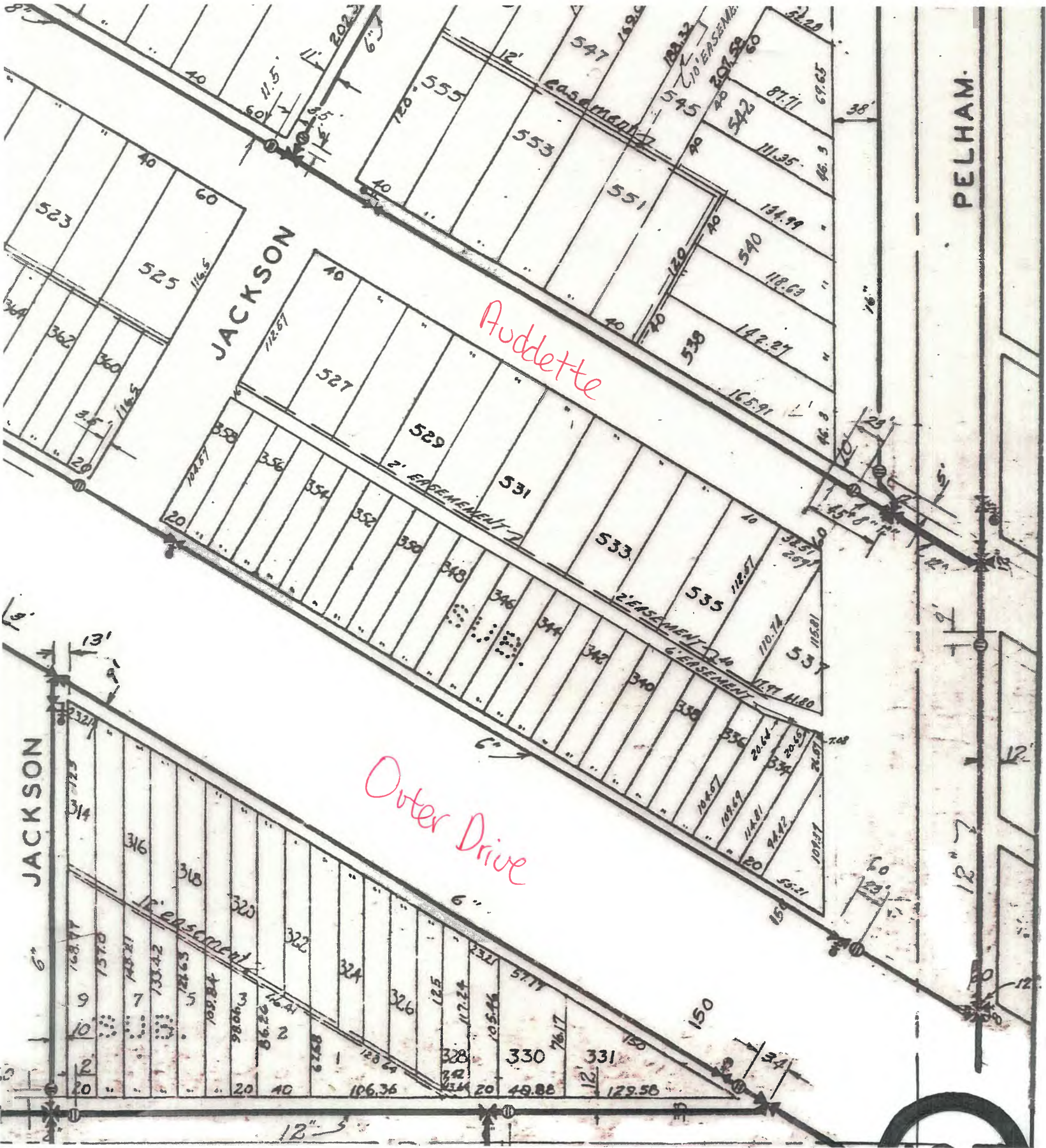
BY: MMS DATE: 11/1/2024

FIGURE 3





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:

5E1D1B83E46C

Soud El-Jamaly, City Engineer

Approval:

DocuSigned by:

1053E1C7585A438

Issa Shahin, Chief of Police

Approval:

DocuSigned by:

37AD1D1B83E46C

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

F77919D1421447F...

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.

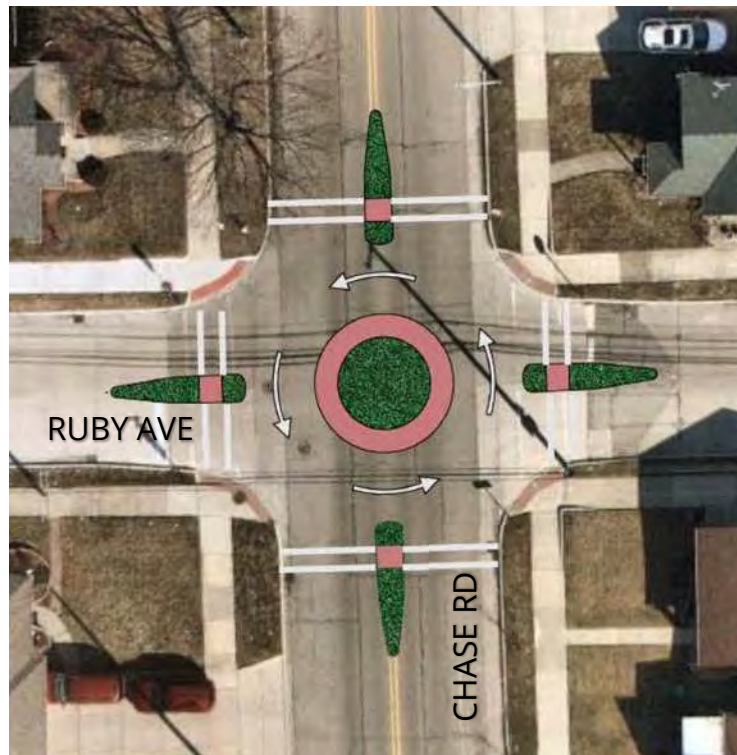


Figure 1: Proposed Intersection Improvements

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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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



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

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Michael Kennedy, Finance Director/ Treasurer

Initial

HJ

Corporation Counsel Approval:

DocuSigned by:

Jeremy J. Romer

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Jeremy J Romer, Corporation Counsel

**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

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Jay Andrews, Sr. Buyer

Department Approval:

DocuSigned by:

Sean R Fletcher

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Sean Fletcher, Parks & Rec Director

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



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

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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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Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

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Jeremy J. Romer, Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

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
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Jay Andrews, Sr. Buyer, Purchasing

Department Approval:

DocuSigned by:
Issa Shahin
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Issa Shahin, Police Department Chief

Budget Approval:

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

Corporation Counsel Approval:

DocuSigned by:
Jeremy Romer
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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

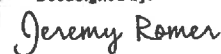
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Department Approval:

DocuSigned by:

1059E1C7565A436...
Issa Shahin, Chief of Police

Corporation Counsel Approval:

DocuSigned by:

E7A573BA25E3460...
Jeremy J. Romer, Corporation Counsel