



REGULAR MEETING OF THE COUNCIL

March 24, 2026

AGENDA

1. ROLL CALL
2. INVOCATION BY Pastor Marvin Miles of International Gospel Center.
3. PLEDGE OF ALLEGIANCE
4. RESOLUTION BY COUNCIL PRESIDENT SAREINI SUPPORTED UNANIMOUSLY – Recognizing the Dearborn High School United bowling team for their 2025-2026 Division 1 State Championship, as the first State title in the program’s history and requesting immediate effect.
5. RESOLUTION BY COUNCIL PRESIDENT PRO TEM ALSAWAFY SUPPORTED UNANIMOUSLY – Recognizing Dr. Nidhal Garmo, President of One World Medical Mission and Vice Chair of World Medical Relief for spending many years providing humanitarian aid to refugees and vulnerable communities around the world, including delivering millions of dollars in medical supplies and assistance to countries impacted by conflict and disaster and requesting immediate effect.
6. RESOLUTION BY COUNCIL PRESIDENT SAREINI SUPPORTED UNANIMOUSLY – Designating the month of March 2026 as “Disability Awareness Month” in the City of Dearborn to celebrate and recognize people with disabilities and requesting immediate effect.
7. RESOLUTION BY COUNCIL PRESIDENT SAREINI SUPPORTED UNANIMOUSLY – Proclaiming the month of March 2026 as National Women’s History Month in the City of Dearborn and recognizing this year’s theme to celebrate “Moving Forward Together! Women Educating & Inspiring Generations’, and encouraging the community to commemorate this special observance and requesting immediate effect.

8. RESOLUTION BY COUNCILMEMBERS ENOS AND ABRAHAM – Authorizing Mayor Hammoud to acknowledge Gail Snelling for fifty-years of exceptional Public Service and requesting immediate effect.
9. RESOLUTION BY COUNCILMEMBERS PARIS AND HAMMOUD – Authorizing Mayor Hammoud to acknowledge Gary Filiak fifty-years of exceptional Public Service and requesting immediate effect.
10. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND HAMMOUD – Authorizing Mayor Hammoud to extend condolences to the family of Warren Hartley and requesting immediate effect.
11. PUBLIC COMMENT
12. RESOLUTION IN NEED OF OFFER AND SUPPORT – Approving all items on the consent agenda and requesting immediate effect.

CONSENT AGENDA

13. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND O'REILLY – Authorizing the Finance Director to recognize additional enforcement and abatement revenue, in excess of the FY2026 adopted budget, in the amount of \$127,318 and appropriate expenditures in the amount of \$127,318 within the Economic Development Department budget and requesting immediate effect.
14. RESOLUTION BY COUNCILMEMBERS PARIS AND ALSAWAFY – Approving a Right-of-Way permit to Atlas Technical Consultants to perform one (1) soil boring within Right-of-Way of Grindley Park Street adjacent to 20180 Outer Drive and requesting immediate effect.
15. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND PARIS – Authorizing the Housing Division of the Department of Public Works & Facilities to implement a structured rent adjustment for John B. O'Reilly Jr. Manor and Suzanne Sareini Manor with an increase for current residents in the amount of \$100, a new base rate for move-ins in the amount of \$792, and a 5% annual escalation in perpetuity, beginning July 1, 2026 and requesting immediate effect.

16. RESOLUTION BY COUNCILMEMBERS ENOS AND PARIS – Authorizing the Finance Director to recognize the HAI Group Loss Prevention Fund grant award in the amount of \$59,481 and appropriate the same from the Seniors Apartment Operating Fund, Housing, Miscellaneous Revenues, Miscellaneous, Other account, as reimbursement for security surveillance and RFID card readers installed at John B. O’Rielly Jr. Manor and Suzanne Sareini Manor and requesting immediate effect.
17. RESOLUTION BY COUNCILMEMBERS PARIS AND ALSAWAFY – Authorizing to remove the penalties and revert the Delinquent Water Lien on the 2025 tax roll in the amount of \$690.06 from the property located at 10118 Eagle Street and requesting immediate effect.
18. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND O’REILLY – Authorizing to create a Statement of Qualifications (SOQ) list of qualified vendors for Weed and Vegetation Control throughout the City, for the term of three-years, with two (2) one-year extensions available, in an amount not to exceed \$30,000 for the duration of FY2026, and an annual total in the amount of \$65,000; also authorizing to add Owen Tree Service, Premier Group Associates, and Weed Eraser, Inc. to the SOQ list as sole contractors to be competitively solicited for related services and requesting immediate effect.
19. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ENOS – Authorizing to participate in the State of Michigan Road Salt Solicitation for the 2026-2027 winter season and commit to purchasing 9,000 tons of road salt for “early delivery” and 5,000 tons of road salt for “seasonal back-up” through the MiDeal Cooperative program and requesting immediate effect.
20. RESOLUTION BY COUNCILMEMBERS PARIS AND ABRAHAM – Awarding a cooperative contract to MacQueen Group, via the MiDeal Cooperative Program, in the monthly amount of \$104,000 for a total in the amount of \$728,000 for the Rental of Eight (8) Elgin Street Sweepers for the term of seven-months, from April through October 2026.
21. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND O’REILLY – Awarding a one-year cooperative contract to Rarestep, Inc. DBA Fleetio, via the GSA Cooperative Program, in the amount of \$55,800 for Fleet Management Software for the Department of Public Works & Facilities, beginning April 1, 2026.

22. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ENOS – Awarding a one-year cooperative contract to Verizon Connect NWF Inc., via the Sourcewell Cooperative Program, in the monthly amount of \$6,253.50 for a total annual amount of \$75,042 for Department of Public Works & Facilities Vehicle tracking.
23. RESOLUTION BY COUNCILMEMBERS PARIS AND ENOS – Authorizing a cooperative contract purchase, via the Sourcewell Cooperative Program, from Macqueen Emergency Solutions in the amount of \$58,719 for the purchase of High-Rise Hose Equipment for the Fire Department.
24. RESOLUTION BY COUNCILMEMBERS ENOS AND ABRAHAM – Awarding a single source contract to Target Specialty Products in the amount of \$57,855 for the purchase of Fertilizers and Turf Maintenance Chemicals for Mystic Creek Golf Course.
25. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND HAMMOUD – Authorizing the first of two (2) two-year renewal options with Mannik & Smith Group, Inc. (C.R. 8-433-23) in the amount of \$145,000 for Federally Qualified Archaeological & Historical Consultant Services, resulting in a new expiration date of July 31, 2027.
26. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND ENOS – Authorizing to extend the contract with Hyfi, LLC in the annual amount of \$49,335 for Real Time Water Level Monitoring, for the term of five-years, through February 1, 2031 and requesting immediate effect.
27. RESOLUTION BY COUNCILMEMBERS PARIS AND O'REILLY – Approving and authorizing to adopt the Wayne County Hazard Mitigation Plan (2026 Update), for the term of five-years from 2026 through 2031.
28. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND ENOS – Authorizing the Finance Director to process the addition of one (1) full-time Grant and Data Manager position for the remainder of FY2026, and removal of two (2) part-time Analyst positions within the Fire Department budget, with no estimated net cost for the remainder of FY2026 and a budgetary impact in the annual amount of \$100,453 beginning in FY2027 and requesting immediate effect.

29. RESOLUTION BY COUNCILMEMBERS PARIS AND HAMMOUD – Authorizing the Finance Director to recognize the June 2021 Flood reimbursement to be received from FEMA in the amount of \$2,458,847 in the General Fund, Property Maintenance & Development Services, Sanitation Division, Intergovernmental Revenue, Federal, Other account and requesting immediate effect.
30. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND ABRAHAM – Authorizing the Finance Director to appropriate General Fund fund balance in the amount of \$100,372 to the Legal Department, Salaries & Wages account to cover PTO payouts related to staff departures, as authorized by Budget Adoption Resolution C.R. 5-214-25 and requesting immediate effect.
31. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ENOS – Authorizing the Director of Philanthropy & Grants to submit the Michigan National Resources Trust Fund (MNRTF) grant application to obtain grant funding in the amount of \$400,000, with the local match in the amount of \$133,400 for phase one of the Joe Louis Greenway Dearborn Link and requesting immediate effect.
32. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND HAMMOUD – Authorizing the Director of Philanthropy & Grants to execute the Michigan Department of Environment, Great Lakes, and Energy (EGLE) State High Water Infrastructure (SHWI) grant application to obtain grant funding in the amount of \$450,000, with the local match in the amount of \$112,500 for the Dearborn Industrial Greenbelt Engineering and Design Project and requesting immediate effect.
33. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND PARIS – Authorizing the Director of Philanthropy & Grants to execute the Land and Water Conservation Fund (LWCF) grant application to obtain grant funding in the amount of \$500,000, with the local match in the amount of \$500,000 for the development of a state-of-the-art universally accessible playground at Levagood Park and requesting immediate effect.
34. RESOLUTION BY COUNCILMEMBERS PARIS AND ENOS – Denying the request of Mohammed Alysofi, on behalf of 2024 Investment LLC (C.R. 11-595-25, 1-52-25, & 8-416-23) for an extension of time to commence construction of single-family homes on the vacant lots located at 24720 Cherry, 2734 Hubbard, 24600 Calvin, 24705 Cooke, and 24622 Chicago, as 2024 Investment LLC has already exhausted all permissible extensions; also authorizing the City to exercise its right of reverter and repurchase all five (5) properties and requesting immediate effect.

35. RESOLUTION BY COUNCILMEMBERS ENOS AND ABRAHAM – Authorizing the Community Relations Department to install 5’x4’ double-sided promotional road signage at eight (8) medians on Wayne County roads located throughout the City to promote the Dearborn Homecoming Festival 2026 and requesting immediate effect.

36. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND ENOS – Authorizing the use and closure of West Village Dr., between the East and West Parking Decks, adjacent to PEACE Park West from 7:00 A.M. to 11:00 P.M. on Friday, May 15th, Friday, June 26th, Thursday July 16th, and Thursday, September 10, 2026 for the upcoming “Under the Stars’ series; also granting a noise waiver for the duration of each event and that this approval be extended to a rescheduled date in the event of weather-related cancellation; additionally authorizing the use and closure of Newman St., between S. Military St. and Tenney St. as well as Tenney St., between Michigan Ave. and Newman St. from 9:00 P.M. to 10:00 P.M. at the Friday, June 26, 2026 “Under the Stars’ event for a drone show taking place and requesting immediate effect.

37. RESOLUTION BY COUNCILMEMBERS PARIS AND O’REILLY – Authorizing the use and closure of West Village Drive, between the East and West Parking Decks, adjacent to PEACE Park West from 7:00 A.M. to 11:00 P.M. on Thursday, November 19, 2026, for the upcoming Dearborn Wanderlights Holiday Kickoff event; also granting a noise waiver for the duration of the event and that this approval be extended to a rescheduled date in the event of weather-related cancellation and requesting immediate effect.

38. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND ENOS – Authorizing to amend the AFSCME Salary Plan by moving the Sr. Project Engineer classification title in the Department of Public Works & Facilities from grade 121 to grade 122 and increasing the Salary accordingly within the annual range of \$83,271 - \$116,829 and requesting immediate effect.

39. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND PARIS – Authorizing to amend the Executive and Administrative (E&A) Salary Plan by changing the existing Housing Manager classification at grade 123 in the Department of Public Works & Facilities to the classification title of Housing Program Administrator at grade 310, with a salary increase within the annual range of \$93,217 - \$130,783, as approved by the Civil Service Commission and requesting immediate effect.

40. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND HAMMOUD – Authorizing to amend the Part-Time Salary Plan by changing the Title and Pay Rate of the Executive Chef Position at Mystic Creek Golf Course to the classification title of Banquet Chef with an increase in the maximum pay from \$31.50 to \$35.00 per hour and requesting immediate effect.
41. RESOLUTION BY COUNCILMEMBERS ENOS AND PARIS – Authorizing to amend the Executive and Administrative (E&A) Salary Plan by changing the title of the existing Website & Strategist classification in the Communications Department to Branding & Design Strategist as well as the exemption status from Exempt to Salaried, Non-Exempt, as approved by the Civil Service Commission and requesting immediate effect.

END OF CONSENT AGENDA

42. RESOLUTION BY COUNCILMEMBERS ENOS AND PARIS – Approving the minutes of the previous special (open) meeting of February 24, 2026 at 6:15 P.M.
43. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND O'REILLY – Approving the minutes of the previous special (open) meeting of February 24, 2026 at 6:30 P.M.
44. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND PARIS – Approving the minutes of the previous regular meeting of February 24, 2026, which includes the correct term of the appointments to the Arts & Culture Commission.
45. RESOLUTION BY COUNCILMEMBERS ENOS AND ABRAHAM – Approving the minutes of the previous special (closed) meeting of March 11, 2026.
46. ORDINANCE NO. 26-1865 – INTRODUCED BY COUNCIL PRESIDENT PRO TEM ALSAWAFY.
SYNOPSIS – “An Ordinance to amend the Administration Chapter (Chapter 2) of the Code of Ordinances of the City of Dearborn by amending Article III, Division 2A, Entitled ‘Parking Advisory Commission’.”
RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ABRAHAM – To table the Ordinance.

47. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND HAMMOUD – Awarding a contract to Nowak & Fraus Engineers in the amount of \$68,518 for Landscaping Architectural Services for the UAW Project and requesting immediate effect.
48. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND ABRAHAM – Awarding a contract to Action Water in the amount of \$45,350 for the purchase of Iron-Sulfur Filters for Camp Dearborn Comfort Stations.
49. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND O'REILLY – Authorizing the final renewal option with University Lithograph, LLC (C.R. 9-462-24) in the amount of \$49,586 for the printing and mailing of the 2026 City Calendar.
50. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND ENOS – Authorizing additional expenditures to the professional services contract with August Law, PLLC in the amount of \$50,000 as outside Counsel for ongoing litigation matters and requesting immediate effect.
51. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND PARIS – Authorizing to accept the donation of four (4) used vehicles from Ford Motor Company, for use by the Police Department and requesting immediate effect.
52. RESOLUTION BY COUNCILMEMBERS ENOS AND ABRAHAM – Authorizing on and off duty members of the Fire Department to conduct a “Stuff the Boot” fundraiser drive from May 1, 2026 through May 9, 2026 throughout the City for the Neighbors United Charitable Organization; also granting a noise waiver during the fundraiser dates and that the Fire Chief be authorized to schedule rain dates as needed.
53. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND PARIS – Authorizing the Fire Department to renew the annual membership in the Western Wayne County Fire Department Mutual Aid Association (WWCFDMAA) in the amount of \$30,994 and requesting immediate effect.

54. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND O'REILLY – Granting the request of Green Brain Comics to conduct the 25th Annual "Green Brain Free Comic Book Day" event in the City-owned alley located north of Michigan Ave., between Middlesex and Horger St. from 4:00 P.M. on Friday, May 1, 2026 to 3:00 P.M. on Sunday, May 3, 2026; also granting permission to erect a non-staked 20' x 40' tent within the City owned alley, approving the delivery and pickup of six (6) barricades from DPW and a noise waiver for the duration of the event and requesting immediate effect.

55. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND ENOS – Granting the request of the Friends for Animals of Metro Detroit (FAMD) to conduct the annual "Pawchella" Event (formerly known as Mutt Strut) and to close Reckinger Road from approximately 9:00 A.M. to 8:00 P.M. on Saturday, June 13, 2026, subject to all applicable ordinances and the rules and regulations of the Police Department; Additionally, authorizing parking lot use at the Ford Community & Performing Arts Center, Henry Ford Centennial Library, Powerhouse, Court, and Police Station, a noise waiver for the duration of the event, permission to obtain an alcohol license, a fee waiver for the tent permit, and permission to place promotional signs at three (3) intersections throughout the City for the month of May 2026 leading up to the event and requesting immediate effect.

56. RESOLUTION BY COUNCILMEMBERS PARIS AND ENOS – Authorizing to accept the FY2027 Transportation Alternatives Program (TAP) Southeast Michigan Council of Governments (SEMCOG) grant funding in the amount of \$164,128, with the local match in the amount of \$41,032 for the City's Safety on Schaefer Road project and requesting immediate effect.

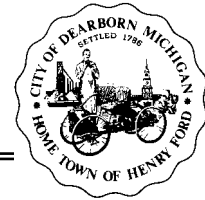
57. RESOLUTION BY COUNCILMEMBERS O'REILLY AND PARIS – Authorizing the Finance Director to recognize revenue from the FY2024 State and Local Cybersecurity Grant funding in the amount of \$550,000 in the technology and Innovation Fund and appropriate the same amount in the Technology and Innovation expenditures account, to be utilized to improve the City's cybersecurity efforts through .gov domain migration and requesting immediate effect.

58. RESOLUTION BY COUNCILMEMBERS PARIS AND ENOS – Authorizing the Finance Director to recognize State Court Administrative Office (SCAO) grant funding in the amount of \$55,000 for implementation of the Operation Drive Program at the 19th District Court and to appropriate the same in the 19th District Court, Operation Drive Various Accounts and requesting immediate effect.

59. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND O'REILLY – Granting the request of Trivium Racing to conduct their “Dearborn Decades 5k Run” from approximately 7:00 a.m. to 10:00 a.m. on Sunday, August 9, 2026, with assistance from the Police Department for traffic safety/crowd control for the duration of the event, subject to reimbursement for City services, subject to all applicable ordinances and the rules and regulations of the Police Department; also granting a noise waiver for the duration of the event and permission to place barricades at Monroe Street and S. Brady Street as well as Morley Avenue and S. Brady Street and requesting immediate effect.
60. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND PARIS – Granting the request of the Communications Department, in conjunction with the Dearborn Allied War Veterans Council, to conduct its 100th annual Memorial Day Parade on Monday, May 25, 2026 from 7:00 A.M until approximately 2:00 P.M. on Michigan Avenue (from Schaefer Rd. to M39/Southfield Freeway), subject to all applicable ordinances and the rules and regulations of the Police Department; also authorizing the use and closure of Maple Rd. from Schaefer Rd. to Michigan Ave. as well as use of the City owned parking lots as follows: John Nagy Parking Lot, Dearborn Fresh Parking Lot, Calhoun (50/50) Parking Lot; additionally authorizing use of the Veterans Park and War Memorial and a noise waiver for the duration of the event and permission for the Community Relations Department to place event-related and directional signage on city-owned property and requesting immediate effect.
61. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND HAMMOUD – Appointing Mohamed Fradi to the Dearborn Arts & Culture Commission with a term ending June 30, 2027 and requesting immediate effect.
62. RESOLUTION BY COUNCIL PRESIDENT SAREINI SUPPORTED BY COUNCIL PRESIDENT PRO TEM ALSAWAFY – Appointing Sam Shamsedean to the Dearborn Arts & Culture Commission with a term ending June 30, 2027 and requesting immediate effect.
63. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND ENOS – Concurring in the appointment of Nasri Sobh to the Dearborn Arts & Culture Commission with a term ending June 30, 2028 and requesting immediate effect.

PUBLIC COMMENT WILL FOLLOW ANY WALK-ON ITEMS

OFFICE OF THE 35TH CITY COUNCIL



IMMEDIATE EFFECT

To: City Clerk

From: City Council

Date: March 09, 2026

Subject: Council Acknowledgment- Dearborn High School United Bowling Team

The 35th City Council wishes to recognize the Dearborn High School United Bowling Team on their 2025-2026 Division 1 State Championship. This is an historic achievement, as the first State title in the program's history. This item shall be given immediate effect.

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

Michael T. Sareini
Council President

OFFICE OF THE 35TH CITY COUNCIL



IMMEDIATE EFFECT

To: City Clerk
From: City Council
Date: March 16, 2026
Subject: Council Acknowledgment- Dr. Nidhal Garmo

The 35th City Council wishes to recognize Dr. Nidhal Garmo, President of One World Medical Mission, and Vice Chair of World Medical Relief. Dr. Nidhal Garmo has spent many years providing humanitarian aid to refugees and vulnerable communities around the world, including delivering millions of dollars in medical supplies and assistance to countries impacted by conflict and disaster.

While Dr. Garmo's work is global, it strongly connects to the roots of many Dearborn residents whose families come from Lebanon, Palestine, Iraq, and the broader Middle East. Through her humanitarian work, she has helped mobilize support from communities in southeast Michigan to deliver medical supplies and aid to people affected by war and displacement in those regions.

This item shall be given immediate effect.

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

Kamal M. Alsawafy
Council President Pro Tem

OFFICE OF THE 35TH CITY COUNCIL



2026 Disability Awareness Month Resolution

Whereas: The month of March, 2026, has been designated as “Disability Awareness Month” to celebrate and recognize people with disabilities; be it further

Whereas: Disability is a natural part of the human experience and in no way diminishes the right of individuals with disabilities to live independently, enjoy self-determination, make choices, contribute to society and experience fully in the economic, political, social, cultural and educational mainstream of American society; be it further

Whereas: Family members, friends and members of the Dearborn community can play a central role in enhancing the lives of people with disabilities, be it further

Whereas: Public and private employers are encouraged to acknowledge the capabilities of people with disabilities to be engaged in competitive work in inclusive settings; be it further

Whereas: The goals of Dearborn include providing individuals with disabilities the opportunities to: live a community where such individuals can exercise their full rights and responsibilities as citizens; pursue meaningful and productive lives; contribute to their family, community, state and nation; and achieve full inclusion in society; be it further

Whereas: Citizens of Dearborn should do all in their power to; recognize the value and intersectionality of the disability experience in our lives and the valued role it has in our rich diversity; recognize the barriers presented to those with disabilities; create ways to include everyone, especially those with developmental disabilities, to be fully included in all aspects of life; understand the losses (financial, spiritual, human rights, contributions to community, and otherwise), when our communities segregate and create barriers for those with disabilities; demand that policymakers create inclusive, equitable policies and systems for all; therefore be it

RESOLVED: Let it be resolved that the members of the 35th City Council of the City of Dearborn, do hereby designate the month of March, 2026, as “Disability Awareness Month” to celebrate and recognize people with disabilities, be it further

RESOLVED: That this resolution be given immediate effect.

A handwritten signature in black ink, appearing to read "Michael T. Sareini", is enclosed in a thin black rectangular border.

Michael T. Sareini
Council President

OFFICE OF THE 35TH CITY COUNCIL



2026 Women’s History Month Resolution:

WHEREAS: Throughout history, the vision and achievements of powerful women have strengthened our Nation and opened the doors of opportunity wider for all of us. Though their stories too often go untold, all of us stand on the shoulders of these sung and unsung trailblazers — from the women who took a stand as suffragists, abolitionists, and labor leaders to pioneering scientists and engineers, groundbreaking artists, proud public servants, and brave first responders and members of our Armed Forces; be it further

WHEREAS: In 1980, President Jimmy Carter declared the week of March 2-8 to be National Women’s History Week. By 1995 and ever since, every United States President has issued a series of annual proclamations designating the month of March as “Women’s History Month,” to celebrate the achievements and contributions women have made to society over the course of American history; be it further

WHEREAS: From Susan B. Anthony and Elizabeth Cady Stanton founding the National Woman Suffrage Association, to Amelia Earhart serving as the first woman, and second pilot, to fly across the Atlantic, to Jeannette Rankin of Montana, the first woman elected to Congress as a member of the House of Representatives, and to Marie Curie, the first woman to receive two Nobel prizes for her work on scientific advancements related to elements and medicine, the work of these women, along with a countless number of others, have not gone unnoticed; be it further

WHEREAS: During Women’s History Month, we acknowledge, celebrate all of the women who have made a positive impact across our community and around the world and give them thanks. We owe them a great deal of gratitude; be it further

WHEREAS: The National Women’s History Month’s theme for 2026 celebrates “Moving Forward Together! Women Educating & Inspiring Generations.”; be it further

WHEREAS: The 35th Dearborn City Council is committed to ensuring that the contributions women have made to our community and country be noted; therefore, be it

RESOLVED: That the 35th Dearborn City Council, proclaims March 2026 to be national Women's History Month in the City of Dearborn. We also recognize this year's theme to celebrate "Moving Forward Together! Women Educating & Inspiring Generations", and we encourage our entire community to commemorate this special observance, be it further

RESOLVED: That this resolution be given immediate effect.

A handwritten signature in black ink, appearing to read "Michael T. Sareini", enclosed in a thin black rectangular border.

Michael T. Sareini
Council President



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Final Renewal of the five-year contract with University Lithograph, LLC for the 2026 Calendar.

DEPARTMENT: Communications, In Conjunction with Purchasing

BRIEF DESCRIPTION: The City Currently has a contract with University Lithograph, LLC for the printing and mailing of Calendars. This request is the final renewal of the contract at a cost of \$49,586 for the printing and mailing of the 2026 Calendar. This service will be posted for solicitation later this year in order to secure a vendor for the 2027 Calendars.

PRIOR COUNCIL ACTION: CR 9-462-24 approved \$47,571 to University Lithograph, LLC for the 2025 calendar.

BACKGROUND: Historically, the City ordered approximately 5,000 to 7,000 copies of the calendar in English only. Following Council and Administration requests, the project was expanded to include Arabic translation and a city-wide mailing to over 36,000 households. To maintain this expanded service level through the end of the current engagement, the Communications Department is requesting a final renewal for the 2026 edition.

FISCAL IMPACT: \$49,586

COMMUNITY IMPACT: By mailing the calendar to every household, the City ensures residents have critical information regarding City services and community engagement opportunities in both English and Arabic.

IMPLEMENTATION TIMELINE: University Lithograph, LLC prints and ships calendars to residents annually in December.

COMPLIANCE/PERFORMANCE METRICS: Communications department manages this contract.

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

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Final Renewal of the five-year contract with University Lithograph, LLC for the 2026 Calendar.
DATE: February 10, 2026

Budget Information

Adopted Budget: \$130,200
Amended Budget: \$202,782
Requested Amount: \$49,586
Funding Source: General Fund, Communications, Administrative Division, General Government, Research & Information, Printing & Binding
Supplemental Budget: N/A

Summary of Request

Purchasing, on behalf of the Communications department, recommends the final renewal of printing and mailing services for the City Calendar with University lithograph, LLC. The value of the renewal is \$49,586.

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

Background and Justification

Historically, the Communications Department has ordered between 5,000 and 7,000 (2024) copies of the printed calendar, which was only offered in English. The calendar is now produced in English and Arabic.

Following the production and distribution of the 2024 City of Dearborn Calendar in December 2024, several members of Council contacted the Communications Department and the Mayor's Office to request that the 2025 City Calendar be mailed to every Dearborn household.

Per this request, the Communications Department asked for additional funding in the FY2025 budget process to account for the cost of printing and mailing the 2025 City Calendar to over 36,000 Dearborn households. The 34th City Council generously approved this request, including \$50,000 in funding for the City Calendar in the adopted budget for FY25.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Prepared By:

DocuSigned by:
Mark Rozinsky
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Mark Rozinsky, Purchasing Manager

Department Approval:

Signed by:
Katryn (Katie) Doyal-Rabhi
7AE526E9572B40B...

Katie Doyal-Rabhi, Director of Communications

Budget Approval:

DocuSigned by:
Michael Kennedy
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Initial
MM

Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

Signed by:
Ola Hammoud
54D67769937D4C3...

Ola Hammoud, Assistant Corporation Counsel



**DEARBORN
COMMUNITY
RELATIONS**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: The City of Dearborn is seeking permission to close S Brady St. between Monroe St & Morley Ave to traffic to conduct the Dearborn Decades 5k run on Sunday, August 9 during Dearborn Homecoming Festival. A noise waiver & immediate effect is requested.

DEPARTMENT: Community Relations, Police

BRIEF DESCRIPTION:

To ensure safety of Dearborn Decades 5K participants, permission is sought to place barricades at the intersections Monroe St & S Brady St as well as Morley Ave & S Brady St on Sunday, August 9 from 7:00 AM - 10:00 AM.

PRIOR COUNCIL ACTION:

C.R. 1-69-25 - Approval of similar road closures for the 2025 Dearborn Decades 5K

BACKGROUND:

The City of Dearborn, in partnership with Trivium Racing, has historically hosted the Dearborn Decades 5k run on Sunday of Homecoming weekend. The course will begin at lower (south) Ford Field Park, turn down onto S. Brady, and continue onto the Rouge Gateway Trail.

FISCAL IMPACT:

N/A

COMMUNITY IMPACT:

If approved, the Dearborn Decades 5k will offer residents and festival attendees the opportunity to participate in an affordable fitness event, to take place on Sunday of Homecoming weekend.

Dearborn Police Department personnel will monitor road closures and direct traffic accordingly throughout the duration of the race.

IMPLEMENTATION TIMELINE: Immediate effect is requested.

COMPLIANCE/PERFORMANCE METRICS: N/A



**DEARBORN
COMMUNITY
RELATIONS**

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: Community Relations, Police
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Dearborn Decades 5K Road Closure Request - Dearborn Homecoming Festival 2026
DATE: January 12, 2026

Summary of Request: The City of Dearborn, in partnership with Trivium Racing, plans to host the Dearborn Decades 5K run on Sunday, August 9, 2026 during Dearborn Homecoming Festival weekend. The course will begin at lower (south) Ford Field Park, turn onto S. Brady St., and continue onto the Rouge Gateway Trail.

The Community Relations and Police departments seek permission to place barricades at the intersections of Monroe St and S. Brady St as well as Morley Ave and S. Brady St. to ensure safety for Dearborn Decades 5K participants between 7:00 AM and 10:00 AM on Sunday, August 9, 2026. If approved, the Dearborn Decades 5k will offer residents and festival attendees the opportunity to participate in an affordable fitness-based event.

Please find the course map attached. A noise waiver & immediate effect is requested.

Department Approval:

DocuSigned by:
Alia Phillips
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Alia Phillips
Community Relations Director

DocuSigned by:
Issa Shahin
1053E1C7585A436...

Issa Shahin
Chief of Police



**DEARBORN
COMMUNITY
RELATIONS**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: The department of Community Relations kindly requests approval for a road closure and a noise waiver for the upcoming Dearborn Wanderlights Holiday Kickoff event.

DEPARTMENT: Community Relations, Police

BRIEF DESCRIPTION:

To ensure the safety of attendees and performers during the Dearborn Wanderlights Holiday Kickoff event, a road closure is kindly requested for the evening of Thursday, November 19, 2026.

The closure would encompass West Village Drive between the East and West parking decks adjacent to PEACE Park West from 7:00 AM to 11:00 PM. Additionally, it is requested that this approval be extended to a rescheduled date if an event is canceled due to weather.

A noise waiver is additionally requested.

PRIOR COUNCIL ACTION:

C.R. 9-528-25 - Approval of a similar road closure for the Dearborn Wanderlights Holiday Kickoff event in November 2025.

BACKGROUND:

The City of Dearborn successfully launched the Dearborn Wanderlights event series in 2025. Dearborn Wanderlights is an innovative holiday light show featuring interactive installations. Inspired by successful models like Grand Rapids' World of Winter, the experience blends technology, art, and storytelling to create a magical walkthrough experience.

In addition to the months-long light display, Community Relations will partner with our West DDDA and local businesses to host monthly community events within the space, creating a centerpiece for holiday celebrations in the region.

On November 19, 2026, the event's opening ceremony will feature a spectacle of color and light, live entertainment & performances, the City's annual holiday tree lighting, and seasonal treats.

FISCAL IMPACT:

N/A

COMMUNITY IMPACT:

These events offer significant benefits to our community by:

- Fostering a more vital and vibrant artistic atmosphere.



DEARBORN
COMMUNITY
RELATIONS

EXECUTIVE SUMMARY AND MEMORANDUM

- Increasing customer traffic to businesses in the West Downtown commercial corridor.
- Activating public spaces for community engagement.
- Attracting a diverse range of visitors to Dearborn.

IMPLEMENTATION TIMELINE: Immediate effect is requested.

COMPLIANCE/PERFORMANCE METRICS: Community Relations staff annually evaluates event performance using metrics such as reach, attendance, sponsorship acquisition, media engagement, and debriefs to ensure events are impactful and align with the City's vision, goals, and strategies.



**DEARBORN
COMMUNITY
RELATIONS**

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Community Relations, Police

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Road Closure & Noise Waiver Request - Dearborn Wanderlights Holiday Kickoff 2026

DATE:

Summary of Request: To ensure the safety of attendees and performers during the Dearborn Wanderlights Holiday Kickoff event, the department of Community Relations kindly requests a road closure for the evening of Thursday, November 19, 2026.

The closure would encompass West Village Drive between the East and West parking decks adjacent to PEACE Park West from 7:00 AM to 11:00 PM. Additionally, it is requested that this approval be extended to a rescheduled date if an event is canceled due to weather.

A noise waiver is additionally requested.

Please find a diagram of the proposed road closure below. Immediate effect is requested.

WEST VILLAGE ROAD CLOSURE



**ROAD CLOSURE
CLOSE BY: 7:00 AM
OPEN BY: 11:00 PM**

Road Closure/
Barricades

Fire Lane

CLOSED TO THROUGH TRAFFIC Sign(s)

DPD Detail Car Parked



DEARBORN
COMMUNITY
RELATIONS

EXECUTIVE SUMMARY AND MEMORANDUM

Department Approval:

DocuSigned by:

Alia Phillips

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Alia Phillips
Community Relations Director

DocuSigned by:

Issa Shahin

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Issa Shahin
Chief of Police



**DEARBORN
COMMUNITY
RELATIONS**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: The department of Community Relations kindly requests approval for road closures and a noise waiver for the upcoming “Under the Stars” series.

DEPARTMENT: Community Relations, Police

BRIEF DESCRIPTION:

To ensure the safety of attendees and performers during the “Under the Stars” series, a road closure is kindly requested for the following dates:

- Friday, May 15, 2026
- Friday, June 26, 2026
- Thursday, July 16, 2026
- Thursday, September 10, 2026

The closures would encompass West Village Drive between the East and West parking decks adjacent to PEACE Park West from 7:00 AM to 11:00 PM. Additionally, it is requested that these approvals be extended to rescheduled date(s) if an event is canceled due to weather.

An additional road closure is requested for the Friday, June 26 “Under the Stars” event. The closure would take place on Newman St. between S Military St. and Tenny St., as well as Tenny St. between Michigan Ave and Newman St. from 9:00 PM - 10:00 PM for the purpose of ensuring safe operations for a drone show. The drones will launch from the grassy field at the intersection of Newman St and S Military St.

A noise waiver is additionally requested.

PRIOR COUNCIL ACTION:

C.R. 9-528-25 - Approval of a similar, event-related road closure for the Dearborn Wanderlights Holiday Kickoff event in November 2025.

BACKGROUND:

As part of its commitment to arts, culture, and accessible community events, the City of Dearborn plans to extend its “Under the Stars” series to four events in 2026. Last year, the City hosted a duo of free candlelight symphony performances from the Dearborn Symphony and National Arab Orchestra, marking the post-COVID return of this beloved 40+ year community tradition.

FISCAL IMPACT:

N/A



EXECUTIVE SUMMARY AND MEMORANDUM

COMMUNITY IMPACT:

These events offer significant benefits to our community by:

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

IMPLEMENTATION TIMELINE: Immediate effect is requested.

COMPLIANCE/PERFORMANCE METRICS: Community Relations staff annually evaluates event performance using metrics such as reach, attendance, sponsorship acquisition, media engagement, and team debriefs to ensure events are impactful and align with the City's vision, goals, and strategies.



DEARBORN
COMMUNITY
RELATIONS

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: Community Relations, Police
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Road Closure & Noise Waiver Request - Under the Stars Series 2026
DATE:

Summary of Request: To ensure the safety of attendees and performers during the “Under the Stars” series, the department of Community Relations kindly requests road closures for the following dates:

- Friday, May 15, 2026
- Friday, June 26, 2026
- Thursday, July 16, 2026
- Thursday, September 10, 2026

The closures would encompass West Village Drive between the East and West parking decks adjacent to PEACE Park West from 7:00 AM to 11:00 PM. Additionally, it is requested that these approvals be extended to rescheduled date(s) if an event is canceled due to weather. A noise waiver is additionally requested for each of these events.

An additional road closure is requested for the Friday, June 26 “Under the Stars” event. The closure would take place on Newman St. between S Military St. and Tenny St., as well as Tenny St. between Michigan Ave and Newman St. from 9:00 PM - 10:00 PM for the purpose of ensuring safe operations for a drone show. The drones will launch from the grassy field at the intersection of Newman St and S Military St.

A diagram of all proposed closures can be found below.

Immediate effect is requested.



DEARBORN
COMMUNITY
RELATIONS

EXECUTIVE SUMMARY AND MEMORANDUM

WEST VILLAGE ROAD CLOSURE



ROAD CLOSURE
CLOSE BY: 7:00 AM
OPEN BY: 11:00 PM








-  Road Closure/
Barricades
-  Fire Lane
-  CLOSED TO THROUGH TRAFFIC Sign(s)
-  DPD Detail Car Parked



**DEARBORN
COMMUNITY
RELATIONS**

EXECUTIVE SUMMARY AND MEMORANDUM



-  CITY UTILITY VEHICLE
-  POLICE CAR
-  ROAD CLOSURE SIGNAGE
-  CLASS 3 BARRICADE
-  FIRE LANE
-  REQUIRED DRONE SHOW CLOSURE (Roads Closed from 9:00 - 10:00 PM)
-  EVENT PERIMETER (Road Closed from 7:00 AM - 11:00 PM)

**Road Closure Diagram - Drone Show Under the Stars
June 26, 2026**

Department Approval:

DocuSigned by:
Alia Phillips
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Alia Phillips
Community Relations Director

DocuSigned by:
Issa Shakin
1053E1G7565A436...

Issa Shakin
Chief of Police



**DEARBORN
COMMUNITY
RELATIONS**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: The Community Relations and Police departments kindly request permission to install promotional signs for Dearborn Homecoming Festival 2026 on Wayne County roads.

DEPARTMENT: Community Relations, Police

BRIEF DESCRIPTION:

As part of their permitting process, Wayne County and MDOT have requested a resolution from Dearborn City Council approving sign placement. The eight 5'x4', double-sided signs are to be located at the following medians:

- Ford Rd and Telegraph Rd median
- Median on Michigan Ave near Garrison St and Washington St
- Median on Michigan Ave near Elm St and Dearborn Station
- Ford Rd and Mercury Dr median
- Ford Rd and Schaefer Rd median
- Outer Drive and Southfield median (near Walnut St)
- Hubbard Drive and Northwood Drive median
- Dix St and Vernor Hwy/Holly St median

PRIOR COUNCIL ACTION:

C.R. 6-290-25 - Approval of road sign locations for the 2026 Dearborn Homecoming Festival

BACKGROUND:

The City of Dearborn has historically installed signs on city, county, and State roads to promote Dearborn Homecoming Festival with the approval of Dearborn City Council, Wayne County, and MDOT.

FISCAL IMPACT:

N/A

COMMUNITY IMPACT:

If approved, these signs will permit cost-effective physical advertisement of Dearborn Homecoming Festival 2026 to all who travel along the above-listed streets.

Through Dearborn Homecoming Festival, the City of Dearborn provides a highly anticipated weekend of recreational and cultural enrichment to our residents as well as attendees from the greater metro area. Additionally, Dearborn Homecoming Festival offers the opportunity for local



DEARBORN
COMMUNITY
RELATIONS

EXECUTIVE SUMMARY AND MEMORANDUM

nonprofits and community groups to raise critical funds to support their missions, as well as brings a surge of traffic to local small businesses and our downtown district surrounding the festival grounds.

IMPLEMENTATION TIMELINE: Immediate effect is requested.

COMPLIANCE/PERFORMANCE METRICS: If approved by Dearborn City Council, secondary requests will be sent via the Dearborn Police Department to Wayne County and MDOT.



**DEARBORN
COMMUNITY
RELATIONS**

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Community Relations, Police

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Road Signage Request - Dearborn Homecoming Festival 2026

DATE:

Summary of Request: The City of Dearborn has historically installed signs on city, Wayne County, and State roads to promote Dearborn Homecoming Festival with the approval of Dearborn City Council, Wayne County, and MDOT. We are again seeking permission to install promotional signs for Dearborn Homecoming Festival 2026.

As part of its permitting process, Wayne County and MDOT have requested a resolution from Dearborn City Council approving sign placement. The eight requested 5'x4', double-sided signs are to be located at the following medians:

- Ford Rd and Telegraph Rd median
- Michigan Ave and Outer Drive median
- Median on Michigan Ave near Elm St and Dearborn Station
- Ford Rd and Mercury Dr median
- Ford Rd and Schaefer Rd median
- Outer Drive and Southfield median (near Walnut St)
- Hubbard Drive and Northwood Drive median
- Dix St and Vernor Hwy/Holly St median

If approved, these signs will permit cost-effective physical advertisement of Dearborn Homecoming Festival 2026 to residents and those who commute across the city.

Immediate effect is requested.

Department Approval:

DocuSigned by:
Alia Phillips
64E917BA27244C

Alia Phillips
Community Relations Director

DocuSigned by:
Issa Shahin
1053E1C7585A436

Issa Shahin
Chief of Police



**DEARBORN
COMMUNITY
RELATIONS**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Community Relations kindly requests permission to conduct Dearborn's 100th Memorial Day Parade on Monday, May 25, 2026. A noise waiver is also requested.

DEPARTMENT: Community Relations, Public Works, Police

BRIEF DESCRIPTION:

At the recommendation of the Dearborn Police Department, the following procedure was determined to ensure the safety and convenience of participants and residents during the 2026 Memorial Day Parade. To that end, we kindly ask for the use of the following city-owned streets and parking lots to stage and execute the event.

- Michigan Avenue from Schaefer Road to M39 / Southfield Freeway from 7:00 a.m. until approximately 2:00 p.m. It is proposed that parade traffic will travel westward down Michigan Ave and conclude at Henry Ford Centennial Library. We ask that the parade route be designated as Michigan Avenue, with curb-to-curb control granted.
- We also ask that Maple Road from Schaefer Road to Michigan Avenue be closed from 7:30 a.m. to 2:00 p.m. and curb to curb use be granted to accommodate staging for the funeral procession and marching bands.
- In addition, we request the use of the City-owned parking lots for staging of additional participants as follows:

Staging Area

- Parking & Band Staging: **John Nagy parking lot** with the boundaries of John Nagy Drive to the north, The Fish Market's rear drive to the east, Maple to the west and Osborn to the south.
- Participant Staging: **Dearborn Fresh parking lot** with boundaries of Michigan Avenue to the south, Colson to the north, Schaefer to the east.
- Potential Parking & Participant Dropoff: **Calhoun (50/50) parking lot** with the boundaries of Colson Street to the north, Bingham to the east and Schaefer to the west.
- Lineup of Escort and Division 1 on Michigan Avenue west of Schaefer

End of Parade Route

- **Henry Ford Centennial Library**
 - VIP and handicap parking
 - Participant pick up at the end of the parade
 - Parking & Shuttle pick up before the parade



EXECUTIVE SUMMARY AND MEMORANDUM

- **Dearborn Administrative Center / Ford Community and Performing Arts Center**
 - Overflow parking
 - Shuttle pick up before the parade

In addition, we ask for the use of the Veterans Park and War Memorial at the Henry Ford Centennial Library until 2:00 p.m. for the traditional Remembrance Ceremony.

The Department of Community Relations also requests the right to place event-related promotional and directional signage on city-owned property along the parade route.

PRIOR COUNCIL ACTION:

C.R. 1-70-25 - Approval of route for the 2025 Memorial Day Parade

BACKGROUND:

The City of Dearborn seeks to carry on its annual tradition of presenting Michigan's longest-running Memorial Day Parade in honor of those who lost their lives while serving our country. Historically, the parade features over 90 regional officials, marching bands, and community groups and concludes with a Remembrance Ceremony in honor of the fallen.

FISCAL IMPACT:

The Department of Community Relations plans to seek sponsorships to help cover the costs of the parade and its associated events in addition to the allocated budget.

COMMUNITY IMPACT:

This event continues the City's longstanding tradition of honoring those who have lost their lives while serving our country. It also offers the city an opportunity to connect with surviving veteran populations within Dearborn, as well as encourages participation from community groups of various backgrounds for a family-friendly and accessible event.

The Community Relations Department plans to work in tandem with the Department of Economic Development to promote participation from businesses along the parade route in downtown East Dearborn. Additionally, as one of Michigan's largest Memorial Day Parades, we plan to utilize the opportunity to extend our reach to the greater Dearborn area and promote participation (and by extension, strengthen overall relationships) with neighboring cities as well as across Wayne County.



DEARBORN
COMMUNITY
RELATIONS

EXECUTIVE SUMMARY AND MEMORANDUM

IMPLEMENTATION TIMELINE: Immediate effect is requested.

COMPLIANCE/PERFORMANCE METRICS: While the City does not track public attendance of the Memorial Day parade (the event is free and does not require attendees to utilize specific points of entry or exit), the Department of Community Relations will carefully track outreach to and participation of involved parties, as well as evaluate the success of sponsorship acquisition in a post-event debrief with city staff and the event planning team. All event costs and revenues will be tracked in detail.



DEARBORN
COMMUNITY
RELATIONS

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Community Relations, Public Works, Police

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Approval of 2026 Memorial Day parade event and associated city street closures, parking lot usage and noise waiver.

DATE: January 12, 2026

Summary of Request: The City of Dearborn's Department of Community Relations, Public Works, and Police respectfully request permission from Dearborn City Council to conduct its 100th Memorial Day Parade on Monday, May 25, 2026.

This request includes the closure of public roads as well as the use of city-owned lots in order to execute the parade safely and successfully.

At the recommendation of the Dearborn Police Department, the following procedure was determined to ensure the safety and convenience of participants and residents during the 2026 Memorial Day Parade. We kindly seek your approval to:

- Utilize Michigan Avenue from Schaefer Road to M39 / Southfield Freeway from 7:00 a.m. until approximately 2:00 p.m. It is proposed that parade traffic will travel westward down Michigan Ave and conclude at Henry Ford Centennial Library. We ask that the parade route be designated as Michigan Avenue, with curb-to-curb control granted.
- Close Maple Road from Schaefer Road to Michigan Avenue from 7:30 a.m. to 2:00 p.m., with curb-to-curb use granted to accommodate staging for the funeral procession and marching bands.
- Utilize select city-owned parking lots as outlined within the accompanying executive summary for parade staging, participant parking, and participant shuttle service at the conclusion of the parade route.

Additionally, we respectfully request that the City Council grant the Department of Community Relations the right to place event-related promotional and directional signage on city-owned property along the parade.

A noise waiver and immediate effect are requested.



DEARBORN
COMMUNITY
RELATIONS

EXECUTIVE SUMMARY AND MEMORANDUM

Department Approval:

DocuSigned by:

Alia Phillips

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Alia Phillips
Community Relations Director

DocuSigned by:

Issa Shahin

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Issa Shahin
Chief of Police

DocuSigned by:

Tim Hawkins

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Tim Hawkins
Director of Public Works



EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST:

The 19th District Court has been awarded a grant totaling \$55,000 for the Operation Drive program administered by the State Court Administrative Office (SCAO). The award period runs from January 1, 2026 through September 30, 2027. The 19th District Court respectfully requests authorization for the Finance Director or designee to recognize and appropriate \$55,000 in grant funding to support implementation of the Operation Drive program.

It is respectfully requested that Council authorize acceptance of this grant award with immediate effect.

DEPARTMENT:

19th District Court

BRIEF DESCRIPTION:

The 19th District Court applied for a grant for the Operation Drive program administered through the State Court Administrative Office (SCAO) of the Michigan Supreme Court. The Court was awarded \$55,000. The grant period for the award is January 1, 2026 through September 30, 2027. There is no matching requirement. The award process was highly competitive, and the 19th District Court was selected as one of only ten jurisdictions statewide to receive funding.

PRIOR COUNCIL ACTION:

N/A

BACKGROUND:

The Operation Drive award will support the implementation of a structured court-based program designed to assist individuals whose driver's licenses are suspended due to traffic-related offenses. The program provides a sentencing alternative focused on accountability, compliance, and restoration of lawful driving privileges. By combining judicial oversight with education and structured monitoring, the program aims to reduce repeat traffic offenses, promote long-term compliance with Michigan driving laws, and increase public safety within the community.

The program provides a structured pathway toward license reinstatement through coordinated court oversight, education, compliance monitoring, and collaboration with other courts and agencies to resolve outstanding violations and obligations. Grant funding will support administration, participant tracking, and education focused on completing reinstatement requirements and clearing barriers across jurisdictions. By increasing lawful driving and reducing repeat suspended license violations, the program promotes accountability and enhances public safety. The award will allow the Court to implement and sustain these core functions effectively.



EXECUTIVE SUMMARY AND MEMORANDUM

FISCAL IMPACT:

There is no city matching requirement. The \$55,000 Operation Drive award will be used to cover eligible program expenses, including personnel costs associated with program coordination, required staff training, travel, contractual or educational services, and program-related supplies. All expenditures will align with State Court Administrative Office (SCAO) grant guidelines.

COMMUNITY IMPACT:

Implementation of Operation Drive enhances public safety by reducing repeat suspended license violations and increasing lawful driving within the community. By providing a structured pathway to resolve outstanding obligations and restore driving privileges, the program promotes accountability while reducing continued involvement with the justice system for traffic-related offenses. Restoring legal driving status also improves access to employment and essential services, strengthening overall community stability.

Eligibility for the program will be limited to individuals who meet defined criteria, and individuals with unsafe or high-risk driving histories will not qualify. This ensures the program supports compliance and reinstatement for appropriate candidates while maintaining a strong commitment to public safety.

IMPLEMENTATION TIMELINE:

Authorization is requested with immediate effect so the Court can move forward with executing the grant agreement and begin planning for a Spring 2026 launch of Operation Drive.

COMPLIANCE/PERFORMANCE METRICS:

The Court will comply with all reporting and operational requirements established by the State Court Administrative Office (SCAO) for Operation Drive. Quarterly reports will be submitted through the WebGrants system by the required deadlines. As part of program implementation, the Court has been assigned a mentor court and will consult as directed to ensure alignment with the Operation Drive Program Guide.

Program performance will be measured through referrals, admissions, participant demographics, license status at entry, offense types, length of time in the program, number of remote review hearings conducted, and successful completions defined as participants receiving a valid driver's license upon discharge. Documentation of personnel time dedicated to Operation Drive will be maintained to ensure compliance with grant requirements.



EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: Megan Mattern, Operation Drive Program Coordinator
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Operation Drive License Restoration Program SCAO Grant Award – 19th District Court
DATE: February 12, 2026

Budget Information

Adopted Budget: \$0
Amended Budget: \$0
Requested Amount: \$55,000
Funding Source: 19th District Court, Operation Drive Various Accounts

Summary of Request

The 19th District Court has been awarded a grant totaling \$55,000 for the Operation Drive program administered by the State Court Administrative Office (SCAO). The award period runs from January 1, 2026 through September 30, 2027. The 19th District Court respectfully requests authorization for the Finance Director or designee to recognize and appropriate \$55,000 in grant funding to support implementation of the Operation Drive program.

It is respectfully requested that Council authorize acceptance of this grant award with immediate effect.

Background and Justification

This grant will be used to support implementation of the 19th District Court's Operation Drive program. The purpose of Operation Drive is to improve public safety by assisting eligible individuals in resolving license suspensions related to traffic offenses and restoring lawful driving privileges through structured court oversight and compliance monitoring. The program is designed to reduce repeat traffic offenses and enhance overall public safety by promoting long-term compliance with Michigan driving laws.



EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

Prepared By:

Signed by:
Megan Mattern 3/5/2026
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Megan Mattern, Program Coordinator

Department Approval:

Signed by:
Rabih Mallah 3/5/2026
D3727E8021CB4BF...
Rabih Mallah, Court Administrator

DocuSigned by:
Michael Kennedy 3/6/2026
F77919D1421447F...
Michael Kennedy, Director Finance & Treasury

Budget Approval:

Signed by:
courtney skora 3/6/2026
5946C2CCA8C34A8...
Courtney Skora, Accountant II

Corporation Counsel Approval:

Signed by:
Ola Hammoud 3/6/2026
54D67769937D4C3...
Ola Hammoud, Corporation Counsel



EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Ordinance Language Amendment: Parking Advisory Commission

DEPARTMENT: Economic Development

BRIEF DESCRIPTION:

- An inactive Parking Advisory Commission exists in ordinance that was previously established to help guide decisions related to the parking system in the West Downtown.
 - Continued growth and development have generated the need for coordinated decision making on things like signage for short-term and long-term parking, wayfinding, maintenance, and enforcement.
 - The proposed amendments include:
 - Expanding the scope of the commission to include the East Downtown.
 - Modifying commission membership to include East Downtown stakeholders and relevant department leadership.
 - Updating duties and responsibilities of the commission to align with current needs.
 - Allow the commission to install temporary signage to pilot parking initiatives (cannot exceed 365 days)
-

PRIOR COUNCIL ACTION: The existing ordinance that established the Parking Advisory Commission was most recently revised by City Council in 2009.

BACKGROUND:

Re-establishing this commission was a recommended action item from the Parking Study that the city procured to better understand parking demands and needs in the two downtowns.

FISCAL IMPACT: N/A

COMMUNITY IMPACT:

The creation of a diverse stakeholder group to help formally guide decisions related to our public parking system is considered a best practice.

IMPLEMENTATION TIMELINE:

Requires two readings by City Council.

COMPLIANCE/PERFORMANCE METRICS: N/A



EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Economic Development

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Ordinance Language Amendment: Parking Advisory Commission

DATE: March 19, 2026 (COW)

Background and Justification

An inactive Parking Advisory Commission exists in ordinance that was established to help guide decisions related to the paid public parking system in the West Downtown. This ordinance was originally adopted by City Council in 2009.

Since that time, Dearborn has shifted to a free-to-park public system in both downtown areas, an amenity that many communities do not have.

However, continued growth and development have generated the need for coordinated decision making on things like signage for short-term and long-term parking, wayfinding, maintenance, and enforcement.

This type of organized oversight is necessary to ensure that Dearborn's free public parking system is working efficiently and meeting the needs of businesses, residents, and users.

That is why re-establishing this commission was a recommended action item from the Parking Study the city procured in 2024 to better understand parking demands and needs in the two downtowns. As outlined in that study, this type of commission is considered a municipal best practice.

The purpose of this ordinance amendment is to update the duties and responsibilities of this commission to align with current needs, as well as expand its oversight to include the East Downtown.

Summary of Changes

- The purview of the Parking Advisory Commission would be expanded to include the East Downtown.
- The membership of the commission has been modified to ensure equal representation for the East Downtown. In addition, relevant department leadership including the Director of Public Works, Director of Economic Development, and Chief of Police have been included on the commission.
- The commission will now have the authority to pilot parking initiatives by allowing the installation of temporary signage not to exceed 365 days.
- The duties and responsibilities of the commission have been updated to align with the current circumstances and needs. (For example: references to paid parking has been eliminated.)



**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

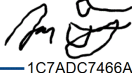
Signature Page

Prepared by:

Kaileigh Bianchini

KAILEIGH BIANCHINI, AICP
Deputy Director of Economic
Development

Approved:

Signed by:

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JORDAN TWARDY
Economic Development Director

Signed by:

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OLA HAMMOUD
Assistant Corporation Counsel

ORDINANCE NO. xx-xx
AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF DEARBORN BY AMENDING CHAPTER 2, ARTICLE III,
DIVISION 2A, ENTITLED "PARKING ADVISORY COMMISSION"

THE CITY OF DEARBORN ORDAINS TO:
Amend Division 2A of Article III within Chapter 2 of the Code of Ordinances of the
City of Dearborn to include the following:

DIVISION 2A. - PARKING ADVISORY COMMISSION

Sec. 2-395. - Purpose.

The purpose of this division is to establish a parking advisory commission consisting of various stakeholders representing the interests of the city, landowners, business owners, residents, institutions, and users of the city's ~~user-paid public~~ parking system in ~~East and West~~ downtown ~~West~~ Dearborn. The commission shall set and oversee policies affecting the use, maintenance, ~~and enforcement, and future development~~ of the city's on-street, off-street, and deck parking in ~~both downtown areas. downtown West Dearborn.~~

(Ord. No. 09-1205, 2-2-09)

Sec. 2-396. - Duties and responsibilities.

(a) Through its formal action, the commission will ensure:

(1) ~~The proper location and distribution of short-term and long-term parking throughout the public parking system. A proper rate relationship exists between the charges for street meters, parking lot fees (both short- and long-term), and permit fees.~~

(2) ~~Implementation of best practices that balance the needs of businesses, residents, and parking patrons through proper signage. Parking fees that, while maintaining the financial integrity of the system, are still attractive to users. The parking system must generate sufficient revenues to cover all costs. Rates should also include a component for a capital repair and maintenance reserve.~~

(3) ~~Recommendations are made regarding maintenance, improvements, and capital investment to the city parking facilities. The proper ratio between the numbers of short-term, long-term, and permit parkers parking in lots and structures.~~

~~—(4) The proper area in each lot and structure assigned for short-term, long-term, and permit parking.~~

~~—(5) An equitable method of assigning permit parking spaces.~~

~~(6) A public relations program that will educate the public to the location of parking facilities, their ease of use, their close proximity to many fine businesses, and the benefits of validated parking.~~

~~(7)~~ (4) Minimal impact to any residential areas abutting facilities in the parking system.

~~—(8)~~ (5) Orderly and responsive answers to ~~future~~ parking needs and challenges.

~~—(9) Protective measures against unauthorized use for owners of private parking lots.~~

(b) The commission shall have the authority to install temporary parking signage for a period of not to exceed 365 days. Signage will be considered permanent after the passage of 365 days with the approval of city council by resolution. ~~The commission shall make recommendations to the council regarding parking rates and hours of operation. The council shall establish parking rates and hours of operation by resolution.~~

(Ord. No. 09-1205, 2-2-09)

Sec. 2-397. - Appointment of members.

(a) The commission shall have nine members and ~~four~~ five alternates appointed by the mayor for staggered, three-year terms. The members shall include:

(1) Mayoral representative and alternate;

(2) City Council representative and alternate;

(3) ~~Chief of Police Traffic safety officer~~ and alternate;

(4) ~~Director of Public Works City's parking management contractor~~ and alternate;

(5) ~~Director of Economic Development and alternate Downtown West Dearborn representative;~~

~~(6) Restaurant owner/manager; West Dearborn representative;~~

~~(7) Bar/entertainment owner/manager; West Dearborn representative;~~

~~(8) Office/service sector owner/manager; East Dearborn representative;~~

~~(9) Retail business owner/manager; East Dearborn representative;~~

~~—(10) Downtown district resident.~~

(b) For the purposes of appointing members, a representative shall mean either a property owner, resident, business owner, or business manager within the referenced geographic area. ~~The city planner, city engineer, city assessor, director of public works, director of economic and community development, director of finance, and a member of the police department ordinance enforcement division, or their designees, shall serve as~~

~~nonvoting advisors of the commission and shall attend meetings at the commission's request.~~

(c) Other city employees including but not limited to the director of finance, city assessor, city engineer, city planner, and a member of the police department ordinance enforcement division, or their designees, shall serve as nonvoting advisors of the commission and shall attend meetings at the commission's request.

~~(e)~~ (d) The commission may consult with parking management firms, parking consultants, traffic consultants, planning and urban design firms, and other experts in the area of parking management to assist with achieving the commission's goals.

(Ord. No. 09-1205, 2-2-09)

Sec. 2-398. - Organization.

(a) The commission shall elect a chairperson from its membership annually at its first meeting after the first Monday of July. A secretary shall be furnished by the city for the purpose of keeping minutes of commission meetings.

(b) Six members of the commission shall constitute a quorum for the transacting of business and the concurring vote of at least five members shall be necessary to take action.

(Ord. No. 09-1205, 2-2-09)

Sec. 2-399. - Meetings.

The commission shall hold at least one public meeting in each quarter on such date and at such time and place as may be established by resolution of the commission. Special meetings may be called by the chairperson of the commission or by request of any three members of the commission. ~~There shall be at least a 24-hour notice for any special meeting.~~ The commission shall adopt rules for the conduct of its business by resolution. The commission shall keep a written or printed record of its proceedings, which shall be a public record and property of the city.

(Ord. No. 09-1205, 2-2-09)

Sec. 2-400. -Budget.

~~Not later than the first day of February of each year, the commission shall present to the finance director a balanced budget for the user-paid parking system in downtown West Dearborn that includes a request for funds which the commission believes are necessary to carry out its functions for the following fiscal year. Included in this budget will be the recommended parking system rates necessary to balance the annual operating expenditures for the following budget year as well as the funding of ongoing capital repair~~

~~and maintenance reserves.~~ The budget of the commission shall be processed in the same manner as all city budgets, moving through the regular administrative and legislative channels, requiring approval from both the mayor and the city council before it is adopted.

(Ord. No. 09-1205, 2-2-09)

Sec. 2-401. - Expenditures.

The commission shall have the power to expend funds appropriated in its approved budget for the purpose of carrying out its powers and duties. The manner in which the commission expends funds shall comport the city policies and procedures. ~~This activity will be accounted for in the west parking fund accounts.~~ Expending funds for unforeseen items shall be possible pending adherence to the city's rules and regulations governing unplanned expenses.

(Ord. No. 09-1205, 2-2-09)

Sec. 2-402. - Reports.

The commission shall make and submit to the mayor and city council an annual report in June regarding the general activities, operations, and accomplishments of the commission for the preceding year. The commission shall, from time to time, as occasion requires, advise the mayor and city council in writing on recommendations for the improvement of the parking system.

(Ord. No. 09-1205, 2-2-09)

Secs. 2-403—2-405. - Reserved.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect

REQUEST: Recognize additional revenue of \$127,318 and appropriate expenditure budget of \$127,318 within the Economic Development Department. Immediate effect is respectfully requested.

DEPARTMENT: Finance, in conjunction with Economic Development.

BRIEF DESCRIPTION: Request to recognize additional revenue of \$127,318 and appropriate expenditures of \$127,318 in FY2026 in excess of the FY2026 Adopted Budget.

PRIOR COUNCIL ACTION: N/A

BACKGROUND: The Economic Development Department offers enforcement and abatement services for various ordinance violations, including tall grass, litter, and debris. This department generates revenues to cover the administrative costs associated with these services. Additionally, it oversees contractual services for weed control, resulting in increased revenue from enforcement fines and fees due to a higher volume of enforcement and abatement activities.

The Economic Development Department also provides weed mowing services and collects revenues related to the administrative costs of these services.

Account Number	Account Description	FY2026 Adopted	FY2026 Adjusted	FY2026 YTD	FY2026 Mar-Jun	Projected	Additional Amount	Classification
101 2914 341 12 00	NUISANCE ABATEMENT	(74,000)	(74,000)	(130,303)	(15,000)	(145,303)	(71,303)	Recognize revenues
101 2914 663 34 90	OTHER SERVICES	65,000	82,000	115,816	34,184	150,000	68,000	Appropriate expenditures
101 2914 663 34 97	WEED CONTROL	35,000	30,000	20,985	30,000	60,000	30,000	Appropriate expenditures
101 2914 341 12 01	WEED CUTTING	(56,140)	(56,140)	(97,155)	(15,000)	(112,155)	(56,015)	Recognize revenues
101 2914 663 34 91	WEED MOWING - PRIVATE	90,000	97,000	109,683	16,635	126,318	29,318	Appropriate expenditures
							(127,318)	Recognize anticipated additional revenues
							127,318	Appropriate additional expenditures

FISCAL IMPACT:

- Revenue recognition of \$71,303 in the NUISANCE ABATEMENT
- Revenue recognition of \$56,015 in the WEED CUTTING
- Expenditure appropriation of \$68,000 in the OTHER SERVICES – ABATEMENT
- Expenditure appropriation of \$30,000 in the WEED CONTROL
- Expenditure appropriation of \$29,318 in the WEED MOWING - PRIVATE

COMMUNITY IMPACT: The Economic Development Department proudly provides weed mowing services, further contributing to the beautification of our neighborhoods while also collecting revenues that support the administrative costs of these efforts. Together, these services reflect our ongoing dedication to fostering a clean, safe, and vibrant community for all.

IMPLEMENTATION TIMELINE: Funds will be deployed throughout the remainder of FY26.

COMPLIANCE/PERFORMANCE METRICS: Services provided will be managed by the Economic Development Department.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Award for Weed and Vegetation Control
DATE: March 24, 2026 (March 19 COW)

Summary of Request

Request to recognize additional revenue of \$127,318 and appropriate expenditures of \$127,318 in FY2026 in excess of the FY2026 Adopted Budget.

It is respectfully requested that Council approve this request with immediate effect.

Background and Justification

The Economic Development Department offers enforcement and abatement services for various ordinance violations, including tall grass, litter, and debris. This department generates revenues to cover the administrative costs associated with these services. Additionally, it oversees contractual services for weed control, resulting in increased revenue from enforcement fines and fees due to a higher volume of enforcement and abatement activities.

The Economic Development Department also provides weed mowing services and collects revenues related to the administrative costs of these services.


Department Approval:

Signed by:


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Jordan Twardy, Director Economic Development

Budget Approval:

DocuSigned by:

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Michael Kennedy, Finance Director/ Treasurer

Corporation Counsel Approval:

Signed by:

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Ola Hammoud, Assistant Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Approval of two-year renewal for the contract with The Mannik & Smith Group, Inc. for Federally Qualified Archaeological & Historical Consultant services.

DEPARTMENT: Economic Development, in conjunction with Purchasing

BRIEF DESCRIPTION: In August 2023, the City entered into a two-year agreement with The Mannik & Smith Group, Inc. (MSG) to provide critical archaeological and historical consulting services required for compliance with Section 106 of the National Historic Preservation Act. These services are mandatory to utilize federal funds from the U.S. Department of Housing and Urban Development (HUD) for various city projects. The original contract has expired. This request is to exercise the first renewal option, extending the contract through July 31, 2027.

PRIOR COUNCIL ACTION: CR 8-433-23: Approved the original contract award to Mannik & Smith Group for an amount not to exceed \$145,000.

BACKGROUND: To comply with SHPO (State Historic Preservation Office) regulations, all identification of historic properties must be completed by individuals meeting specific federal qualifications. MSG has successfully provided these services, including architectural surveys for the Dix-Vernor and Warren Avenue Facade programs, and archaeological reviews for major stormwater and green infrastructure projects. The contract allows for two (2) two-year renewals upon mutual agreement. This will be the first renewal of the contract.

FISCAL IMPACT: \$145,000

COMMUNITY IMPACT: Ensures continued preservation of buildings with historical significance. Facilitates the ongoing improvement of business facades in key corridors. Allows for the legal progression of stormwater mitigation and housing and commercial rehabilitation projects.

IMPLEMENTATION TIMELINE: The first renewal period will be effective through July 31, 2027.

COMPLIANCE/PERFORMANCE METRICS: Completion of the scope of work will be monitored by the ED Department-CDBG division.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Approval of two-year renewal for the contract with The Mannik & Smith Group, Inc. for Federally Qualified Archaeological & Historical Consultant services.
DATE: February 25, 2026

Budget Information

Project: Z51750 – Dix-Vernor Façade Program, Z51775 – Warren Façade Program, B24200 – CDBG-DR Rain Gardens, B24301 – CDBG-DR Tree Installation, Z51200 – Housing Rehabilitation Program

Total Approved Project Budget: \$10,192,185.00
 Available Project Budget: \$1,098,479.22
 Requested Amount: \$145,000.00
 Funding Source: Community Development Block Grant, Community Development Block Grant – Disaster Recovery,
 Supplemental Budget: N/A

Summary of Request

Purchasing, on behalf of the Economic Development Department, recommends exercising the first two-year renewal option with The Mannik & Smith Group, Inc. The Cost of the two-year renewal will be \$145,000.

It is respectfully requested that Council authorize this extension to ensure continuity of professional services required for federal grant compliance.

Background and Justification

To comply with SHPO (State Historic Preservation Office) regulations, all identification of historic properties must be completed by individuals meeting specific federal qualifications. MSG has successfully provided these services, including architectural surveys for the Dix-Vernor and Warren Avenue Façade programs, and archaeological reviews for major stormwater and green infrastructure projects. The contract allows for two (2) two-year renewals upon mutual agreement.

Project	Program	Project	Budget
Architectural surveys for Dix-Vernor Façade programs	CDBG	Z51750	\$35,000
Architectural surveys for Warren Ave. Façade programs	CDBG	Z51775	\$25,000




FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Section 106 Reviews for businesses	CDBG	Z51775	30,000
Archeological Surveys Rain Gardens	CDBG-DR	B24200	\$15,000
Archeological Surveys Rain Tree Plantings	CDBG-DR	B24301	\$15,000
Section 106 Reviews for CDBG and HOME Rehabilitations	CDBG & HOME	Z51200	\$25,000
Total			\$145,000

Procurement Process

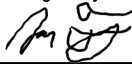
The procurement process was in accordance with Competition Exceptions Section 2-568(6)(e), Continuity of Professional Services, of the Procurement Ordinance, and all internal policies and procedures.

Prepared By:

DocuSigned by:

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Mark Rozinsky, Purchasing Manager

Department Approval:

Signed by:

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Jordan Twardy, Dir, Econ Development

Budget Approval:

DocuSigned by:

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MHA

Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

Signed by:

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Ola Hammoud, Assistant Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect

REQUEST: Award for Contract to Nowak & Fraus Engineers for UAW Project Landscaping Architectural Services in the amount of \$68,518.

DEPARTMENT: Economic Development, in conjunction with Purchasing.

BRIEF DESCRIPTION: The City of Dearborn has proposed to use Community Development Block Grant-Disaster Recovery (CDBG-DR) funds around the UAW Local 600 building and parking lot located in southeast Dearborn. The building is located at 10550 Dix, and the parking lot is directly across Ferney Street at 10600 Dix. They are proposing to remove approximately 28 dead trees (3 around their building and 25 around their parking lot). They are proposing planting 28 new trees and new shrubbery around the perimeter of these locations. Currently they have no shrubbery. They are also open to rain gardens and other enhancements. These projects will help with stormwater mitigation, a key component of the CDBG-DR Action Plan.

The building and parking have not flooded, but the parking lot does have water retention and runoff. The water flows south, so this proposed project will help intercept and retain water, in an industrial neighborhood, that would otherwise end up in the stormwater system.

PRIOR COUNCIL ACTION: 10-520-23 - approved the CDBG-DR grant allocations.

BACKGROUND: The US Department of Housing and Urban Development (HUD) has allocated the City of Dearborn a total of \$27,005,000 in Community Development Block Grant-Disaster Recovery (CDBG-DR) grant funds, as a result of the June 2021 flooding disaster.

FISCAL IMPACT: The total cost for the UAW Project Landscaping Architectural Services is \$68,518.

COMMUNITY IMPACT: The City's strategy with CDBG-DR funding is to either aid in expanding the stormwater system, or aid in delaying stormwater into it. The proposed stormwater mitigation projects will delay or divert stormwater from entering the system when heavy rain and flooding events occur. Installing rain gardens will support the expansion of green infrastructure to reduce flood potential and to support overall greening of Dearborn.

IMPLEMENTATION TIMELINE: Immediate effect is requested to execute the required CDBG-DR contract documents to start the planning and installation of the rain garden projects.

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



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Award for Contract for UAW Project Landscaping Architectural Services
DATE: March 24, 2026

Budget Information

Project:	B24100 Green Infrastructure Planning DR
Total Approved Project Budget:	\$400,000.00
Available Project Budget:	\$159,999.78
Requested Amount:	\$68,518.00
Funding Source:	General Capital Improvements, Economic Development, Public Works, Capital Project Support, Construction Services, Other Professional Services
Supplemental Budget:	N/A

Summary of Request

The Evaluation Team, on behalf of Economic Development, recommends the award of a contract for UAW Project Landscaping Architectural Services to Nowak & Fraus Engineers. The contract has a total cost of \$68,518.

It is respectfully requested that Council authorize the award with immediate effect, to facilitate timely completion of the project. The resulting contract shall not be binding until fully executed.

Background and Justification

The City of Dearborn has initiated a green infrastructure project at the United Auto Workers (UAW) Local 600 building and adjacent parking lot at 10550 and 10600 Dix Avenue in southeast Dearborn, funded through Community Development Block Grant–Disaster Recovery (CDBG-DR) and aligned with the City’s CDBG-DR Action Plan. Although the site has not experienced flooding, the parking lot has stormwater retention and runoff issues, with runoff flowing south into the stormwater system. The project aims to intercept and manage stormwater onsite through tree replacement (28 dead trees), new shrubbery, and potential rain gardens and other green infrastructure features. Such as bioswales, permeable pavement, bioretention areas, and other engineered and nature-based practices to improve drainage performance and enhance long-term stormwater management and climate resilience.

Procurement Process

Purchasing solicited proposals with process details as follows:

Process:	Request for Proposals (RFP)
Issue Date:	11/20/25
Deadline Date:	12/23/25
Solicitations Obtained:	109
Bids Received:	5



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

The proposals were evaluated in depth by the evaluation team. The evaluation criteria comprised of Understanding of Service, Qualifications of Team, Experience and Past Performance, and Cost. The results are as follows:

BIDDER	TOTAL SCORE
Nowak & Fraus Engineers	97.5
Drummond Carpenter, PLLC	82.25
Hubbell, Roth & Clark, Inc.	77.25
Jima Studio	70
Natural Community Services	0

Nowak & Fraus Engineers, was found to have submitted the most responsive and responsible proposal.

Natural Community Services was not considered because the submitted bid was not in the format required by the RFP, and did not clearly outline or identify the requested scope of services and deliverables. In addition, the proposal was structured as design-build only, which does not align with the procurement structure specified in this solicitation and may conflict with standard municipal procurement requirements.


The procurement process was in accordance with Section 2-568 (10), Request For Proposal, and all internal policies and procedures. The Purchasing Division requests approval to proceed with the procurement


Voting Members of the Evaluation Team:

Signed by:

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 Regina Sistrunk, Compliance Officer ED

 Brittany Cook, CDBG-DR Grants Manager

DocuSigned by:

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 Soud El-Jamaly, City Engineer


Signed by:

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 Majid Ismail, Assistant City Engineer





FINANCE


EXECUTIVE SUMMARY AND MEMORANDUM


Resource Members to the Evaluation Team:

Signed by:

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 Rosette Fisher, Buyer

DocuSigned by:

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 Mark Rozinsky, Purchasing Manager

Signed by:

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 Courtney Skora, Accountant

DocuSigned by:

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 Jay Makled, UAW Local 600 Financial Secretary

DocuSigned by:

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 Rebecca Schultz, Assistant Corporation Counsel

 Adam Mourtada, Sr. Attorney Administrative


Budget Approval:

DocuSigned by:

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 Michael Kennedy, Finance Director/Treasurer

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Corporation Counsel Approval:

Signed by:

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 Ola Hammound, Assistant Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect

REQUEST: Award for Approved SOQ Vendor List for Weed and Vegetation Control for the City of Dearborn.

DEPARTMENT: Economic Development, in conjunction with Purchasing.

BRIEF DESCRIPTION: The Purchasing Department posted a Statement of Qualifications (SOQ) for qualified vendors to be added to a City list to perform Weed and Vegetation control for DDA's, downtowns/ commercial corridors and other areas that we identify as problem areas throughout Dearborn. Owen Tree Service, Premier Group Associates, and Weed Eraser submitted thorough qualifications for these services.

This action is to approve the vendor list for a term of three years, with 2 one-year mutually agreed upon extensions.

PRIOR COUNCIL ACTION: N/A

BACKGROUND: The City of Dearborn provides noxious weed/unwanted vegetation control services on public properties. "Spot" noxious weed/unwanted vegetation control services will primarily take place on paved, improved properties (parking lots, sidewalks, alleys), and unimproved organic landscape features in downtown business districts.

FISCAL IMPACT: The total cost for Weed and Vegetation Control for the City of Dearborn is \$65,000 of which an amount not to exceed \$30,000 is estimated for the duration of FY26 (6/30/26).

COMMUNITY IMPACT: This weed and vegetation control spraying performed throughout the City prevents blight, rodent harborage and infestation, and beautifies neighborhoods and business districts. These services provide improved living and working conditions for Dearborn residents, employees, and visitors.

IMPLEMENTATION TIMELINE: Work will begin as weather permits; initial seasonal preventative weed control application is slated for May 2026. This term will remain in effect for 3 years.

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



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Award for Weed and Vegetation Control
DATE: March 24, 2026 (March 19 COW)

Budget Information

Adopted Budget: \$35,000
Amended Budget: \$30,000
Available Budget: \$9,015
Requested Amount: \$30,000
Funding Source: General Fund, Neighborhood Services, Inspections, Code Enforcement, Contractual Services, Weed Control

Supplemental Budget: A Council Memo for an expenditure appropriation of \$30,000 in Weed Control.

Summary of Request

The Department of Economic Development, in conjunction with Purchasing, recommends the approval of Owen Tree Service, Premier Group Associates, and Weed Eraser to the Weed and Vegetation Control contractor list for the City. The value of the contract is not expected to exceed \$65,000 per year, with a 3-year term, and with an anticipated expense not to exceed \$30,000 through the remainder of FY26 (6/30/26).

It is respectfully requested that Council authorize the award and all renewals. Immediate effect is requested, although the resulting contract shall not be binding until fully executed.

Background and Justification

The Neighborhood Services Division manages blight and other forms of abatement that maintain high standards of neighborhood/ commercial cleanliness. This one-time yearly service provides all areas of Dearborn the same high standards for weed control.

We are using multiple vendors during this solicitation, hoping to secure more favorable pricing.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Procurement Process


Purchasing solicited bids with process details as follows:

Process: Statement of Qualifications (SOQ)
 Issue Date: 1/7/26
 Deadline Date: 1/21/26
 Solicitations Obtained: 56
 Bids Received: 7

BIDDER	MEET ALL QUALIFICATIONS
Chop	No
Greenstreet Tree Care	No
Owen Tree Service, Inc.	Yes
Platinum Landscape	No
Premier Group Associates, LC	Yes
Tru Green	No
Weed Eraser, Inc.	Yes


Owen Tree Service, Premier Group Associates, and Weed Eraser were found to meet the qualifications in the SOQ. The procurement process was in accordance with the Procurement Ordinance, and all internal policies and procedures. The Purchasing Division requests approval to proceed with the procurement.

Prepared By:

Signed by:



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 Rosette Fisher, Buyer

Department Approval:

Signed by:


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 Jordan Twardy, Director Economic Development


Budget Approval:

DocuSigned by:


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 Michael Kennedy, Finance Director/ Treasurer

Initial


Corporation Counsel Approval:

Signed by:


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 Ola Hammoud, Assistant Corporation Counsel



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: The Finance Department respectfully requests to recognize the June 2021 flood reimbursements related to project ZEFL21 to be received from FEMA in the amount of \$2,458,847 in General Fund, Property Maintenance & Development Services, Sanitation Division, Intergovernmental Revenue, Federal, Other.

DEPARTMENT: Finance Department

BRIEF DESCRIPTION: The remaining reimbursements submitted to FEMA related the June 2021 flood are to be received. The City submitted for reimbursement a total of \$2,458,847 in expenditures related to debris removal for the 2021 flood. This amount includes \$2,370,161 for debris removal and \$88,687 of management costs. The Finance Department is requesting the authority to recognize the total amount of \$2,458,847.

PRIOR COUNCIL ACTION: CR 6-279-21: \$1.8 million General Fund appropriation established ZEFL21 as a response to the severe storm occurring on June 25, 2021 that caused substantial flooding throughout the City.

CR 8-362-21, \$1.2 million General Fund appropriation for additional expenditures estimated based on original damage inventory submitted to FEMA in July 2021.

BACKGROUND: Project ZEFL21 was established to track costs associated with the flood response that will be submitted to FEMA for reimbursement. The City was awarded \$3,000,000 however, total costs of \$2,458,847 were submitted for reimbursement and the remaining award budget from FEMA was reduced appropriately. The City of Dearborn has worked tirelessly to help secure the funds from FEMA.

FISCAL IMPACT: \$2,458,846.65

COMMUNITY IMPACT: N/A

IMPLEMENTATION TIMELINE: Immediate effect is requested.

COMPLIANCE/PERFORMANCE METRICS: N/A



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM


TO: City Council
FROM: Michael Kennedy, Director of Finance
VIA: Mayor Abdullah H. Hammoud
SUBJECT: June 2021 Flood Reimbursement Recognition
DATE: March 6, 2026

Summary of Request

The remaining reimbursements submitted to FEMA related the June 2021 flood are to be received. The remaining portions include reimbursements for debris removal in the amount of \$2,370,161 and management costs of \$88,681.

It is respectfully requested that Council authorizes the Finance Director to recognize the June 2021 FEMA amount of \$2,458,847.

Prepared By:

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Mehdi Al-Hassan, Accountant II

Department Approval:

DocuSigned by:

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Corey Jarocki, Deputy Finance Director

Budget Approval:

DocuSigned by:

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Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

Signed by:

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Ola Hammoud, Assistant Corporation Counsel



FINANCE

EXECUTIVE SUMMARY

Immediate Effect Requested

REQUEST: Request to appropriate \$100,372 from General Fund fund balance to cover PTO payouts related to staff departures within the Legal Department, as authorized by Budget Adoption Resolution CR #5-214-25.

DEPARTMENT: Finance

BRIEF DESCRIPTION:

The Legal Department experienced several staff departures between late December and January. As a result, the City is required to pay out accrued Personal Time Off (PTO) and accumulated leave banks totaling \$100,372.

Budget Adoption Resolution CR #5-214-25 authorizes the Director of Finance to appropriate fund balance for leave time payouts exceeding the adopted budget, with notice to be filed with City Council within five business days.

PRIOR COUNCIL ACTION: Budget Adoption Resolution CR #5-214-25

BACKGROUND: City employees accrue Personal Time Off (PTO) and, in some cases, accumulated leave banks in accordance with collective bargained agreements. Upon separation from employment, accrued leave balances must be paid out in accordance with contractual and legal requirements.

Annual departmental budgets do not include contingency amounts for large or unexpected leave payouts resulting from multiple separations within a short timeframe.

FISCAL IMPACT:

\$100,372 appropriated to the Legal Department – Salaries & Wages.

IMPACT TO COMMUNITY: None

IMPLEMENTATION TIMELINE: Immediate



FINANCE

TO: City Council
FROM: Michael Kennedy, Chief Financial Officer
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Legal Department Departures – Time Off Bank Payouts
DATE: February 25, 2026

Background

City employees accrue Personal Time Off (PTO) and, where applicable, accumulated leave banks pursuant to collective bargaining agreements and Executive Salary Plans. Upon separation from City employment, these accrued balances must be paid in accordance with contractual and legal requirements.

Between late December and January, the Legal Department experienced multiple staff departures. The required payout of accrued leave balances totals \$100,372. The department's adopted budget does not include sufficient funding to absorb these unplanned payout obligations.

Budget Adoption Resolution CR #5-214-25 authorizes the Director of Finance to appropriate General Fund fund balance for leave payouts exceeding budgeted amounts, with notice to be filed with City Council.

Request

Pursuant to Budget Adoption Resolution CR #5-214-25, the Finance Department requests the appropriation of \$100,372 from General Fund fund balance to the Legal Department – Salaries & Wages to cover required PTO payouts associated with these separations.

Respectfully submitted,

Michael Kennedy
Chief Financial Officer



EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Addition of one Full-time Grant Manager Position for Fiscal Year 2026

DEPARTMENT: Fire

BRIEF DESCRIPTION: This request is for the authorization to add one new full-time position for the remainder of FY2026 (April-June) for the Fire Department. This position will be in the 2027 budget moving forward and be off-set by the elimination of two Part-Time Analysts position with the Fire Department. This partial year Full-time position will be covered by Budget reallocation of available part-time wages.

PRIOR COUNCIL ACTION: CR# 5-214-25 2026 Budget adoption included 2 Part-time Analyst

BACKGROUND: The Fire Department currently operates with two part-time analyst positions responsible for grant administration, compliance reporting, data management, and records system analysis. One position has been vacant since July, and the remaining senior part-time analyst will retire in June.

At present, there is no trained backup for grant systems, CAD reporting, NEIRIS reporting, accreditation documentation, FOIA data retrieval, or records management system reporting. The department is managing approximately 8–9 active grants, while also preparing for significant federal reporting changes taking effect in January 2026 and implementation adjustments related to the City's new records management system.

Administration has approved replacing the two part-time positions with one full-time Grant and Data Manager to ensure continuity, improve retention, and provide the specialized expertise required for compliance and data-driven operations. A three-month overlap is planned for institutional knowledge transfer prior to the incumbent's retirement.

FISCAL IMPACT: The additional full-time position will have an estimated net cost of \$0 for the remainder of FY2026, after the removal of one of part-time position. Annually, the addition of the one full time position and elimination of the two, part time will have a budgetary impact of \$100,453 (including salary and benefits).

COMMUNITY IMPACT:

- Protect and maximize grant revenue.
- Ensure regulatory, accreditation, and federal reporting compliance.
- Maintain transparency through accurate data reporting and FOIA response.
- Support data-driven decision making and operational efficiency

IMPLEMENTATION TIMELINE: Immediate effect is requested



EXECUTIVE SUMMARY AND MEMORANDUM

COMPLIANCE/PERFORMANCE METRICS: This structure provides continuity, strengthens compliance capacity, and supports long-term operational sustainability via Fire Chief and staff.



EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: Fire Department
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Addition of Grant Manager full-time position
DATE: 2/27/2026

Summary of Request:

The Fire Department is requesting the finance Director be authorized to add one Grant Manager full-time position for the remainder of FY2026 (April-June). This position will be in the 2027 budget moving forward and be off-set by the elimination of two Part-Time Analysts position with the Fire Department.

This partial year full-time position will be covered by reallocation of available part-time wages budget.

Background and Justification:

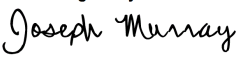
The Fire Department currently operates with two part-time analyst positions responsible for grant administration, compliance reporting, data management, and records system analysis. One position has been vacant since July, and the remaining senior part-time analyst will retire in June.

At present, there is no trained backup for grant systems, CAD reporting, NEIRIS reporting, accreditation documentation, FOIA data retrieval, or records management system reporting. The department is managing approximately 8–9 active grants, while also preparing for significant federal reporting changes taking effect in January 2026 and implementation adjustments related to the City's new records management system.


Administration has approved replacing the two part-time positions with one full-time Grant and Data Manager to ensure continuity, improve retention, and provide the specialized expertise required for compliance and data-driven operations. A three-month overlap is planned for institutional knowledge transfer prior to the incumbent's retirement.

This structure provides continuity, strengthens compliance capacity, and supports long-term operational sustainability via Fire Chief and staff.

Department Approval:

DocuSigned by:

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Joseph Murray,
Fire Chief

Budget Approval:

DocuSigned by:

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Michael Kennedy
Chief Financial Officer



EXECUTIVE SUMMARY AND MEMORANDUM

Legal Approval:

Signed by:

Ola Hammoud

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Ola Hammoud

Assistant Corporation Counsel



EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST:

The Fire Department is requesting approval to collect donations at street corners to “Stuff the Boot” for the Neighbors United Charitable Organization, which provides assistance to firefighters diagnosed with cancer in the State of Michigan. The requested collection dates are May 1 through May 9, 2026. Additionally, the Fire Department is requesting a temporary waiver of the noise ordinance during these dates and approved authority for the Fire Chief to grant make up “rain dates” if required.

DEPARTMENT:

Fire Department

BRIEF DESCRIPTION

The Dearborn Fire Department and Neighbors United are seeking approval to conduct a “Stuff the Boot” fundraising collection in the City of Dearborn, scheduled for May 1 through May 9, 2026. We are requesting permission to stand at approved intersections in Dearborn to collect voluntary donations to support Michigan firefighters diagnosed with cancer and their families.

This will be Neighbor United's third year hosting this event in Dearborn, and each year has been successful for this charity organization that supports firefighters across Michigan. This year, Neighbors United is currently supporting 46 Michigan firefighters diagnosed with cancer, including a retired Dearborn firefighter. Fourteen have gained their wings. This list continues to grow each week, which makes this fundraiser essential to ensuring we can provide meaningful support to these men and women and their families.

PRIOR COUNCIL ACTION:

April 8, 2025. Approval of the same activity in 2025

BACKGROUND

Neighbors United is a 501(c)(3) nonprofit organization dedicated to supporting families in need, with a special focus on firefighters battling occupational cancer. Founded in 2019 by Macomb Township, MI, firefighter and president Joe Warne, the organization launched the #walkfortheRED initiative to raise awareness and funds for affected firefighters. This annual fundraiser was inspired by the increasing incidence of occupational cancer among firefighters, now recognized as the leading cause of line-of-duty deaths in the profession. Through these efforts, Neighbors United has assisted hundreds of firefighting families, distributing nearly \$1 million between 2019 and 2025, with an annual goal of providing up to \$5,000 to each affected firefighter or their family during their gala events. Studies indicate that firefighters face a 25% higher risk of developing cancer compared to other professions, largely due to exposure to carcinogens released from burning modern building materials like plastics and engineered lumber. Neighbors United remains committed to mitigating this risk and supporting those impacted within the fire service community.



EXECUTIVE SUMMARY AND MEMORANDUM

FISCAL IMPACT:

None

COMMUNITY IMPACT:

Firefighters throughout Michigan, including our own, who have been diagnosed with cancer, will be financially supported during their time of need from the funds generated during this drive.

IMPLEMENTATION TIMELINE:

The requested dates are May 1 through May 9, 2026

COMPLIANCE/PERFORMANCE METRICS:

The Fire Department will ensure compliance with all applicable ordinances and safety requirements. Neighbors United's liability insurance has been reviewed and approved by the Legal Department.



EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Fire Chief Joseph Murray

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Neighbors United “Stuff the Boot” Fundraiser

DATE March 3, 2026

Budget Information

Not Applicable.

Summary of Request

The Dearborn Fire Department and Neighbors United are seeking approval to conduct a “Stuff the Boot” fundraising collection in the City of Dearborn, scheduled for May 1 through May 9, 2026. We are requesting permission to stand at approved intersections in Dearborn to collect voluntary donations to support Michigan firefighters diagnosed with cancer and their families. Additionally, the Fire Department is requesting a temporary waiver of the noise ordinance during these dates and approved authority for the Fire Chief to grant make up “rain dates” if required.

This will be Neighbor United's third year hosting this event in Dearborn, and each year has been successful for this charity organization that supports firefighters across Michigan. This year, Neighbors United is currently supporting 46 Michigan firefighters diagnosed with cancer, including a retired Dearborn firefighter. Fourteen have gained their wings. This list continues to grow each week, which makes this fundraiser essential to ensuring we can provide meaningful support to these men and women and their families.

Background and Justification

Neighbors United is a 501(c)(3) nonprofit organization dedicated to supporting families in need, with a special focus on firefighters battling occupational cancer. Founded in 2019 by Macomb Township, MI, firefighter and president Joe Warne, the organization launched the #walkfortheRED initiative to raise awareness and funds for affected firefighters. This annual fundraiser was inspired by the increasing incidence of occupational cancer among firefighters, now recognized as the leading cause of line-of-duty deaths in the profession. Through these efforts, Neighbors United has assisted hundreds of firefighting families, distributing nearly \$1 million between 2019 and 2024, with an annual goal of providing up to \$5,000 to each affected firefighter or their family during their gala events. Studies indicate that firefighters face a 25% higher risk of developing cancer compared to other professions, largely due to exposure to carcinogens released from burning modern building materials like plastics and engineered



EXECUTIVE SUMMARY AND MEMORANDUM

lumber. Neighbors United remains committed to mitigating this risk and supporting those impacted within the fire service community.

Signature Page

DocuSigned by:

Joseph Murray

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Joseph Murray
Fire Chief

Signed by:

Ola Hammoud

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Ola Hammoud
Assistant Corporation Counsel

DocuSigned by:

Michael Kennedy

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Michael Kennedy
Finance Director



EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST:

The Fire Department is requesting approval and acceptance of the Wayne County Hazard Mitigation Plan. The plan goes into effect on February 5, 2026 and is current until 2031.

DEPARTMENT:

Fire Department

BRIEF DESCRIPTION

The Dearborn Fire Department is requesting approval and acceptance of the Wayne County Hazard Mitigation Plan.

Link to Electronic Copy of Plan (400 pages)

https://drive.google.com/file/d/1yz23_3_tgoOX_DCJSDnEMelqElpIGv-0/view

The county-wide strategy developed and reviewed by all communities within Wayne County, identify risks from natural, technological, and human-caused hazards that outline actions to reduce those risks.

The council's acceptance of the plan ensures that Dearborn remains aligned with county, state and federal mitigation goals, helps protect people and property from hazards like flooding and severe storms, and maintains eligibility for future federal mitigation funding and grants. The plan's adoption followed review and a council resolution authorizes the plan.

PRIOR COUNCIL ACTION:

January 12, 2021. Approval of the same renewal in 2021.

BACKGROUND

The Dearborn Fire Department is requesting approval and acceptance of the Wayne County Hazard Mitigation Plan. The plan was created by an Advisory Committee comprised of representatives from the county, municipalities, and stakeholder organizations that prepared a recommended Hazard Mitigation Plan that reviews options to protect people and reduce damage from hazards.

Adoption of this Hazard Mitigation Plan allows the City of Dearborn and its Emergency Management Bureau to seek grant funding for assistance directly from FEMA, rather than going through the county.

The Fire Department on behalf of the Emergency Management Bureau is requesting that the City Council authorize the adoption of the Wayne County Mitigation Plan, which allows Dearborn to remain independent in seeking Hazard Mitigation Grant Funds from FEMA in the future.

The plan must be renewed every five years. Council's previous approval can be found in CR#1-57-21.



EXECUTIVE SUMMARY AND MEMORANDUM

FISCAL IMPACT:

None

COMMUNITY IMPACT:

The City of Dearborn's adoption of the revised Wayne County Hazard Mitigation Plan directly supports ongoing efforts to address flooding and stormwater impacts that have historically affected homes, businesses, and critical infrastructure throughout the community. Given Dearborn's proximity to the Rouge River and its vulnerability to heavy rainfall events and regional drainage constraints, proactive flood mitigation planning remains essential.

By adopting the county-wide plan, Dearborn strengthens its ability to identify flood-prone areas, prioritize infrastructure improvements, and pursue long-term solutions such as stormwater system upgrades, green infrastructure projects, and property-level mitigation measures. Participation in the plan also ensures continued eligibility for hazard mitigation grant funding through the Federal Emergency Management Agency (FEMA), including programs that support flood control projects, home elevations, and drainage improvements.

This adoption positions Dearborn to reduce future flood losses, protect property values, minimize disruption to residents, and lessen the financial burden on taxpayers. Most importantly, it reflects the City's commitment to building a more resilient community capable of withstanding increasingly severe weather events while safeguarding public health and safety.

IMPLEMENTATION TIMELINE:

The requested dates are May 1 through May 9, 2026

COMPLIANCE/PERFORMANCE METRICS:

The Fire Department will ensure compliance with all applicable ordinances and safety requirements under the Wayne County Hazard Mitigation Plan.



EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Fire Chief Joseph Murray

SUBJECT: Approval and Acceptance of the 2026-2031 Wayne County Hazard Mitigation Plan

DATE: March 9, 2026

Summary of Request

The Dearborn Fire Department is requesting that the City Council formally accept the Wayne County Hazard Mitigation Plan (2026 Update). This county-wide, multi-jurisdictional plan identifies natural, technological, and human-caused hazards that pose risks to communities in Wayne County and outlines strategies to reduce potential loss of life, property damage, and economic disruption.

Adoption of the plan by Dearborn:

- Ensures alignment with county and federal hazard mitigation efforts.
- Maintains eligibility for Federal Emergency Management Agency (FEMA) mitigation grants and funding opportunities.
- Supports proactive risk reduction initiatives, including flood control, stormwater management, and infrastructure improvements.
- Demonstrates the City's commitment to public safety, community resilience, and long-term planning to reduce the impact of disasters on residents, businesses, and critical facilities.

Council approval of this resolution allows Dearborn to remain compliant with federal and state planning requirements, strengthen regional collaboration, and protect the community through effective hazard mitigation measures.

Link to Electronic Copy of Plan (400 pages)

https://drive.google.com/file/d/1yz23_3_tgoOX_DCJSDnEMelqElpIGv-0/view

Background and Justification

Dearborn participates in and adopts the Wayne County Hazard Mitigation Plan as part of its broader disaster risk-reduction and resilience strategy. Hazard mitigation planning is a structured process that helps governments identify local risks from natural and human-caused hazards and develop long-term strategies to reduce future losses of life, property, and infrastructure. A federally approved and locally adopted mitigation plan enables jurisdictions to qualify for certain types of Federal Emergency Management Agency (FEMA) mitigation grant programs and other non-emergency disaster assistance,



EXECUTIVE SUMMARY AND MEMORANDUM

which require formal plan adoption and periodic updates to remain eligible. By aligning with the county's multi-jurisdictional plan, Dearborn ensures it is compliant with federal and state planning requirements, leverages regional hazard assessments, and positions the city to implement proactive measures — such as infrastructure improvements and land-use planning — that reduce risk before disasters strike while preserving access to critical mitigation funding.

Signature Page

DocuSigned by:

Joseph Murray

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Joseph Murray

Fire Chief

Emergency Management Coordinator

Signed by:

Ola Hammoud

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Ola Hammoud

Assistant Corporation Counsel



EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST:

The Dearborn Fire Department is requesting renewal of membership in the Western Wayne Mutual Aid Association in the amount of \$30,994.00

DEPARTMENT:

Fire Department

BRIEF DESCRIPTION

The Western Wayne Mutual Aid Association is an association formed by 20 Western Wayne communities to provide mutual aid and specialized services during large-scale emergencies.

PRIOR COUNCIL ACTION:

This membership has been renewed annually. City Council first approved membership in the Western Wayne Fire Department Mutual Aid Association in 2007 (CR 5-247-07).

BACKGROUND

This membership allows for Mutual Aid Agreements with participating fire departments. There are currently twenty-one member communities that participate, including the City of Plymouth, the City of Northville, Plymouth Township, Northville Township, Novi, Western Wayne Airport, Belleville, Canton, Dearborn, Dearborn Heights, Farmington Hills, Garden City, Inkster, Livonia, Redford Township, Romulus, Van Buren Township, Melvindale, Taylor, Wayne, and Westland. The membership also includes access to specialized operational teams, including the HAZMAT Response Team and the Urban Search and Rescue Team. Along with these services, the WWCFDMAA provides information sharing, legislative updates, EMS/Medical protocol updates, HEMS control advisory board positions, and consortium purchasing opportunities.

Fire Chief Joseph Murray has served as President of the WWCFDMAA since 2016 and was recently re-elected for 2026.

FISCAL IMPACT:

The total cost for 2026 membership is \$30,994, which will be taken from account 101-2540-621.65-00.



EXECUTIVE SUMMARY AND MEMORANDUM

COMMUNITY IMPACT:

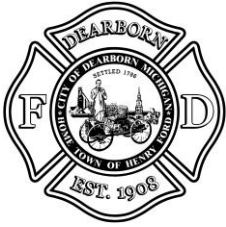
The WWCFDMAA provides additional firefighting, EMS, and specialized rescue services during emergencies when the City of Dearborn alone cannot provide enough resources. Through this agreement and the consolidation of resources, the City saves costs for teams that respond to high-risk, low-frequency events such as large HAZMAT spills, floods, or structural collapses.

IMPLEMENTATION TIMELINE:

Immediate-Currently a member community.

COMPLIANCE/PERFORMANCE METRICS:

The Fire Department Administration will continue to monitor mutual aid usage and the cost efficiencies associated with this membership.



EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Fire Chief Joseph Murray

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Renewal of Western Wayne County Fire Department Mutual Aid Agreement

DATE: March 02, 2026

Budget Information

Adopted Budget:	\$40,000
Amended Budget:	\$0
Requested Budget:	\$30,994.00
Funding Source:	Fire, Fire Fighting, Memberships
Supplemental Budget:	N/A

Summary of Request

The Dearborn Fire Department is requesting renewal of membership in the Western Wayne Mutual Aid Association in the amount of \$30,994.00

Background and Justification

This membership allows for Mutual Aid Agreements with participating fire departments. There are currently twenty communities that participate, including the City of Plymouth, the City of Northville, Plymouth Township, Northville Township, Novi, Western Wayne Airport, Belleville, Canton, Dearborn, Dearborn Heights, Farmington Hills, Garden City, Inkster, Livonia, Redford Township, Romulus, Van Buren Township, and Melvindale. The membership also includes access to special operational teams such as the HAZMAT Response Team and the Urban Search and Rescue Team. In addition to these services, the WWCFDMAA provides information sharing, legislative updates, EMS/Medical protocol updates, HEMS control advisory board seats, and consortium purchasing opportunities.

Fire Chief Joseph Murray has served as President of the WWCFDMAA since 2016 and was recently re-elected for 2026.



EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

DocuSigned by:

Joseph Murray

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Joseph Murray
Fire Chief

Signed by:

Ola Hammond

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Ola Faraj
Legal Counsel

DocuSigned by:

Michael Kennedy

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Michael Kennedy
Finance Director

Initial

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FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Requesting approval for the purchase of High-Rise Hose Equipment for the Fire Department with Macqueen Emergency solutions

DEPARTMENT: The Fire Department, in conjunction with Purchasing

PRIOR COUNCIL ACTION: N/A

BACKGROUND: The Dearborn Fire Department requires specialized equipment to effectively manage fire suppression in various environments, specifically multi-story "high-rise" structures. This request includes Elkhart standpipe bag kits featuring pressure gauges, elbows, gate valves, and spanner wrenches to allow for water lead-outs within buildings, as well as 2.5-inch blue rubber-covered hoses and 5-inch yellow Kryptonite supply hoses to replace aged inventory and meet operational standards. Furthermore, specific components such as 30-degree elbows are ordered with "Detroit Thread" to ensure compatibility with regional mutual aid partners. This purchase ensures that DFD personnel have the necessary tools to provide safe and effective fire treatment for the community while maintaining compliance with safety standards.

FISCAL IMPACT: \$58,719

COMMUNITY IMPACT:

The procurement of specialized standpipe kits and high-pressure hoses ensures a faster, more reliable fire response in multi-story buildings, directly enhancing life safety for residents. Additionally, utilizing regional thread standards and cooperative purchasing ensures seamless mutual aid with neighboring cities while maximizing the value of taxpayer dollars.

IMPLEMENTATION TIMELINE: The purchase order will be issued upon council approval.

COMPLIANCE/PERFORMANCE METRICS:

The Fire Department will manage receipt of this order.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Cooperative Purchase of High Rise Hose Equipment for the Fire Department
DATE: March 09, 2026

Budget Information

Adopted Budget: \$30,000
 Amended Budget: \$30,000
 Requested Amount: \$26,576
 Funding Source: General Fund, Fire, Operating Supplies, Firehose
 Supplemental Budget: N/A

Budget Information

Adopted Budget: \$34,000
 Amended Budget: \$34,000
 Requested Amount: \$32,143
 Funding Source: General Fund, Fire, Operating Supplies, Tools
 Supplemental Budget: N/A

Summary of Request

The Dearborn Fire Department (DFD) seeks approval for the purchase of critical fire-suppression equipment, including high-rise standpipe kits and various fire hoses, from Macqueen Emergency Solutions at a cost of \$58,719. This procurement is necessary to maintain operational readiness and ensure firefighters have the specialized equipment required for high-rise emergencies and standard fire-ground operations.

Background and Justification

The Dearborn Fire Department requires specialized equipment to effectively manage fire suppression in various environments, specifically multi-story "high-rise" structures. This request includes Elkhart standpipe bag kits featuring pressure gauges, elbows, gate valves, and spanner wrenches to allow for water lead-outs within buildings, as well as 2.5-inch blue rubber-covered hoses and 5-inch yellow Kryptonite supply hoses to replace aged inventory and meet operational standards. Furthermore, specific components such as 30-degree elbows are ordered with "Detroit Thread" to ensure compatibility with regional mutual aid partners. This purchase ensures that DFD personnel have the necessary tools to provide safe and effective fire treatment for the community while maintaining compliance with safety standards.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Process

This procurement follows the cooperative purchasing process in accordance with Section 2-569 (Cooperative Purchasing) of the Code of the City of Dearborn. The City is utilizing the Sourcewell cooperative program, specifically Contract 122123-DEM, to ensure the pricing provides the best value to the City.

Prepared By:

DocuSigned by:
Mark Rozinsky
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Mark Rozinsky, Purchasing Manager

Department Approval:

DocuSigned by:
Joseph Murray
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Joseph Murray, Fire Chief

Budget Approval:

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

Initial
CS

Corporation Counsel Approval:

Signed by:
Ola Hammoud
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Ola Hammoud, Assistant Corporation Counsel



**Philanthropy
and Grants**

**EXECUTIVE SUMMARY
AND MEMORANDUM**

REQUEST: The Dearborn Fire Department, in conjunction with Innovation and Technology and the Department of Philanthropy and Grants, recently applied for and was awarded a highly competitive FY2024 State and Local Cybersecurity Grant (EMW-2024-CY-05018) in the amount of \$550,000. There is a 30% cost share with this grant that is being paid by the State of Michigan; as such, there is no local match for the City of Dearborn. This grant will be utilized to improve the City of Dearborn's cybersecurity through .gov domain migration.

Therefore, it is respectfully requested that the Finance Director recognize and appropriate revenue of \$550,000 in the Technology and Innovation Fund.

DEPARTMENT: The Dearborn Fire Department, in conjunction with Innovation and Technology and the Department of Philanthropy and Grants.

BRIEF DESCRIPTION: The Dearborn Fire Department, in conjunction with Innovation and Technology and the Department of Philanthropy and Grants, recently applied for and was awarded a highly competitive federal FY2024 State and Local Cybersecurity Grant Program Grant in the amount of \$550,000. This is a federal grant that is managed by the State of Michigan. The State of Michigan will also pay the 30% cost share of this grant, so there is no local match for the City of Dearborn. This grant will be utilized to improve the City of Dearborn's Cybersecurity efforts through .gov domain migration.

PRIOR COUNCIL ACTION:
N/A

BACKGROUND: The Dearborn Fire Department, in conjunction with Innovation and Technology and the Department of Philanthropy and Grants, recently applied for and was awarded a highly competitive federal FY2024 State and Local Cybersecurity Grant Program Grant in the amount of \$550,000. This is a federal grant that is managed by the State of Michigan. The State of Michigan will also pay the 30% cost share of this grant, so there is no local match for the City of Dearborn. This grant will be utilized to improve the City of Dearborn's Cybersecurity efforts through .gov domain migration.

The City of Dearborn has also been awarded \$550,000 to support the migration of municipal digital assets and services to a secure .gov domain. Transitioning to a .gov domain will strengthen the City's cybersecurity posture, enhance public trust, and align municipal communications with federal security standards. Currently, the City operates across legacy domain structures that do not provide the same level of authentication, monitoring, and protection available through .gov registration. This migration will reduce the risk of phishing, spoofing, and impersonation attempts targeting residents, businesses, and City staff.



**Philanthropy
and Grants**

EXECUTIVE SUMMARY AND MEMORANDUM

The .gov migration initiative will include domain acquisition and registration, infrastructure reconfiguration, secure email and DNS updates, website and application migration, system testing, and staff training. Funding will support technical consulting services, software and licensing updates, cybersecurity enhancements, and communication efforts to ensure a smooth transition for residents and stakeholders. By consolidating digital services under a verified .gov domain, the City will improve system integrity, protect sensitive information, and ensure more secure and reliable access to online services.

The total cost for deploying .gov domain migration is \$550,000.

FISCAL IMPACT: \$550,000 federal grant without local match

COMMUNITY IMPACT: Migration to a secure .gov domain will enhance cybersecurity and public trust, ensuring safer and more reliable access to City of Dearborn services.

IMPLEMENTATION TIMELINE: The period of performance of this grant ends on September 30, 2028, although the Fire Department, in conjunction with Innovation and Technology and the Department of Philanthropy and Grants, is confident that all funds can be expended within one year.

COMPLIANCE/PERFORMANCE METRICS: The Fire Department, in conjunction with Innovation and Technology and the Department of Philanthropy and Grants, will monitor the grant and ensure compliance with the terms and conditions.



**Philanthropy
and Grants**

**EXECUTIVE SUMMARY
AND MEMORANDUM**

TO: City Council

FROM: Director of Philanthropy and Grants, Maria Willett

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Acceptance of FY24 State and Local Cybersecurity Grant Program

DATE March 5, 2026

Budget Information

Project: ZT2610, SLCGP Cybersecurity FY24
Adopted Budget: \$0
Amended Budget: \$0
Requested Budget: \$550,000 Revenue
Funding Source: Information System Fund, Technology and Innovation, IS-PC & Network support, Intergovernmental Revenue, State
Supplemental Budget: N/A

Summary of Request

The Dearborn Fire Department, in conjunction with Innovation and Technology and the Department of Philanthropy and Grants, recently applied for and was awarded a highly competitive federal FY2024 State and Local Cybersecurity Grant Program Grant in the amount of \$550,000. This is a federal grant that is managed by the State of Michigan. The State of Michigan will also pay the 30% cost share of this grant, so there is no local match for the City of Dearborn. This grant will be utilized to improve the City of Dearborn's Cybersecurity efforts through backup solutions.

Therefore, it is respectfully requested that the Finance Director be authorized to recognize and appropriate revenue of \$550,000 in the Technology and Innovation Fund and appropriate \$550,000 in the Technology and Innovation expenditures. There is no local match.



**Philanthropy
and Grants**

EXECUTIVE SUMMARY AND MEMORANDUM

Background and Justification

The Dearborn Fire Department, in conjunction with Innovation and Technology and the Department of Philanthropy and Grants, recently applied for and was awarded a highly competitive federal FY2024 State and Local Cybersecurity Grant Program Grant in the amount of \$550,000. This is a federal grant that is managed by the State of Michigan. The State of Michigan will also pay the 30% cost share of this grant, so there is no local match for the City of Dearborn. This grant will be utilized to improve the City of Dearborn's Cybersecurity efforts through backup solutions.

The City of Dearborn has also been awarded \$550,000 to support the migration of municipal digital assets and services to a secure .gov domain. Transitioning to a .gov domain will strengthen the City's cybersecurity posture, enhance public trust, and align municipal communications with federal security standards. Currently, the City operates across legacy domain structures that do not provide the same level of authentication, monitoring, and protection available through .gov registration. This migration will reduce the risk of phishing, spoofing, and impersonation attempts targeting residents, businesses, and City staff.

The .gov migration initiative will include domain acquisition and registration, infrastructure reconfiguration, secure email and DNS updates, website and application migration, system testing, and staff training. Funding will support technical consulting services, software and licensing updates, cybersecurity enhancements, and communication efforts to ensure a smooth transition for residents and stakeholders. By consolidating digital services under a verified .gov domain, the City will improve system integrity, protect sensitive information, and ensure more secure and reliable access to online services.

The total cost for deploying .gov domain migration is \$550,000.

Immediate effect is requested.



**Philanthropy
and Grants**

**EXECUTIVE SUMMARY
AND MEMORANDUM**

Signature Page

Department Approval:

DocuSigned by:
Mansour Sharha
CD3794A5ECB04BF...
Mansour Sharha - Innovation & Technology

Department Approval:

DocuSigned by:
Joseph Murray
03ED550B1D2E4D0
Joseph Murray Ph.D. - Fire Chief

Department Approval:

Signed by:
Maria Willett
5E7C82870E294AB
Maria Willett – Philanthropy & Grants

Budget Approval:

Initial
MD

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

Corporation Counsel:

Signed by:
Ola Hammoud
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Ola Hammoud, Assistant Corporation Counsel



EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect requested

REQUEST: Requesting to amend AFSCME Salary Plan by moving Sr. Project Engineer classification from grade 121 to grade 122 and increasing the salary range accordingly.

DEPARTMENT: Human Resources

BRIEF DESCRIPTION: Requesting Council approve the placement of the Sr. Project Engineer classification in grade 122 with a salary range of \$83,271 - \$116,829.

PRIOR COUNCIL ACTION: None

BACKGROUND: Due to the significant increase in engineering projects, construction deadlines, and required plan reviews, and the significant challenge in recruiting and suitable candidates to meet the job specifications of Sr. Project Engineer, the Human Resources department is requesting City Council approval to amend the AFSCME Salary Plan by moving the Sr. Project Engineer classification from grade 121 to grade 122 and increasing the salary range accordingly.

FISCAL IMPACT: AFSCME Grade 121 for Sr. Project Engineer is \$79,305 to \$111,266. The move to AFSCME grade 122 includes an increase to \$83,271 to \$116,829. The Department's budget can accommodate this change and no additional funds.

COMMUNITY IMPACT: Increasing the salary for the Senior Project Engineer position will have a direct and measurable positive impact on the residents, businesses, and infrastructure of City of Dearborn. This position plays a critical role in ensuring that complex development and infrastructure projects are reviewed efficiently, designed properly, and constructed in compliance with all local, state, and federal requirements. After more than two years of unsuccessful recruitment efforts, offering a competitive salary is necessary to attract and retain the level of expertise required to support the City's growing engineering demands.

With expanded responsibilities, the Senior Project Engineer will manage the Engineering Division's operational processes within BS&A Software, ensuring timely processing of development plan reviews and permits coordinated with economic development initiatives. This will reduce project delays, improve interdepartmental coordination, and support responsible growth throughout the community.

The position will also oversee complex, multi-funded infrastructure and capital projects supported by various City departments and outside funding sources. Effective management of these projects helps maximize public investment, ensures compliance with funding requirements, and delivers critical improvements to roads, utilities, and public facilities that directly benefit residents.



DEARBORN
HUMAN RESOURCES

EXECUTIVE SUMMARY AND MEMORANDUM

In addition, the Senior Project Engineer will manage and perform advanced commercial plan reviews, including projects subject to regulatory standards such as stormwater compliance requirements from the Michigan Department of Environment, Great Lakes, and Energy, as well as water main and sanitary sewer easement regulations. This level of technical oversight protects public health, safeguards environmental resources, and ensures that new development is constructed safely and sustainably. The role also includes coordinating with developers and designers and supervising field inspections to ensure construction matches approved plans, reducing costly errors and long-term maintenance issues.

Ultimately, investing in a competitive salary for this role strengthens the City's ability to manage growth responsibly, maintain regulatory compliance, protect infrastructure investments, and deliver efficient, high-quality services to the community. Filling this position with a highly qualified professional will enhance project delivery, support economic development, and ensure the continued reliability and resilience of essential public infrastructure for years to come.

IMPLEMENTATION TIMELINE: Immediate Effect is Requested.

COMPLIANCE/PERFORMANCE METRICS: Managed by Assistant City Engineer and City Engineer.



DEARBORN
HUMAN RESOURCES

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: Human Resources
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Request to amend AFSCME Salary Plan by moving Sr. Project Engineer classification from grade 121 to grade 122
DATE: March 3, 2026

Budget Information

Adopted Budget: N/A

Amended Budget: N/A

Requested Amount: N/A

Funding Source: General Fund, Public Works, Engineering Full-Time wages

Supplemental Budget: N/A

Summary of Request

The Human Resources department on behalf of the Department of Public Works & Facilities is requesting City Council's concurrence and approval in amending the existing AFSCME Salary Plan by moving Sr. Project Engineer classification from grade 121 to grade 122 and increasing the salary range accordingly.

Background and Justification

The Department of Public Works & Facilities has identified a need to change the salary range for the Sr. Project Engineer position to enable the City to recruit qualified personnel to fill the position.

The revised pay range more accurately reflects the market for this position and for candidates that meet the licensing requirements by currently holding a Professional Engineering License in the State of Michigan.


Human Resources Approval:

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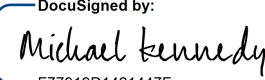
Danielle Chaney, HR Administrator

Department Head Approval:

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Tim Hawkins, Director of Public Works & Facilities

Budget Approval:

DocuSigned by:

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Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

Signed by:

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Ola Hammoud, Deputy Corporation Counsel



EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect requested

REQUEST: Request to amend existing Part-Time Salary plan with Proposed Title Change and Pay Rate Adjustment for Banquet Chef Position at Mystic Creek Golf Course

DEPARTMENT: Human Resources

BRIEF DESCRIPTION: This item reclassifies the part-time Executive Chef position at Mystic Creek Golf Course to Banquet Chef to better align with industry standards and improve recruitment. It also increases the maximum hourly rate to remain competitive with comparable golf and banquet facilities.

PRIOR COUNCIL ACTION: None

BACKGROUND: Mystic Creek will host more than 50 golf outings that will include dinner after golf, and 15-20 outings that will have some type of food at the turn (after 9 holes).

The current title and pay range have limited applicant interest and no longer reflect industry standards or operational demands.

FISCAL IMPACT:

Currently, this position has a pay rate of \$31.50 per hour. However, it is budgeted at the \$35 per hour rate for Fiscal Year 27. This change will not impact the budget. The total amount budgeted in the FY27 budget for a Banquet Chef at Mystic Creek is \$50,960.

COMMUNITY IMPACT: Mystic Creek has the ability to generate over \$230,000 in revenue from banquet and grill food for general golfers and players participating in golf outings.

This change supports continued high-quality food service for golf leagues, outings, and community events at Mystic Creek Golf Course.

IMPLEMENTATION TIMELINE: Immediate Effect is Requested.

COMPLIANCE/PERFORMANCE METRICS:

This action aligns the position with industry standards and supports effective recruitment and operational performance at Mystic Creek Golf Course.



DEARBORN
HUMAN RESOURCES

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: Human Resources
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Request to amend existing Part-Time Salary plan with Proposed Title Change and Pay Rate Adjustment for Banquet Chef Position at Mystic Creek Golf Course
DATE: February 9, 2026

Budget Information

Adopted Budget: \$50,960 FY2027

Amended Budget: N/A

Requested Amount: N/A

Funding Source: General Fund, Mystic Creek, Part-Time wages

Supplemental Budget: N/A

Summary of Request

The Human Resources department on behalf of the Recreation and Parks department are requesting City Council’s concurrence and approval in amending the existing part-time salary plan to incorporate a proposed title change and increase to the pay scale for the Chef position at Mystic Creek Golf Course as follows:

Classification Title Executive Chef is changed to Banquet Chef
 Maximum pay rate for the position is increased from \$31.50 to \$35.00 per hour

T05	23122	POLICE OFFICER (PT) Part Time	\$	25.44	\$	34.68
	23107	EXECUTIVE CHEF	\$	26.50	\$	31.50
	23104	LAW CLERK	\$	27.56	\$	32.56
	22033	SURVEYOR (PT)	\$	27.75	\$	32.75
	23120	CONSTRUCTION ENGINEERING TECH	\$	28.70	\$	33.70
	23102	ACCOUNTANT (PT)	\$	28.86	\$	40.58
	23061	PLANNER (PT)	\$	29.57	\$	34.57
	22072	BUILDING INSPECTOR UNLICENSED	\$	33.25	\$	38.25

Background and Justification

The Parks & Recreation Department has identified a need to change the title of the existing part-time Executive Chef classification to Banquet Chef. This position is used exclusively at Mystic Creek Golf Course, located on the grounds of Camp Dearborn in Milford.

The revised title more accurately reflects the golf and banquet industry and is expected to improve recruitment efforts. The previous Executive Chef title resulted in limited applicant interest and did not align



DEARBORN
HUMAN RESOURCES


EXECUTIVE SUMMARY AND MEMORANDUM

with the scope of the position's responsibilities.

Mystic Creek Golf Course serves more than 500 league players on Tuesday through Thursday evenings from mid-April through early October and hosts an average of three to four outings per week from June through August, each including post-golf food service for approximately 80 to 90 participants.

The current Executive Chef classification has a maximum hourly rate of \$31.50. Based on the operational demands of the position and market rates at comparable Oakland County golf and banquet facilities, the Recreation and Parks Department requested and received administrative approval to increase the maximum hourly rate to \$35.00.

Department Approval:

DocuSigned by:

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Danielle Chaney, Human Resources Administrator

Budget Approval:

DocuSigned by:

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Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

Signed by:

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Ola Faraj, Deputy Corporation Counsel



DEARBORN
HUMAN RESOURCES

EXECUTIVE SUMMARY AND MEMORANDUM



EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect requested

REQUEST: Requesting to amend Executive & Administrative (E&A) Salary Plan to include title and salary grade change for existing classification

DEPARTMENT: Human Resources

BRIEF DESCRIPTION: The Civil Service Commission approved the change in job title of Housing Manager to Housing Program Administrator and approved the change in grade from 123 to 310 at the February 19, 2026 regular meeting. Human Resources is requesting City Council approve the changes and incorporate them as amendments to the E&A Salary Plan.

PRIOR COUNCIL ACTION: None

BACKGROUND: Since the time of the initial hiring, the responsibilities of the Housing Manager position have significantly expanded beyond the original scope of the role. Although the title was previously reclassified from Housing Director to Housing Manager, the associated salary range was not adjusted to reflect the continued level of responsibility, authority, and operational oversight that remains consistent with a director-level position.

As the housing programs have grown in complexity and regulatory oversight, the current Housing Manager role has evolved to encompass full program administration and leadership functions. These expanded responsibilities will be fully absorbed into the proposed Housing Program Administrator position.

FISCAL IMPACT: E&A Grade 123 for Housing Manager is \$87,434 to \$120,265. The move to E&A grade 310 includes an increase to \$93,217 to \$130,783. The Department's budget can accommodate this change and no additional funds.

COMMUNITY IMPACT: The evolution of the Housing Manager position beyond its original scope has had a direct and measurable impact on the community. As housing programs have expanded in scale, regulatory complexity, and public accountability, the responsibilities of this role have grown to encompass full operational leadership, strategic oversight, and program administration functions consistent with a director-level position.

Although the title was reclassified from Housing Director to Housing Manager, the functional scope of the role did not diminish. Instead, it has expanded to meet increasing federal, state, and local regulatory requirements; heightened reporting and compliance standards; and growing community demand for safe, affordable, and well-managed housing programs. The continued execution of director-level responsibilities without corresponding recognition in title and compensation creates misalignment between the level of accountability required and the classification of the position.



DEARBORN
HUMAN RESOURCES

EXECUTIVE SUMMARY AND MEMORANDUM

By formally establishing the Housing Program Administrator position, the City reinforces its commitment to strong governance, fiscal responsibility, and high-quality housing services. The role's expanded scope reflects the complexity and importance of modern housing administration and aligns more appropriately with director-level positions classified at Grade 310 within the E&A salary plan, as well as comparable federal housing leadership standards.

Ultimately, this reclassification supports organizational stability, promotes internal equity, and ensures that the City maintains the leadership capacity necessary to effectively manage housing programs that directly impact residents' safety, stability, and quality of life.

IMPLEMENTATION TIMELINE: Immediate Effect is Requested.

COMPLIANCE/PERFORMANCE METRICS: Managed by Deputy Director and Director of the Department of Public Works.



DEARBORN
HUMAN RESOURCES

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Human Resources

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Request to amend Executive & Administrative (E&A) Salary Plan to include title and grade change to existing classification

DATE: March 3, 2026

Budget Information

Adopted Budget: N/A

Amended Budget: N/A

Requested Amount: N/A

Funding Source: General Fund, Public Works, Housing, Full-Time wages

Supplemental Budget: N/A

Summary of Request

The Human Resources department on behalf of the Department of Public Works & Facilities is requesting City Council's concurrence and approval in amending the existing E&A Salary Plan by changing the title and grade of the existing classification Housing Manager (grade 123) to Housing Program Administrator (grade 310).

Background and Justification

Since the time of the initial hiring, the responsibilities of the Housing Manager position have significantly expanded beyond the original scope of the role. Although the title was previously reclassified from Housing Director to Housing Manager, the associated salary range was not adjusted to reflect the continued level of responsibility, authority, and operational oversight that remains consistent with a director-level position.

As the housing programs have grown in complexity and regulatory oversight, the current Housing Manager role has evolved to encompass full program administration and leadership functions. These expanded responsibilities will be fully absorbed into the proposed Housing Program Administrator position.

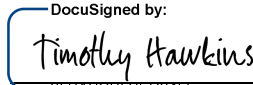
Human Resources Approval:

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Danielle Chaney, HR Administrator

Department Head Approval:

DocuSigned by:

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Tim Hawkins, Director of Public Works & Facilities

Budget Approval:

DocuSigned by:

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Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

Signed by:

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Ola Hammoud, Deputy Corporation Counsel



EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect requested

REQUEST: This is a request to amend the Executive & Administrative (E&A) salary plan to include an updated title and FLSA status change for an existing classification.

DEPARTMENT: Human Resources

BRIEF DESCRIPTION: The Human Resources department, in concert with the Communications department is requesting to update the Website & Design Strategist job title to Branding & Design Strategist as well as the FLSA status change from Exempt to Salaried, Non-exempt. The Civil Service Commission approved the change in job title contingent upon the updated FLSA status update at the February 19, 2026 regular meeting. Human Resources is requesting City Council approve the changes and incorporate them as amendments to the E&A Salary Plan.

PRIOR COUNCIL ACTION: None

BACKGROUND: While the current title emphasizes website oversight, the position functions as the City of Dearborn's lead authority on branding and visual design across all platforms and departments.

The role is responsible for developing and stewarding the City's overall branding strategy and visual identity, ensuring consistency and quality across print, digital, and multimedia materials, and serving as a thought partner and project lead for design initiatives across departments.

Website oversight remains an important component of the role; however, it is one part of a broader branding and design portfolio. The revised title and description more accurately reflect the position's strategic leadership function and align with comparable roles in peer municipalities.

FISCAL IMPACT: This change will not have any fiscal impact. The position is budgeted and currently vacant.

COMMUNITY IMPACT: Branding is a key component to all City communication initiatives; Because of this, it is imperative that we maintain high standards and provide consistent and reliable information to the residents.

IMPLEMENTATION TIMELINE: Immediate effect is requested. A personnel requisition has been submitted and will be posted pending City Council's approval.

COMPLIANCE/PERFORMANCE METRICS: The Director of the Communications will supervise this role



DEARBORN
HUMAN RESOURCES

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: Human Resources
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Request to amend Executive & Administrative (E&A) Salary Plan to include title and FLSA status change for existing classification
DATE: March 3, 2026

Budget Information

Adopted Budget: N/A

Amended Budget: N/A

Requested Amount: N/A

Funding Source: General Fund, Communications, Full-Time wages

Supplemental Budget: N/A

Summary of Request

The Human Resources department on behalf of the Communications department is requesting City Council's approval in amending the existing E&A Salary Plan by changing the title of the existing Website & Design Strategist classification to Branding & Design Strategist as well as the exemption status from Exempt to Salaried, Non-exempt.

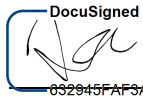
Background and Justification

While the current title emphasizes website oversight, the position, under the direction of the Director, functions as the City of Dearborn's lead on branding and visual design across all platforms and departments.

This role is responsible for developing and stewarding the City's overall branding strategy and visual identity, ensuring consistency and quality across print, digital, and multimedia materials, and serving as a thought partner and project lead for design initiatives across departments.

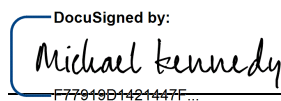
Website oversight remains an important component of the role; however, it is one part of a broader branding and design portfolio. The revised title and description more accurately reflect the position's strategic leadership function and align with comparable roles in peer municipalities.

Department Approval:

DocuSigned by:

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Danielle Chaney, Human Resources Administrator

Budget Approval:

DocuSigned by:

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Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

Signed by:

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Ola Faraj, Deputy Corporation Counsel

**EXECUTIVE & ADMINISTRATIVE UNIT
SALARY PLAN**

Rates effective July 1, 2024

Adopted by:

Civil Service Resolution No. 8650-24
City Council Resolution No. 6-304-24

Amended by :

Civil Service Resolution No. 8719-26

EXECUTIVE AND ADMINISTRATIVE UNIT

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EXECUTIVE AND ADMINISTRATIVE UNIT

**SECTION I.
(CLASSIFICATIONS AND RATES OF COMPENSATION)**

Grade	Position Title	1	2	3	4	5	6	7	8	9	10	11
117	EXECUTIVE ASSISTANT	\$63,965	\$66,168	\$68,447	\$70,805	\$73,243	\$75,766	\$78,375	\$81,075	\$83,867	\$86,755	\$89,743
118	DIGITAL MEDIA STRATEGIST	\$67,164	\$69,477	\$71,870	\$74,345	\$76,905	\$79,554	\$82,294	\$85,128	\$88,060	\$91,093	\$94,231
	BUSINESS DISTRICT LIAISON											
	NEIGHBORHOOD LIAISON											
	IT SPECIALIST											
	DIGITAL AND MARKETING STRATEGIST											
WEBSITE BRANDING & DESIGN STRATEGIST												
119	SENIOR EXECUTIVE ASSISTANT	\$70,522	\$72,951	\$75,463	\$78,062	\$80,751	\$83,532	\$86,409	\$89,385	\$92,463	\$95,648	\$98,942
	SOFTWARE DEVELOPER											
	GRANT DEVELOPMNT ADMINISTRATOR											
	PROCESS IMPROVEMENT MANAGER											
120	BROADCAST MEDIA MANAGER	\$74,048	\$76,598	\$79,236	\$81,965	\$84,788	\$87,708	\$90,729	\$93,854	\$97,086	\$100,430	\$103,889
	HUMAN RESOURCES BUSINESS PARTNER											
	ADMINISTRATIVE LIBRARIAN											
	IT PROJECT MANAGER											
	FACILITY COORDINATOR											
121	COMPUTER SYSTEMS ADMINISTRATOR	\$77,750	\$80,428	\$83,198	\$86,064	\$89,028	\$92,094	\$95,266	\$98,547	\$101,941	\$105,452	\$109,084
	GIS ADMINISTRATOR											
	WORKFORCE DEV & OUTREACH MGR											
	ENVIRONMENTAL HEALTH MANAGER											
	BEHAVIORAL HEALTH MANAGER											
	PUBLIC HEALTH ADVISOR											
	FACILITIES MANAGER											
	CAMP MANAGER											
	GOLF COURSE MANAGER											
	SPECIAL EVENTS & OUTREACH MGR											
	PROGRAM MANAGER											
122	SENIOR HUMAN RESOURCES BUSINESS PARTNER	\$81,638	\$84,450	\$87,358	\$90,367	\$93,479	\$96,699	\$100,029	\$103,474	\$107,038	\$110,724	\$114,538
	SENIOR DATA SCIENTIST											
	PUBLIC HLTH ACCOUNTANT III											
	ASSISTANT PLANNING AND ZONING MANAGER											
123	DPW SUPERINTENDENT	\$85,720	\$88,672	\$91,726	\$94,885	\$98,153	\$101,533	\$105,030	\$108,648	\$112,390	\$116,260	\$120,265
	ATTORNEY											
	HOUSING MANAGER											
	PAYROLL MANAGER											

EXECUTIVE AND ADMINISTRATIVE UNIT

124	SENIOR NETWORK ADMINISTRATOR ECONOMIC VITALITY MANAGER PUBLIC SERVICE OPERATIONS MGR COMMUNITY DEV COMPLIANCE OFFICER	\$90,006	\$93,106	\$96,312	\$99,629	\$103,061	\$106,610	\$110,282	\$114,080	\$118,009	\$122,073	\$126,278
125	SENIOR ATTORNEY	\$94,506	\$97,761	\$101,128	\$104,611	\$108,214	\$111,941	\$115,796	\$119,784	\$123,910	\$128,177	\$132,592
126	SENIOR ATTORNEY ADMINISTRATIVE	\$99,231	\$102,649	\$106,184	\$109,841	\$113,624	\$117,538	\$121,586	\$125,773	\$130,105	\$134,586	\$139,222
309	ASSISTANT DIR OF COMMUNICATIONS PUBLIC BUILDINGS ADMINISTRATOR DEPUTY CITY CLERK DEPUTY CITY TREASURER PUBLIC SERVICES ADMINISTRATOR WATER AND SEWER OPERATIONS ADMINISTRATOR ASSISTANT LIBRARY DIRECTOR OF OPERATIONS ASSISTANT LIBRARY DIRECTOR OF PROGRAMS AND SERVICES ASSISTANT LIBRARY DIRECTOR OF TECHNICAL SERVICES ASSISTANT LIBRARY DIRECTOR OF MUSEUM OPERATIONS CODE COMPLIANCE MANAGER CITY INFRASTRUCTURE ADMINISTRATOR SENIOR PRESS SECRETARY	\$88,778	\$91,835	\$94,998	\$98,270	\$101,655	\$105,156	\$108,777	\$112,524	\$116,399	\$120,408	\$124,555
310	ASSISTANT BUILDING OFFICIAL HOUSING PROGRAM ADMINISTRATOR PLANNING AND ZONING MANAGER DEPUTY DIRECTOR OF COMMUNICATIONS ASSISTANT RECREATION DIRECTOR PURCHASING MANAGER ASSISTANT FINANCE DIRECTOR	\$93,217	\$96,427	\$99,748	\$103,184	\$106,737	\$110,413	\$114,216	\$118,150	\$122,219	\$126,428	\$130,783
311	CHIEF BUILDING INSPECTOR DEPUTY CITY ASSESSOR DEPUTY DIR. REGIONAL MAC OFFICE DEPUTY DIR OF HUMAN RESOURCES	\$97,878	\$101,249	\$104,736	\$108,343	\$112,074	\$115,934	\$119,927	\$124,057	\$128,330	\$132,750	\$137,322

EXECUTIVE AND ADMINISTRATIVE UNIT

312	ASSISTANT CITY ENGINEER	\$102,771	\$106,311	\$109,972	\$113,760	\$117,678	\$121,731	\$125,923	\$130,260	\$134,747	\$139,387	\$144,188
313	SENIOR NETWORK SECURITY ENGINEER CITY ENGINEER	\$109,403	\$113,170	\$117,068	\$121,100	\$125,271	\$129,585	\$134,048	\$138,665	\$143,441	\$148,381	\$153,492
314	DEPUTY DIR OF PUBLIC WORKS DEPUTY FINANCE DIRECTOR DEPUTY CORPORATION COUNSEL DIRECTOR, REGIONAL MAC OFFICE LIBRARY DIRECTOR DEPUTY DIR OF COMM & ECON. DEV.	\$113,305	\$117,208	\$121,245	\$125,420	\$129,740	\$134,208	\$138,831	\$143,612	\$148,558	\$153,675	\$158,968

Effective the first full pay period after July 1, 2025: 2.0%

Effective the first full pay period after July 1, 2026: 2.0%

Effective the first full pay period after July 1, 2027: 2.0%

Employees with 20+ years of service credit shall receive an additional step increment upon the implementation of the new wage scale.

- A. Each employee shall be paid at the rate that is represented by the same number of steps above minimum that he/she was receiving prior to the effective date of this agreement unless otherwise negotiated.
- B. Service increments for employees in classifications set forth in this Section shall be effective the first day of the first pay period following the completion of the required period of service.
- C. When an employee leaves the classified service of the City for reasons other than involuntary termination, he/she shall be entitled to payment of eligible accumulated overtime and PTO accumulation that he/she has at the date of separation to a maximum of 560 hours pursuant to attachment B.
- D. New employees shall be paid at the minimum rate unless the Civil Service Commission determines that a higher step in the range is necessary to recruit qualified personnel.
- E. The Civil Service Commission may grant up to two additional increments during a twelve-month period for reasons that would justify such increase.
- F. When an employee is promoted or his/her rate of compensation is placed in a higher salary range, he/she shall receive the next higher step in the range above his current salary. However, if the next step is less than one full increment, then the Civil Service Commission may shorten the service period required for the next increment.

EXECUTIVE AND ADMINISTRATIVE UNIT

- G. For purposes of final average compensation, retroactive pay will be allocated to the time at which the compensation would have been paid so all employees will be treated equally regardless of separation date.
- H. The position of Deputy as defined by City Charter for all City departments shall not make less than a subordinate staff member in which the Deputy supervises. As such, any person hired or promoted into a Deputy position shall be placed no lower than the equivalent step or next higher step above the highest paid subordinate within the applicable Deputy grade.

SECTION II. (HOURS OF WORK)

- A. The workweek consists of at least 40 hours, depending on workload.
- B. The current pay period is Sunday through Saturday.
- C. Flex time: Flex time is designed to allow an employee to work an alternative work schedule, as deemed appropriate by the department director, to meet the operational needs of the department.
- D. Flexible Work Option. Individuals requesting remote work arrangements must be employed with the city for a minimum of 6 months of continuous, regular employment and must have a satisfactory performance record and be off probationary status. The decision of whether a specific job classification and/or position is capable of working remotely is at the sole discretion of the department director. The remote work arrangement shall not exceed two work days a week. The arrangement must be used in full eight (8) hour days.

Employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the City's Executime system. Hours worked in excess of those scheduled per day and per work week require the advance approval of the department director. Failure to comply with this requirement may result in the immediate termination of the remote work arrangement.

Temporary remote work arrangements above two work days may be approved for circumstances such as inclement weather. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance at the sole discretion of the department director.

SECTION III. (PAID TIME OFF)

- A. PTO Schedule. Every regular full-time employee after completing six (6) months of service shall be entitled to PTO with Pay in accordance with the following schedule:

EXECUTIVE AND ADMINISTRATIVE UNIT

<u>Years of Service</u>	<u>Monthly Pro-rata Allowance That will Total</u>
Up to 5 years of service	168 hours per year
After 5 years and up to 10 years	192 hours per year
After 10 years and up to 15 years	224 hours per year
After 15 years and up to 20 years	248 hours per year
After 20 years	272 hours per year

1. Employee can roll over up to 325 hours of PTO from year to year. Hours 326-400 will be paid at 100%. Hours 400+ will be forfeited on a calendar year basis. Recreation and Parks employees may roll over up to 480 hours of PTO from year to year. Hours 481-560 will be paid at 100%. Hours in excess of 560 hours will be forfeited on a calendar year basis.
 2. Employees participating in the Flexible Benefits Plan may buy or sell up to 40 PTO hours per year through the Plan.
 3. For current sick leave bank balances: Lock in current balance and keep for payout at retirement per Salary Plan and/or use for illnesses exceeding five consecutive work days (see attached policy).
 4. Each fiscal year, employees may opt to transfer up to a maximum of ten (10) unused sick days to the PTO bank on a 2 for 1 basis (i.e., 10 sick days = 5 PTO days).
 5. PTO usage will be recorded as either scheduled, if the time off was approved at least one day in advance, or unscheduled, if the time off was called in or approved the same day it occurred.
 6. At voluntary separation, death, or retirement, unused PTO will be paid in full (100%) at the employee's then-current rate of pay. The maximum cash-out cannot exceed 560 PTO hours in the year of voluntary separation, death or retirement.
 7. All E&A employees must participate in the PTO program.
- B. Retiree Accumulation. Retirees will receive cash payment not to exceed PTO maximum and will not be able to remain on the rolls and run out accumulated PTO.

**SECTION IV.
(PROBATION)**

- A. To ensure the appointing authority has an opportunity to effectively assess the appropriateness of an employment selection, a twelve (12) month probationary period or working test period is established in accordance with the following conditions:

EXECUTIVE AND ADMINISTRATIVE UNIT

1. The probationary or working test period shall apply to all employees whether appointed from an Original Entrance List, Reemployment List, or Promotional List.
 2. The appointing authority may request extensions for periods of three (3), six (6), nine (9), or twelve (12) months. The request must be made in writing prior to the expiration of the probationary period, and should include the reasons an extension is being sought. Requests for extension are subject to Commission approval. In any event, the total probationary period shall not exceed twenty-four (24) months.
 3. The appointing authority may at any time after the first six (6) months of the probationary period request the Civil Service Commission to terminate the probationary period and give regular status to the employee.
 4. The probationary or working test period is considered as part of the examination process to an employee gaining regular status. Therefore, an employee who has been appointed from an Original Entrance or Reemployment List may have his/her services terminated at any time during such probationary period without the right of appeal.
 5. An employee who is serving a probationary period as a result of a promotion to a higher classification, and whose services are found to be unsatisfactory at any time during this probationary period, shall be returned to the classification from which he/she was promoted.
- B. If at the conclusion of an employee's probationary period, the Commission has not received a recommendation or report to accept or reject the employee, the employee is automatically placed on regular status. Subsequent removal will only occur in accordance with the provisions of the City Charter and the Rules of the Civil Service Commission governing dismissals.

SECTION V. (MINIMUM REPORTING TIME)

If an employee reports for work on a scheduled work day, or is called to work on a non-scheduled work day, or is called back to work after working on a scheduled work day, then he/she shall be given a minimum credit of three (3) work hours.

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**SECTION VI.
(COMPENSATION FOR OVERTIME)**

- A. Employees not on a flat-rate basis shall be compensated for overtime on the following basis:
1. Hours worked beyond the forty (40) hour work week shall be paid in cash at the rate of One Hundred Fifty Percent (150%) of the base straight time hourly rate.
 2. Hours worked on an approved holiday shall be compensated at the rate of Two Hundred Percent (200%) of the base straight time hourly rate in addition to the pay for the approved holiday.
 3. Hours worked on Sundays shall be compensated at the rate of Two Hundred Percent (200%) of the base straight time hourly rate.
 4. The employee may elect, with the approval of their department director, to accrue compensatory time off of work instead of receiving payment for overtime hours worked.
 - a. Hours worked in excess of Forty (40) hours in a work week shall be paid on a compensatory time off basis at a rate of 1.5. All compensatory time shall be tracked in the City's payroll system. The employer shall periodically (at least (quarterly) provide employee with written reports of accumulated compensatory time.
 - b. The City shall schedule, by mutual agreement with the employee the compensatory time off. Use of compensatory time off by the employee shall not unduly disrupt the operations of the department. An employee cannot accumulate more than One Hundred Twenty-Five (125) hours of compensatory time off. Hours in excess of One Hundred Twenty-Five (125) hours will not accrue, but will be paid. Further, all hours in an employee's bank at the time of the employee's death, retirement, or separation shall be paid, but shall not be included in the employees' FAC/401/457.
- The first eight (8) minutes before regular starting time and seven (7) minutes after the end of the regular work day, worked on an as needed basis, shall be considered as casual overtime, and there shall be no compensation for such casual overtime.
- B. Effective the first full pay period following July 1, 2017, exempt employees shall be compensated for approved overtime on the basis as outlined below:
1. Hours worked in excess of Forty-Five (45) hours in a work week shall be paid on a compensatory time off basis at straight time (i.e., on an hour-for-

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hour basis). All compensatory time shall be tracked in the City's payroll system. The employer shall periodically (at least quarterly) provide employees with written reports of accumulated compensatory time.

2. The City shall schedule, by mutual agreement with the employee, the compensatory time off. Use of compensatory time off by the employee shall not unduly disrupt the operations of the department. An employee cannot accumulate more than One Hundred Twenty-Five (125) hours of compensatory time off. Hours in excess of One Hundred Twenty-Five (125) hours will not accrue or be paid. Further, all hours in an employee's bank at the time of the employee's death, retirement, or separation shall be paid, but shall not be included in the employee's FAC/401/457.

The first eight (8) minutes before regular starting time and seven (7) minutes after the end of the regular work day, worked on an as needed basis, shall be considered as casual overtime, and there shall be no compensation for such casual overtime.

- C. It is herein provided that any position may be designated by the Civil Service Commission as being compensated on a flat-rate basis, and the employee shall be required to average the number of hours in a work week as set forth in this agreement, and shall not be compensated for overtime unless the Civil Service Commission recommends some basis for compensatory time off.
- D. Notwithstanding the provisions enumerated under Sections A and B which provide for overtime on a compensatory time off basis, the appointing authority may recommend cash payment for overtime on the basis of time and one-half for the hours worked for the reason that there would be continuing work assignments where overtime is necessary, and it would not be desirable to compensate for this overtime on a time-off basis. The appointing authority shall prepare a special payroll setting forth the amounts of overtime to be paid and the reasons for such payment. Payment shall be made subject to the appropriation of funds and the certification of the payroll by the Department of Human Resources.
- E. Effective April 1, 2002.

The Library Director, Deputy Library Director and Administrative Librarian required to work a Sunday shall receive time off at the rate of double time for each hour worked.

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F. DPW Division Superintendents shall be paid overtime as follows:

Effective July 1, 2017:

1. Superintendents shall keep their own record of overtime hours worked on forms approved by the Finance Director.
 2. Such overtime hours to be reviewed and approved by the appointing authority or the appointing authority's designee.
 3. Overtime worked before the regular starting time and at the end of the regular workday shall not be compensated through the first hour. Overtime hours worked in excess of one hour per day and/or overtime hours worked as call back or non-scheduled workday shall be considered as overtime hours.
 4. Employees shall be paid for approved overtime worked for the prior calendar year in January of the following year, according to the following formula:
 - a. Overtime hours worked multiplied by 1.5 times the employee's rate of compensation.
 - b. The overtime compensation computed from the formula above shall not exceed ten percent (10%) of the employee's base salary as stated in this Salary Plan.
 5. Employees retiring during the year shall receive the portion of amount due.
- G. In a seven-day operation, an employee's normal work week shall consist of five (5) consecutive work days, with two (2) consecutive days off. The normal work week may not necessarily be Monday through Friday. In order to satisfy seasonal needs and otherwise deliver services, an employee may, on occasion, not receive two (2) consecutive days off in a work week. The right of the City to so schedule an employee shall not be abused.
- H. It is understood and agreed that the city retains appropriate managerial flexibility with respect to scheduling of Recreation Department employees so as to make the best and most efficient use of their normal weekly work hours, including use of split shifts, weekend work, and job rotation. Further, Recreation Department employees may be limited as to use of vacation and personal time off in order to satisfy seasonal and other demands of their classification

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**SECTION VII.
(HOLIDAY PROVISIONS)**

- A. The following are determined to be holidays with pay and shall be allowed all employees with permanent status, including probationary employees who have been given permanent appointment, except those who by nature of their duties work on a seven-day operation and are deemed to be compensated for such time by being granted additional vacation.
- B. New Year's Day, January 1;
Martin Luther King Jr., Day, the third Monday in January;
Presidents' Day, the third Monday in February;
Good Friday, the Friday preceding Easter
Sunday; Memorial Day, the last Monday in May;
Juneteenth, June 19;
Independence Day, July 4;
Labor Day, the first Monday in September;
Veteran's Day, November 11;
Thanksgiving Day, the fourth Thursday in November;
Friday after Thanksgiving Day;
Christmas Eve Day, December 24;
Christmas Day, December 25;
New Year's Eve Day, December 31.
Eid al-Fitr (refer to City of Dearborn Calendar)
Eid al-Adha (refer to City of Dearborn Calendar)
- C. All employees who are entitled to time off with pay for Legal Holidays shall have eight PTO hours posted to their credit for each Legal Holiday that falls on a non-scheduled work day and is not celebrated on the following day. It is further provided that any Vacation posted to an employee's credit for this reason shall not be lost because of the employee's maximum accumulation on that date.
- When New Year's Day, Independence Day, Veteran's Day or Christmas Day fall on a Saturday, the preceding Friday shall be a holiday. When New Year's Day, Independence Day, Veteran's Day, or Christmas Day fall on a Sunday, the following Monday shall be a holiday. When Christmas Eve or New Year's Eve falls on a Friday, the preceding Thursday shall be a holiday. When Christmas Eve or New Year's Eve falls on Saturday or Sunday, the preceding Friday shall be a holiday. When Eid al-Fitr or Eid al Adha falls on a Saturday, the preceding Friday shall be a holiday. When Eid al-Fitr or Eid al Adha falls on a Sunday, the following Monday shall be a holiday.
- D. Holiday pay shall be computed at the employee's regular rate of pay based on an eight (8) hour day.
- E. Any employee on leave without pay (LW) on a scheduled work day immediately

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preceding or succeeding the holiday shall not be entitled to pay for such holiday.

- F. See Attachment D for library holiday closures.

**SECTION VIII.
(LONGEVITY PAY)**

- A. Eliminated for those employees not receiving the benefit as of July 31, 2022.

<u>Years of Service Completed</u> <u>On Anniversary Date</u>	<u>Amount</u>
10 through 14 years	\$2,500.00
15 through 19 years	\$3,000.00
20 through 24 years	\$3,500.00
25 through 29 years	\$4,000.00
30 years and over	\$4,500.00

- B. Administrative Regulations:

1. Employees must be working in a full-time permanent position and must have earned their service credit on the anniversary date of their employment.
2. The term "service" for the purpose of determining eligibility for longevity pay shall be those years of service that have been credited to the employee's seniority in accordance with the rules of the Civil Service Commission
3. Employees must have a satisfactory working record for the twelve (12) months prior to the date of eligibility for longevity pay.
4. For purposes of final average compensation, longevity will be allocated to the time at which the compensation would have been paid so all employees will be treated equally regardless of separation date.

- C. Time of Payment:

Employees shall receive longevity pay effective the first full pay period following the employee's anniversary date.

- D. Employees retiring during the year shall receive at the time of retirement a prorated portion of the annual longevity payment based upon the number of months on the payroll from the anniversary date of employment to the date of retirement providing they have retired under one of the following conditions: (1) a service retirement after twenty-five (25) years of service; (2) a deferred service retirement after twenty-five (25) years of service; (3) a service retirement after age sixty (60); (4) a duty or non-duty disability retirement.

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If an employee dies during the year, then his beneficiary shall receive a prorated portion of the annual longevity payment based upon the number of months on the payroll from the anniversary date of employment to the date of death.

SECTION IX. (MILEAGE ALLOWANCE)

- A. As a condition of employment and subject to the conditions as herein set forth, the City reserves the right to require any employee to furnish his own transportation where some means of transportation is required to perform the regular assigned duties of his position during scheduled working hours.
- B. Employees who have been authorized to use their own four-wheeled motorized vehicle in the performance of their duties shall be reimbursed according to the following terms and conditions:
 - 1. The vehicle allowance shall be the IRS mileage rate. The vehicle allowance shall be adjusted each July 1 and January 1 thereafter, consistent with the IRS mileage rate. Mileage reimbursement forms must be submitted on or before the 5th business day of the month following the month for which reimbursement is sought.
 - 2. The employee must have and continue to have a legal right to drive such vehicle. In the event he/she would lose his/her legal right to drive, then he/she must inform his/her appointing authority immediately so some determination can be made.
 - 3. Employees entitled to a vehicle allowance shall once a year provide the City with a copy of a Certificate of Insurance for any privately owned vehicle used for City business and such certificate to indicate the basic coverage required by law.
 - 4. The City Finance Department shall prepare the proper forms for the administration of this reimbursable vehicle allowance, and establish an interval of payment not greater than on a monthly basis. The appointing authority shall file an authorization of car use with the City Finance Department. The forms shall include a daily report of the mileage driven by the employee as evidenced by an odometer reading that is recorded at the start of the work day and at the end of the work day.

Employees who use their vehicle less than on a full-time basis shall record the odometer reading at the beginning of the work assignment and at the termination of the work assignment.

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**SECTION X.
(EDUCATION TUITION REIMBURSEMENT OFF THE JOB)**

Section 1. Effective July 1, 2017, an employee who has completed at least one (1) year of full-time City service shall be eligible for up to \$600 per eligible credit hour of the cost of tuition paid, \$3,000 maximum per fiscal year.

- A. To be eligible to participate: The employee must have completed one (1) year of full-time City service prior to the start of the course work for which the tuition application is being made.
- B. The employee must receive approval for the course work from the department head prior to the start of the course work.

Section 2. In order to apply for tuition refund, an employee must complete the tuition refund form prior to starting course work, and submit it to the department head, who will take action on such application and forward to the Human Resources Department for final disposition.

Section 3. Tuition refund applies to the following types of course work:

- A. Elective or required courses taken at an accredited institution to complete a college degree when the degree pursued is appropriate to the career development in the city.
- B. Courses which improve an employee's skill in his/her present job classification including courses designed to update an employee in the technology of his/her occupation.

Section 4. In order to receive tuition refund, an employee must satisfy the following requirements:

- A. Must satisfactorily complete the approved course work with at least a "C" grade or a 2.0 on a 4.0- point scale. For graduate-level courses, the employee must receive at least a "B" grade or 3.0 on a 4.0 scale.
- B. Must be an active employee upon completion of the course work.
- C. Must provide the Human Resources Department with a copy of his/her paid receipt of tuition costs bill from the institution where the course work was taken, and a copy of the grade received.

Section 5. Tuition refund benefits are offset by any other educational assistance for which the employee may be eligible, i.e., scholarships, grants, veteran's benefits, etc.

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Section 6. The employee will be required to refund the reimbursement in the event he/she voluntarily separates from the city within a two-year period subsequent to the completion of the course.

**SECTION XI.
(HEALTH CARE, VISION, AND DENTAL BENEFITS)**

A. Effective July 1, 2012, the Employer will make partial monthly payments for the cost of Health Care Benefits for all employees who work in a regular full-time position pursuant to the Flexible Benefit Plan, as follows: 80% employer/20% employee (pre-tax and via payroll deduction). No change in pay-up to PPO. City contribution capped at 80% of City HAP base plan amount. The monthly payment shall be made by the Employer for each month that the employee receives some salary or wage as compensation for his/her services. Insurance coverages shall begin the first of the month following thirty days of full-time employment. The basic coverage for self, or self and spouse, or self and family (including only spouse and eligible children) shall be provided through the Flexible Benefits Plan described in this section.

Effective April 1, 2023: the HAP HMO and BCBS PPO Plans will consist of the following plan changes:

Overall Deductible: \$2,000 (Individual)/\$4,000 (Family)
Co-Insurance: 20% (employee share) after deductible

Calendar Year 2024:

Overall Deductible: \$2,000 (Individual)/\$4,000 (Family)
Co-Insurance: 20% (employee share) after deductible
HSA Funding (50%): \$1,000 (Individual)/\$2,000(Family)

Calendar Year 2025:

Overall Deductible: \$2,000 (Individual)/\$4,000 (Family)
Co-Insurance: 20% (employee share) after deductible
HSA Funding (100%): \$2,000 (Individual)/\$4,000(Family)

Calendar Year 2026:

Overall Deductible: \$2,000 (Individual)/\$4,000 (Family)
Co-Insurance: 20% (employee share) after deductible
HSA Funding (100%): \$2,000 (Individual)/\$4,000(Family)

Calendar Year 2027:

Overall Deductible: \$2,000 (Individual)/\$4,000 (Family)
Co-Insurance: 20% (employee share) after deductible
HSA Funding (100%): \$2,000 (Individual)/\$4,000(Family)

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Calendar Year 2028:

Overall Deductible: \$2,000 (Individual)/\$4,000 (Family)
Co-Insurance: 20% (employee share) after deductible
HSA Funding (100%): \$2,000 (Individual)/\$4,000(Family)

The Employer reserves the right to change, amend, modify, and/or discontinue the existing health insurance benefit program in response to developments associated with the Patient Protections and Affordable Care Act ("Act"), and as said Act may be from time to time changed, amended, defunded, or modified, including the right to so act in response to (a) regulations issued pertaining to said Act, and/or (b) judicial interpretations of said Act.

Nothing in this Agreement shall impair or diminish any rights or obligations of employees as contained in the Family Medical Leave Act, and the City reserves its rights to implement and administer said Act.

B. The coverage shall be limited to one of the following programs for self, or self and spouse, or self and family (including only spouse and eligible children). The City reserves the right to provide additional health coverage programs for the employee's selection.

A) Coverage under City HAP base plan or other Health Maintenance Organization plan(s) provided by the city.

B) Married employees who are both employed by the City shall be eligible to elect: an individual single health care benefit for each employee, or one two-person contract. A family must elect family coverage.

C) The Employer reserves the right to self-insure or change plans or plan providers for active employees in lieu of any or all of the insurance benefits, provided that the benefit design remains the same or substantially similar to the level of benefits as outlined in this Agreement. The Employer will give advance notice of its intention to self-insure, and will, upon request, meet and consult prior to any modification being made except as otherwise provided by law.

C. Sponsored Dependent Rider

Employees will no longer be able to elect sponsored dependent coverage as provided under the carrier's "sponsored dependent" rider. Current employees with this rider will be grandfathered. If an employee discontinues this rider at any time, they will not be able to re-instate this rider in the future.

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D. Optical Insurance

Effective July 1, 2005, the first of the month following thirty (30) days of employment, an employee shall be eligible for the Blue Vision 24/24/24 Plan, up to and including family coverage.

The Employer reserves the right to provide additional health coverage programs for the employees' selection. Once selected, the employee must remain in the program for a minimum of one year, except as otherwise provided by law.

E. Prescription Drug Plan: Effective April 1, 2023:

- A) Co-pays after the deductible has been met will be \$10/\$40/\$80 (generic, brand, specialty).
- B) Mandatory generic, step-therapy and prior authorization for Blue Cross Blue Shield plans.
- C) 90-day supply at 2 times the retail co-pay (mail or at retail pharmacy)

Employees may buy up to other plans if offered.

F. FLEXIBLE BENEFITS PLAN

A) PARTICIPATION

- 1. All unit employees must participate in the Flexible Benefits program.

B) FEATURES OF THE FLEXIBLE BENEFITS PLAN

- 1. Pre-tax employee optional purchase, employee-funded on a "use it or lose it" basis:
 - a) Health Care Flexible Spending Account – Maximum contributions not to exceed the annual IRS limit. Maximum limit adjusted at annual open enrollment. (Eliminated January 1, 2023).
 - b) Dependent Care Flexible Spending Account - \$5,000/year maximum
- 2. Post-tax employee optional purchase (as available):
 - a) Supplemental earnings-based employee life and AD & D insurance
 - b) Spouse and dependent life insurance

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3. City continues to fund existing employee life, dental and vision insurances
 4. Buy or sell up to five PTO days/year in 8-hour increments
 5. Medical/Dental insurance option:
 - a) An employee electing to waive health care coverage must sign the appropriate forms during open enrollment each year.
 6. At retirement, the flexible benefits plan will not be available. Retirees cannot change plans at retirement but only during Open Enrollment or if there is a qualifying event.
 7. Other benefit options as may be offered at a later date.
- G. Dental Plan. The City shall pay the full monthly premium for each full-time employee in the bargaining unit for dental coverage as follows:
- 100% of treatment costs for preventative, diagnostic (except radiographs), sealants, and emergency palliative treatment (Class I) benefits
 - 80% of treatment costs paid by Carrier on Class II benefits
 - 50% of treatment costs paid by Carrier on Class III benefits
 - 50% of treatment costs paid by Carrier on Class IV benefits (to age 19)
 - \$1,200 maximum per person per contract year (July 1-June 30) on Class I, Class II, and Class III benefits, and
 - \$1,200 lifetime maximum on Class IV (Orthodontic) benefits
- The effective date of coverage for new employees shall be the first monthly premium date that would be at least thirty (30) days subsequent to the date of employment.
- H. Health Care Savings Program:
- A) Employees hired on or after July 1, 2002 shall participate in the Health Care Savings Program ("HCSP"). No post-retirement health care provided by the city.

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B) The city will contribute \$125.00/per month (or \$1,500.00/year) to this account. In addition to the City contribution, a mandatory pre-tax employee withholding equal to \$25.00/per pay (over 24 pays per year or \$600.00/year) will commence upon hire and will be contributed to the employee's HCSP. The account balance attributed to the City contributions will vest upon 5 years of full-time employment with the City; employee contributions will be immediately vested at 100%. Annual contributions cease at Normal Retirement as defined under the City's defined benefit pension plan. The accounts may be used by the employee, their spouse, or their dependents to offset the cost of healthcare after the employee retires or separates from service. When used for qualifying medical expense and in accordance with tax laws at the time of this agreement, the employee does not pay taxes on any contributions, earnings or upon distribution.

ARTICLE XII. (RETIREE HEALTH CARE BENEFITS)

A. Except for employees who participate in the Health Care Savings Program, (HCSP) subject to conditions set forth herein, employees who are members of the City of Dearborn Employees Defined Benefit Retirement System will receive Retiree Health Benefits if they retire under a "Normal Retirement", as defined below.

Current definition of "Normal Retirement" under the defined benefit plan is age 55 (50 for Dispatch) and having 25 or more years of actual credited service; or, age 60 and at least 10 years of actual credited service. Members who defer retirement with less than 25 years of service, are not eligible for retiree health care.

B. Pre-Medicare Retirees:

Except for employees that receive a HCSP account and annual contributions therein, all employees who meet the age and service requirements under Normal Retirement under the defined benefit plan will be provided health care plan benefits comparable to that of active employees at the date of their retirement.

C. Medicare Eligible Retirees:

Except for employees that receive a HCSP account and annual contributions therein, all employees who meet the age and service requirements under Normal Retirement and who become eligible for Medicare or its successor shall apply for Medicare Part's A and B or its successors, at the retiree's expense. The City will provide additional coverage comparable to that of active employees at its discretion. At its discretion, the City reserves the right to change carriers and the coverage level under these plans.

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If the retiree and/or spouse is eligible for Medicare and fails to make application for Medicare coverage, then the City shall not pay any greater premium than would have been paid had the retiree and/or spouse received Medicare. The retiree shall reimburse the City for any excess premiums paid.

At the death of the retiree, coverage shall continue to a spouse who is a beneficiary under one of the City's retirement systems subject to the provisions of this Section. Coverage to begin in the month spouse receives an annuity.

At the death of a Defined Contribution Plan retiree, coverage shall continue to a surviving spouse who certifies on an annual basis that he/she is living. The annual certification form shall be prepared and provided by the City. Failure of the surviving spouse to certify on an annual basis shall result in the suspension of coverage until such certification is received by the City. The City will not be responsible for coverage or related claims incurred during the suspension of coverage period.

SECTION XIII. (SUPPLEMENTAL BENEFITS TO WORKERS' COMPENSATION)

- A. Supplemental Benefits to Worker's Compensation. In all cases where an employee has been totally incapacitated as a result of an accidental injury, or an acquired occupational disease arising out of and in the course of employment, and if it is determined that such injury or disease is not the result of such employee's culpable misconduct, then such employee shall be paid for the time lost during disability for a period of Forty-Five (45) calendar days, and for such additional days said employee may have his/her credit as vacation/PTO leave, sick leave, or accumulated overtime, such sum or sums of money that, when added to the worker's compensation benefits, shall be equal to the employee's full wage or salary at the time of injury.

It is further provided that the time lost beyond the first Forty-Five (45) calendar days shall, if the employee wishes to utilize paid time to supplement the difference between the Worker's Compensation benefits and his/her full wage or salary, be charged first to the employee's sick leave, then against accumulated overtime, and then against vacation/PTO.

- B. Any charge made to sick leave, accumulated overtime, or vacation/PTO will be based on the number of hours contained in the amount that represents the difference between the employee's normal salary at the time of injury and the amount of the worker's compensation benefit.
- C. It is further provided that if the employee is still off because of an in-service injury at the termination of all leave time as herein set forth, and it would be apparent from a medical report that the employee will be able to return to work within a reasonable period, the appointing authority may request the Civil Service Commission for additional leave.

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**SECTION XIV.
(SICK LEAVE SEPARATION PAY)**

- A. Upon separation from the classified service either through (1) a service retirement after twenty-five (25) years of service; (2) a deferred service retirement after twenty-five (25) years of service; (3) a service retirement after age sixty (60); (4) a duty or non-duty disability retirement; or (5) upon death of an employee: an employee shall have paid to him/her or to a beneficiary an amount that will be equal to fifty percent (50%) of his/her unused Sick Leave, but not in excess of sixty-five (65) work days. Such separation pay shall be computed at the employee's last rate of pay while in the classified service.
- B. If applicable, all defined contribution employees shall receive sick leave separation pay as set forth upon separation from the classified service either through (1) a service retirement after twenty-five (25) years of service; (2) a service retirement after age sixty (60); (3) a duty or non-duty disability; or (4) upon death of the employee.

**SECTION XV.
(LEAVES OF ABSENCE)**

- A. Bereavement Leave: An employee shall be allowed bereavement leave up to four (4) work days except in cases where additional time is approved by the Civil Service Commission. Time off shall be restricted to death in the employee's immediate family which would mean spouse or children, parents and grandparents, grandchildren, brothers and sisters, spouse's parents and grandparents, grandchildren, and brothers and sisters, and all other cases where in the discretion of the appointing authority and the Civil Service Commission such leave is justified. Bereavement leave will not be charged to any other paid leave.
- B. Jury Duty: Cap leaves with pay at fifteen (15) workdays per employee per contract year. Employees shall be entitled to use any other banked leave to maintain themselves on the payroll after the paid workdays.
- C. Paid Parental Leave. Each employee shall be granted up to eight (8) weeks of paid parental leave following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of this leave is to enable the employee to care for or bond with a newborn or newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act ("FMLA") leave.

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**SECTION XVI.
(RECOGNITION OF LONG SERVICE)**

A. Service Award:

Every full-time employee appearing on the regular payroll of the City shall be considered for a Service Award. The award shall be given after the periods of service are attested to by the Civil Service Commission for five (5), ten (10), fifteen (15), twenty (20), twenty-five (25) and Fifty (50) years of service.

The service award shall be determined by the City.

B. Determination of Length of Service:

Every employee who has completed any one of the periods of service as stated in the prior section on December 31st of any one year and is on the payroll, except for retirements after twenty-five (25) years, shall be entitled to have his/her name placed before the Civil Service Commission to be considered for the Service Award for such period of service.

C. Presentation of Awards:

It shall be the responsibility of the Human Resources Director soon after the first of January of each year to prepare a program that will properly recognize each employee. The Human Resources Director shall enlist the cooperation of the respective department and administrative heads and employee groups so that such an occasion will be fitting recognition of each employee's service to the City.

D. Financing the Awards

It shall be the responsibility of the Human Resources Director to submit to the Commission for their approval the amount of money necessary to carry out the provisions of this section. Such amount shall be certified by the Civil Service Commission and shall be forwarded to Finance so that it may have consideration at the time the annual budget is prepared.

**SECTION XVII.
(CLOTHING AND MAINTENANCE ALLOWANCE)**

Employees working in classifications in Residential and Commercial Services will be provided clothing or an allowance as determined appropriate by the Department Directors. Such clothing is to be worn during business hours only (as directed by supervision) and is to remain the property of the City. The employee shall be responsible for cleaning and maintenance.

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**SECTION XVIII.
(LIFE INSURANCE COVERAGE)**

The City will maintain the life insurance and other benefits as set forth in the current policy. The City reserves the right to change carriers, or self-insure, at its discretion.

**SECTION XIX.
(MISCELLANEOUS)**

- A. The City reserves the right to implement and administer all matters relating to the Omnibus Transportation Employee Testing Act of 1991, including its alcohol and drug testing provisions. All subject to negotiations.
- B. An employee who desires to have his/her position evaluated shall be entitled to submit a request to his/her department director. The department director shall review the submission and decide whether to forward the request to the Human Resources Administrator. If forwarded, the Human Resources Analyst team (Human Resources Administrator & at least one (1) Human Resources Senior Analyst) will review the PDQ using the DBM methodology. One designated E&A representative shall be included in the HR Analyst team meeting(s) and communications and have the opportunity to observe and ask questions, but not to advocate. The Human Resources Analyst team will present its findings and recommendation to the department director and to the designated E&A representative. Upon receipt of the Human Resources Analyst team recommendation, the designated E&A representative shall have Fourteen (14) calendar days to notify the Human Resources Administrator in writing should they disagree with the recommendation.

In case of disagreement, the Civil Service Commission, after due consideration from the Human Resources Analyst Team and designated E&A representative shall have final authority. The department director and designated E&A representative will be notified in writing of the results.

- C. Technology. The City shall provide E&A members with the appropriate mobile technology device(s) that best meets the member's needs and is deemed necessary to perform essential job functions. The City recognizes that E&A members' responsibilities often require them to perform these functions outside of normal business hours and facilities.
- D. Defined Benefit Plan: Those employees participating in the Defined Benefit Plan shall make a 4% employee pension contribution, refundable only if lifetime annuity is forfeited. Contributions to be pre-tax payroll deductions. If contribution is withdrawn, lifetime annuity is forfeited. A legally binding waiver to be signed by member and spouse, if applicable. If death is in service and there is no beneficiary, accumulated contributions to be paid to the estate. The City is to be notified when the estate is opened and be provided legal documentation of same.

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To be implemented as soon as administratively feasible.

The employee pension contribution of 4% will be paid on compensation which is included in pension FAC, namely, wages/salary (including all forms of paid leave time utilized), overtime, shift premium, longevity, and holiday pay. The employee pension contribution of 4% will not be paid on compensation which is not included in pension FAC, namely, clothing and maintenance allowances; mileage, tuition, and other expense reimbursements; bonus for non-participation in health care; and payouts for unused PTO and Sick time at retirement/ termination/death.

Effective the first full pay period following July 1, 2018, the employees non-refundable pension contribution will increase to 5%.

Effective the first full pay period after Civil Service and City Council approval, the employee non-refundable pension contribution will increase to 6.0%.

Effective the first full pay period following July 1, 2023, the employee non-refundable pension contribution will increase to 7.0%.

Eligible defined benefit plan employees with 25 or more years of service as of June 30, 2022 and who are at least 50 years of age may retire before reaching "Normal Retirement" with the accrued service credit at the time of retirement under this early-out proposal. Employees must retire by December 31, 2022 and make an election to retire no later than October 1, 2022. The decision is irrevocable.

Further, eligible defined benefit plan employees with 23 years of service as of June 30, 2022 may buy up to two (2) years of service to the extent necessary to achieve 25 years of service and collect a pension benefit at 55 years of age based on 25 years of service. Employees electing to buy time (may also use accumulated bank time) must retire by December 31, 2022 and must an election to retire by October 1, 2022. The decision is irrevocable and the cost for the purchase of time will be 100% of normal cost. The City will not contribute or inherit any unfunded accrued liability related to the purchase of service time.

Eligible defined benefit plan employees who are eligible for retiree health care shall still be eligible for the benefit.

Effective 7/1/13: Pension at 65% at 26 years (2.5% per year), increase years 27– 29 to 1.75% and increase year 30 to 2.25% for a total of 72.5% maximum.

- E. An emergency manager appointed under the Local Government and School District Fiscal Accountability Act can reject, modify, or terminate the salary plan as required in the Act.

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The foregoing language is included in this salary plan in order to comply with Section 15(7) of the Public Employment Relations Act; this inclusion does not constitute an agreement to the substantive or procedural content of the language. In addition, inclusion of the language does not constitute a waiver of the Union's right to raise Constitutional and/or other legal challenges (including contractual or administrative challenges) to the validity of: (1) appointment of an Emergency Financial Manager; (2) P. A. 4 of 2011 (Local Government and School District fiscal Accountability Act); or (3) any action of an Emergency Financial Manager which acts to reject, modify, or terminate the collective bargaining agreement. Should P. A. 4 of 2011 be repealed, the foregoing language shall be automatically and immediately null and void.

- F. Effective January 1, 2013, all employees will be paid either by direct deposit, or debit card, at the employee's written option, in accordance with law.
- G. All employees shall use and abide by the terms and procedures of the City's Time and Attendance and Scheduling Workforce Management Software (Executime) upon its implementation.
- H. Annual Performance Evaluation. Effective January 1, 2018, a performance evaluation shall be a rating on a form prepared by the Human Resources Department and shall be completed by the employee's immediate supervisor(s) or department director. The employee's immediate supervisor(s) or department director must state the reason(s) for an unsatisfactory rating. Only the last two (2) evaluations will be used to establish performance, and until such time as two (2) evaluations are available, an employee seeking a promotional opportunity will not be affected by this provision. The Civil Service Commission may consider an unsatisfactory rating in any of the categories as grounds for denying the employee a promotional opportunity.

If an employee receives an unsatisfactory rating in any of the categories, then the employee may submit a rebuttal statement which shall be attached to the performance evaluation. The rebuttal statement shall be limited to unsatisfactory ratings only and must be completed and returned to the Human Resources Department within Seven (7) calendar days following the evaluation meeting. A rebuttal statement shall be considered by the Civil Service Commission if the employee is seeking a promotional opportunity.

- I: Unit members may receive a free fitness membership with the Ford Community and Performing Arts Center; 50% discount for each immediate family member.
- J: Unit members may receive free automobile passes to Camp Dearborn each year in accordance with the guidelines set forth by the Recreation Department.
- K: Unit members may receive free swimming pool passes for self and family (including spouse and eligible children) in accordance with the guidelines set forth by the Recreation Department.

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ATTACHMENT A
PENSION

A) FEATURES OF DEFINED CONTRIBUTION PLAN (pre-tax employee contribution)

	Employer	Employee	Total
<u>Mandatory</u>	<u>2.00%</u>	<u>2.00%</u>	<u>4.00%</u>
Matching	1.00%	1.00%	2.00%
Matching	1.00%	1.00%	2.00%
Matching	1.00%	1.00%	2.00%
Matching	1.00%	1.00%	2.00%
Matching	1.00%	1.00%	2.00%
Matching	1.00%	1.00%	2.00%
Total:	8.00%	8.00%	16.00%

- 1) Effective the first full-pay period following July 1, 2017.
- 2) Vesting schedule. Includes active defined benefit employee service prior to conversion date.

1st year: 20%
 2nd year: 20%
 3rd year: 20%
 4th year: 20%
 5th year: 20%.

B) PARTICIPATION

- 1) All unit employees hired on and after January 1, 2002 must only participate in the City’s Defined Contribution Plan (“DC Plan”).
- 2) All unit employees shall have the opportunity to join the DC Plan once they are vested in the Chapter 22 Defined Benefit Plan (“DB Plan”). The employee must elect to defer their DB Pension and select the DC Plan. The Employer shall have a forty-five (45) day processing period from the date the Finance Department receives the completed election form.
- 3) An election into the DC Plan is an irrevocable decision.
- 4) Automatic Enrollment and Contribution Escalation. As soon as administratively possible, the auto enrollment into the City’s 457 and auto-escalate features will increase the employee’s contribution by 1% each fiscal year until the employee’s total contribution, including mandatory 2%, is at 8%. The employee may opt-out of the auto enrollment and/or auto-escalate feature(s) by logging in to their online Prudential

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account or by contacting Prudential.

C) OTHER

- 1) Other terms and conditions as provided in the plan description and documents

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ATTACHMENT B

FINANCE DEPARTMENT

TO: MAYOR GUIDO

FROM: JAMES J. O'CONNOR, FINANCE DIRECTOR

VIA: VALERIE MURPHY-GOODRICH, HUMAN RESOURCES DIRECTOR
DEBRA WALLING, CORPORATION COUNSEL
DR. R. K. ARCHER, CHIEF LABOR NEGOTIATOR

SUBJECT: EXTENDED SICK LEAVE ACCESS POLICY

DATE: JULY 3, 2002

Background:

Employees who select the conversion to the Paid Time Off program (PTO) can freeze sick days in an 'extended illness bank.' An employee must use five consecutive PTO days before accessing the "extended illness bank." This option was designed to provide coverage to an employee who presented a qualifying event and had to take a leave beyond five days.

The question presented in the meeting today was "what if an employee is diagnosed with a serious illness that results in a series of intermittent treatments, or for some other reason the employee must schedule intermittent work attendance, how would the rule be applied in these circumstances?"

Policy:

The intent of the benefit design was to allow an employee who presents a qualifying event to have the opportunity to access the "extended sick bank" after using five PTO days consecutively. However, after our recent discussion, it will also be the policy that an employee who presents a qualifying event that results in intermittent attendance can record the first five days of the leave as PTO days and they may be taken intermittently. The intermittent PTO time may also be recorded in increments as small as fifteen minutes until the employee reaches a total accrual of five PTO days.

In either situation employees should contact the Human Resources Department to request the appropriate paperwork to document their leave under the Family and Medical Leave Act (FMLA) which protects a covered employee's right to a leave provided certain conditions are met. This documentation will satisfy any departmental requirement to provide the family and/or medical documentation necessary to support a variety of leaves which may be intermittent or not. Except for maternity leave or a leave due to the serious health condition of the employee, the employee cannot access the "extended sick bank." Please see section 10.4 of the Employee Reference Manual for further detailed information regarding the Family and Medical Leave Act.

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ATTACHMENT C

CITY OF DEARBORN AGREEMENT AND RELEASE

IMPORTANT—TO PARTICIPATE IN THE DEFINED CONTRIBUTION PLAN, THIS FORM MUST BE RETURNED TO THE PENSION ADMINISTRATOR IN THE FINANCE DEPARTMENT AFTER AN EMPLOYEE ATTAINS VESTED STATUS IN THE CHAPTER 22 DEFINED BENEFIT PLAN.

This form is for people currently participating in the City of Dearborn’s Chapter 22 General Employees Retirement System (a Defined Benefit Plan.) The City has agreed to allow members who are vested in the Retirement System the option of converting future service credit to the Defined Contribution Plan.

I have been given the opportunity to consult with a financial advisor on this issue. My decision is indicated with an “X” below:

_____ I am vested in the City’s Defined Benefit Plan. I want to defer my Defined Plan Pension Benefits and start participating in the City’s Defined Contribution Plan. I understand my final pension will be calculated at this time and I will no longer accrue service credit. My defined benefit pension will not start until I reach the eligibility age (55 with 25 years of service or 60 with 10 years of service) or terminate full-time employment, whichever is later. I understand that this decision is irrevocable. I am making this decision voluntarily as my own free act and not under coercion. I acknowledge and understand that by making this election I will not receive any future benefit improvements under the Defined Benefit Plan and that I am waiving any claim for those benefits. I understand that my retirement benefits may be better, worse, or substantially similar to those I would have received had I stayed in the Defined Benefit Plan.

Processing time is up to forty-five (45) days to complete this action from the date received by the Finance Department.

SIGNATURE

DATE

PRINTED NAME

PHONE

Subscribed and sworn to before me

this _____ day of _____, 201__

Notary Public, _____ County, MI

My commission expires _____

EXECUTIVE AND ADMINISTRATIVE UNIT

ATTACHMENT D

LIBRARY CLOSURES

Library Closures to be updated by the Library Department to reflect the 2025, 2026, 2027, and 2028 calendar years.

APPROVED

Date: July 16, 2024

Jeremy J. Romer

Chief Labor Negotiator

**LAW**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Denial of 2024 Investment LLC's request for an additional extension of time in which to commence construction on the vacant lots at 24720 Cherry, 2734 Hubbard, 24600 Calvin, 24705 Cooke, and 24622 Chicago, and approval for the City to repurchase the five lots.

Immediate effect requested

DEPARTMENT: Law

BRIEF DESCRIPTION:

- The closing for the sale of 24720 Cherry, 2734 Hubbard, 24600 Calvin, 24705 Cooke, and 24622 Chicago to 2024 Investment LLC occurred on March 21, 2024. Under the terms of the Purchase Agreement, Purchaser had 18 months to commence construction on all five lots, with a deadline of September 21, 2025.
- CR 11-595-25 granted 2024 Investment LLC's request for a six-month extension in which to commence construction on all five properties, thereby granting it a total of 24 months, with a deadline of March 21, 2026.
- In January of 2025, 2024 Investment LLC submitted plans to the Economic Development Department that were rejected. Revised plans were required to be submitted.
- 2024 Investment LLC has received the following tickets and invoices, most of which remain outstanding, for failing to maintain the properties:
 - 24720 Cherry – invoice, which remains outstanding, issued for tall grass in 2025;
 - 2734 Hubbard – ticket issued in January 2026 for failure to remove snow and ice, the City abated the violation, and the invoice remains outstanding;
 - 24600 Calvin – ticket issued in January 2026 for failure to remove snow and ice, the City abated the violation, and the invoice remains outstanding;
 - 24705 Cooke – ticket issued in January of 2026 for failure to remove snow and ice, the City abated the violation twice, and the invoices were paid; and
 - 24622 Chicago – ticket issued in January of 2026 for failure to remove snow and ice, the City abated the violation, and the invoice remains outstanding.
- 2024 Investment LLC is now requesting an additional extension of time in which to commence construction on all five properties.
- The City's Land Sales Guidelines require purchasers to commence construction within 24 months from the date of closing, and no extensions are permitted beyond the 24 months. As such, 2024 Investment LLC has already exhausted all permissible extensions.

PRIOR COUNCIL ACTION:

- CR 8-416-23 authorized the sale of the vacant lots at 24720 Cherry, 2734 Hubbard, 24600 Calvin, 24705 Cooke, and 24622 Chicago to 2024 Investment LLC for the construction of single-family homes.

- CR 1-52-25 granted 2024 Investment LLC’s request for a 90-day extension of time in which to submit initial plans for all five properties, granting it until March 21, 2025 to submit initial plans. Initial plans were submitted by that extended deadline but were rejected.
- CR 11-595-25 granted 2024 Investment LLC’s request for a six-month extension of time in which to commence construction on all five properties, thereby granting it a total of 24 months from the date of closing. Construction is to commence by March 21, 2026, and no extensions are available under the City’s Land Sales Guidelines.

BACKGROUND: CR 8-416-23 authorized the sale of the vacant lots at 24720 Cherry, 2734 Hubbard, 24600 Calvin, 24705 Cooke, and 24622 Chicago to 2024 Investment LLC for the construction of single-family homes. Closing for all five properties took place on March 21, 2024. 2024 Investment L.L.C. was required to submit initial plans within nine (9) months from the date of closing, by December 21, 2024, and commence construction within 18 months from the date of closing, by September 21, 2025.

CR 1-52-25 granted 2024 Investment LLC’s request for a 90-day extension of time in which to submit initial plans for all five properties, granting it until March 21, 2025. Initial plans were submitted by that extended deadline. However, those plans were rejected and revised plans were required.

CR 11-595-25 granted 2024 Investment LLC’s request for a six-month extension of time in which to commence construction on all five properties, thereby granting it the maximum 24 months to commence construction permitted under the City’s Land Sales Guidelines. It is currently required to commence construction by March 21, 2026, and no extensions are available under the City’s Land Sales Guidelines. Additionally, 2024 Investment LLC has received several tickets and invoices, as detailed above, for failing to maintain the properties. Although two invoices have been paid, four remaining outstanding.

FISCAL IMPACT:

- Upon denial of 2024 Investment LLC’s extension request, the City would exercise its right of reverter and repurchase all five properties at the purchase prices, less 10%, and less costs, due to 2024 Investment LLC’s failure to comply with the terms and conditions stated in the Offers to Purchase, Council Resolution 8-416-23, and the Land Sales Guidelines.

IMPACT TO COMMUNITY:

- N/A

IMPLEMENTATION TIMELINE:

- N/A

COMPLIANCE/PERFORMANCE METRICS:

- The Department of Law will work to repurchase the five properties.

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

TO: City Council

FROM: Corporation Counsel

VIA: Mayor Abdullah H. Hammoud

SUBJECT: 2024 Investment LLC's request for an extension of time in which to commence construction on the vacant lots at 24720 Cherry, 2734 Hubbard, 24600 Calvin, 24705 Cooke, and 24622 Chicago

DATE: March 17, 2026

Summary of Request

Council Resolution 8-416-23 (attached) authorized the sale of the vacant lots at 24720 Cherry, 2734 Hubbard, 24600 Calvin, 24705 Cooke, and 24622 Chicago to 2024 Investment LLC for the construction of single-family homes. The closing for all five properties took place on March 21, 2024. 2024 Investment LLC was required to submit initial plans within nine months from the date of closing, by December 21, 2024, and commence construction within 18 months from the date of closing, by September 21, 2025.

Council Resolution 1-52-25 (attached) granted 2024 Investment LLC's request for a 90-day extension of time in which to submit initial plans for all five properties, granting it until March 21, 2025 to submit initial plans. In January 2025, 2024 Investment LLC submitted initial plans to the Economic Development Department. However, those plans were rejected and revised plans were required to be submitted.

Council Resolution 11-595-25 (attached) granted 2024 Investment LLC's request for a six-month extension of time in which to commence construction on all five properties, thereby granting it a total of 24 months from the date of closing. It is currently required to commence construction by March 21, 2026, and no extensions are available under the City's Land Sales Guidelines.

Additionally, 2024 Investment LLC has received the following tickets and invoices, most of which remain outstanding, for failing to maintain the properties:

- 24720 Cherry – invoice, which remains outstanding, issued for tall grass in 2025;
- 2734 Hubbard – ticket issued in January 2026 for failure to remove snow and ice, the City abated the violation, and the invoice remains outstanding;
- 24600 Calvin – ticket issued in January 2026 for failure to remove snow and ice, the City abated the violation, and the invoice remains outstanding;
- 24705 Cooke – ticket issued in January of 2026 for failure to remove snow and ice, the City abated the violation twice, and the invoices were paid; and

- 24622 Chicago – ticket issued in January of 2026 for failure to remove snow and ice, the City abated the violation, and the invoice remains outstanding.

Mohammed Alysofi, Managing Member of 2024 Investment LLC, is now requesting an additional extension of time in which to commence construction on all five properties (see attached letter).

As 2024 Investment LLC failed to submit revised plans for over one year, failed to maintain the properties, has already exhausted the 24-month period permitted to commence construction under the City’s Land Sales Guidelines (attached), and no extensions are permitted beyond the 24-month period under the Land Sales Guidelines, it is hereby recommended that City Council deny 2024 Investment LLC’s request for an additional extension of time in which to commence construction on all five properties.

Upon denial of 2024 Investment LLC’s extension request, the City will exercise its right of reverter and repurchase all five properties due to 2024 Investment LLC’s failure to comply with the terms and conditions stated in the Offers to Purchase, Council Resolution 8-416-23, and the Land Sales Guidelines.

Immediate effect is requested.

Respectfully submitted,

DocuSigned by:
Rebecca A. Schultz

C73061A00EB9490...
REBECCA A. SCHULTZ
Assistant Corporation Counsel

APPROVED:

Signed by:
Carter Fisher

C7B59FDCBEA1495...
CARTER FISHER
Corporation Counsel

RESOLUTION

WHEREAS: Council Resolution 8-416-23 authorized the sale of the vacant lots at 24720 Cherry, 2734 Hubbard, 24600 Calvin, 24705 Cooke, and 24622 Chicago to 2024 Investment LLC for the construction of single-family homes. The closing for all five properties took place on March 21, 2024; and

WHEREAS: 2024 Investment LLC was required to submit initial plans within nine months from the date of closing, by December 21, 2024, and commence construction within 18 months from the date of closing, by September 21, 2025; and

WHEREAS: Council Resolution 1-52-25 granted 2024 Investment LLC's request for a 90-day extension of time in which to submit initial plans for all five properties, granting it until March 21, 2025 to submit initial plans; and

WHEREAS: In January 2025, 2024 Investment LLC submitted initial plans to the Economic Development Department. However, those plans were rejected and revised plans were required to be submitted; and

WHEREAS: Council Resolution 11-595-25 granted 2024 Investment LLC's request for a six-month extension of time in which to commence construction on all five properties, thereby granting it a total of 24 months from the date of closing, which is the maximum permitted under the City's Land Sales Guidelines; and

WHEREAS: 2024 Investment LLC has received the following tickets and invoices, most of which remain outstanding, for failing to maintain the properties:

- 24720 Cherry – invoice, which remains outstanding, issued for tall grass in 2025;
- 2734 Hubbard – ticket issued in January 2026 for failure to remove snow and ice, the City abated the violation, and the invoice remains outstanding;
- 24600 Calvin – ticket issued in January 2026 for failure to remove snow and ice, the City abated the violation, and the invoice remains outstanding;
- 24705 Cooke – ticket issued in January of 2026 for failure to remove snow and ice, the City abated the violation twice, and the invoices were paid; and
- 24622 Chicago – ticket issued in January of 2026 for failure to remove snow and ice, the City abated the violation, and the invoice remains outstanding; and

WHEREAS: 2024 Investment LLC is required to commence construction by March 21, 2026, and no extensions are available to it under the City's Land Sales Guidelines; and

WHEREAS: Mohammed Alysofi, Managing Member of 2024 Investment LLC, is requesting an additional extension of time in which to commence construction on all five properties; therefore be it

RESOLVED: As 2024 Investment LLC failed to submit revised plans for over one year, failed to maintain the properties, has already exhausted the 24-month period permitted to commence construction under the City's Land Sales Guidelines, and no extensions beyond the 24-month period are permitted under the Guidelines, 2024 Investment LLC's request for an additional extension of time in which to commence construction on the lots located at 24720 Cherry, 2734 Hubbard, 24600 Calvin, 24705 Cooke, and 24622 Chicago is hereby denied; further be it

RESOLVED: The City shall exercise its right of reverter and repurchase all five properties due to 2024 Investment LLC's failure to comply with the terms and conditions stated in the Offers to Purchase, Council Resolution 8-416-23, and the Land Sales Guidelines; further be it

RESOLVED: That this Resolution is given immediate effect.

By Abraham supported by Enos.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RESOLVED: That this resolution be given immediate effect.

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

By Hammoud supported by Paris.

1-52-25. WHEREAS: C.R. 8-416-23 authorized Sunflower Realty LLC to handle all customary activities and services associated with the sale of the properties on the Lot List, and

WHEREAS: Among those properties listed on the Lot List were the five vacant lots located at 24720 Cherry, 2734 Hubbard, 24600 Calvin, 24705 Cooke, and 24622 Chicago, and

WHEREAS: 2024 Investment LLC, by Mohammed Alysofi, its Member, submitted offers and was approved to purchase all five properties in order to build single-family homes on each lot, and

WHEREAS: Closings for all five properties took place on March 21, 2024, and

WHEREAS: According to the Land Sales Guidelines, initial plans for the construction of a single-family dwelling must be submitted to the Economic Development Department within 9 months from the date of closing, and

WHEREAS: The deadline for purchaser to submit initial plans to the Economic Development Department was December 21, 2024, and

WHEREAS: Purchaser was required to submit its request for an extension of time to submit initial plans to the Law Department at least 30 days prior to the plan submittal deadline. A processing fee of \$250 per property was required to accompany the request, and

WHEREAS: The deadline for purchaser to submit to the Law Department a request for an extension to submit initial plans was November 21, 2024, and

WHEREAS: The purchaser failed to submit their request to the Law Department for an extension to submit initial plans by the deadline date of November 21, 2024, and

WHEREAS: Bilal Hakim, on behalf of 2024 Investments LLC, contacted the City Council office requesting City Council approve his request for an extension of time in which to submit initial plans for all five properties; therefore be it

RESOLVED: That 2024 Investment LLC is granted an additional 90 days to submit initial plans for all five properties to the Economic Development Department, conditioned upon payment of the extension request fee of \$250 per property for a total sum of \$1,250; be it further

RESOLVED: That the new deadline to submit initial plans for all five properties to the Economic Development Department is March 21, 2025, conditioned upon payment of the required extension request fee of \$1,250 to be paid on or before February 10, 2025; be it further

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

RESOLVED: That this resolution be given immediate effect.

The resolution was unanimously adopted.

By Abraham supported by Paris.

11-595-25. WHEREAS: Council Resolution 8-416-23 authorized the sale of the vacant lots located at 24720 Cherry, 2734 Hubbard, 24600 Calvin, 24705 Cooke, and 24622 Chicago to 2024 Investments, LLC for the construction of single-family homes. The closing for all five properties took place on March 21, 2024, and

WHEREAS: 2024 Investments, LLC was required to submit initial plans within nine-months from the date of closing (by December 21, 2024) and commence construction within 18-months from the date of closing (by September 21, 2025), and

WHEREAS: Council Resolution 1-52-25 granted 2024 Investments, LLC's request for a 90-day extension in which to submit initial plans for all five properties, giving it until March 21, 2025 to submit initial plans. Initial plans were submitted by that deadline, and

WHEREAS: Mr. Hakim, on behalf of 2024 Investments, LLC, is requesting an additional six-months in which to commence construction on all five properties, and

WHEREAS: As the recently approved revised Land Sales Guidelines lengthened the time period to commence construction from 18 to 24 months following closing, it is recommended that City Council approve 2024 Investments, LLC's request for six-month extension of time in which to commence construction on all five properties, and

WHEREAS: It is further recommended that the extension fees be waived as the Guidelines now allow 24-months to commence construction, and

WHEREAS: If approved, the new deadline to commence construction on all five properties would be March 21, 2026, a total of 24-months following closing; therefore be it

RESOLVED: That 2024 Investments, LLC's request for a six-month extension of time in which to commence construction of single-family homes on all 5 properties be and is hereby approved; be it further

RESOLVED: That the extension fees be and are hereby waived as the Guidelines now allow 24-months to commence construction; be it further

RESOLVED: That the new deadline to commence construction on all five properties shall be March 21, 2026; be it further

RESOLVED: That all other terms and conditions contained in the original Purchase Agreement and Council Resolutions 8-416-23 and 1-52-25 shall remain in effect; be it further

RESOLVED: That this resolution be given immediate effect.

The resolution was unanimously adopted.

2024 Investment LLC
29310 Stephenson Hwy
Madison Heights, MI 48071
(313) 585-7754

Date: February 24th, 2026

Subject: Extension Request

24720 Cherry LOT 626 Georgia Park Sub NO 1
2734 Hubbard LOT 81 Pardees Sub
24600 Calvin LOT 508 Dearborn Telegraph Sub
24705 Cooke LOT 457 Georgia Park Sub NO 1
24622 Chicago LOT 223 Dearborn Heights Sub

Honorable Members of the Dearborn City Council,

We respectfully submit this request for your consideration regarding the March 21, 2026 deadline to commence construction on the above-referenced properties.

Over the past two years, we have remained fully committed to developing these parcels and bringing quality residential construction to the City. Due to other pressing professional and financial obligations that required immediate attention, progress toward construction was slower than originally anticipated. At no time did we abandon or withdraw our commitment to these projects.


We are pleased to inform the Council that we have now secured a reliable and experienced contractor who is prepared to implement construction upon issuance of permits. Plans for the homes have been submitted to the City for review, and we stand ready to respond promptly to any review comments in order to finalize approvals and secure building permits without delay.

Upon permit issuance, our team is prepared to mobilize immediately and commence foundation excavation in compliance with the City's requirements for construction commencement.

We understand the limitations contained within the City's Land Sales Guidelines and respectfully request Council's consideration of a reasonable extension that will allow these projects to proceed to completion rather than trigger repurchase procedures. Considerable time, capital, and professional resources have already been invested in architectural design, engineering coordination, and pre-construction planning.

Thank you for your time and thoughtful consideration. We would welcome the opportunity to appear before Council to provide any additional information you may require.

Respectfully submitted,



Mohammed Alysofi
Managing Member

By Hammoud supported by Paris.

2-85-25. WHEREAS: Purchasers of vacant City-owned lots are required to comply with the City's adopted Land Sales Guidelines, including the requirement that construction of a single-family dwelling commence within 18 months from the date of closing, and

WHEREAS: Construction is deemed to "commence" when the plans have been approved by the Economic Development Department, building permits have been issued, and excavation of the basement/foundation is started, and

WHEREAS: The Guidelines currently limit construction commencement extension requests to one (1) 6-month extension per land transaction for good cause, as determined and approved by Council, and

WHEREAS: In recent years, Purchasers have increasingly requested additional construction commencement extensions that are not permitted under the Guidelines. Upon being advised accordingly by the Legal Department, purchasers have recently sought to be added to the City Council agenda to request additional extensions on their own behalf, and

WHEREAS: In an effort to minimize the number of extension requests that are presented to Council for approval, it is recommended that the Land Sales Guidelines be amended by extending the requirement to commence construction from the current 18-months to 24-months. No other extensions would be allowed; therefore be it

RESOLVED: That the Land Sales Guidelines be amended by extending the requirement to commence construction from the current 18-months to 24-months. No other extensions will be allowed; be it further

RESOLVED: That this resolution be given immediate effect.

The resolution was unanimously adopted.

**CITY OF DEARBORN
GUIDELINES FOR SALE OF CITY-OWNED PROPERTY**

Offer to Purchase

ONCE THE CITY HAS NOTIFIED YOU THAT YOU HAVE SUBMITTED THE WINNING BID, THE CITY WILL SEND YOU AN OFFER TO PURCHASE. THE OFFER TO PURCHASE MUST BE SIGNED AND RETURNED WITH THE REQUIRED DEPOSIT TO THE LAW DEPT. AT THE FOLLOWING ADDRESS WITHIN 30 DAYS:

City of Dearborn
Law Department
16901 Michigan Avenue, Ste. 14
Dearborn, MI 48126

If the Offer to Purchase and required bid deposit are not returned to the Law Dept. within 30 days from the date shown on the Offer to Purchase, the \$500 bid deposit shall be forfeited. The City shall offer the property to the next highest bidder or re-advertise the property for sale.

Bid Withdrawal

If you are the winning bidder and wish to withdraw your bid to purchase the property, you must notify the Law Dept. in writing. Your \$500 deposit shall be forfeited.

Closing

Once the executed Offer to Purchase is received by the Law Dept. with the required deposit, the sale of property will be presented to City Council, with a recommendation for approval. You will be notified if City Council approves the sale. If the sale is approved, the closing must occur within 90 days of the effective date of City Council resolution that approved the sale. To schedule a closing date, please call (313)943-2035.

Extension of Time to Close

One extension of time in which to close for no greater than 30 days may be approved. You must submit your request in writing to the Law Dept. at least 30 days prior to the closing deadline, explaining the reason for the extension request. A processing fee of \$250 must accompany the request, along with documentation to support the request. The Law Department shall administratively review the request within 14 days and consider the following factors:

- a. Does the applicant have good cause for the request?
- b. Has the applicant purchased property from the City in the past? If so, how has the applicant performed with previous transactions?
- c. Have any extensions been requested/granted in the past?

If the Law Department denies the request for an extension, you may present your request to City Council for reconsideration. You may be required to attend a City Council meeting to respond to questions regarding your request. It is your responsibility to call the Law Department to confirm the City Council meeting dates.

If the request for an extension of time to close is denied by City Council or if you fail to close within the required timeframe or any approved extension, then:

- a. The \$500 bid deposit shall be forfeited.
- b. The \$250 processing fee shall be forfeited.
- c. Offer to Purchase shall be voided.
- d. Council resolution approving sale of land shall be rescinded.
- e. The property shall be offered to the next highest bidder or re-advertised for sale.

Any request that is not submitted at least 30 days prior to the closing deadline shall not be considered and shall be treated as a denial.

Transfer or Assignment of Interest

The name that you insert on the Bid Proposal Form shall be the name shown as the "Purchaser" on all documentation pertaining to the sale, including the Offer to Purchase and deed. One request to transfer or assign an interest in the property may be approved per land transaction, only if the transfer is to another entity for which you have a demonstrated legal interest. You must submit your request in writing to the Law Dept., explaining the reason for the request. A processing fee of \$250 must accompany the request, along with documentation to support the request. The Law Dept. shall administratively review the request within 14 days and consider the following:

- a. Does the applicant have good cause for the request?
- b. Has the applicant purchased property from the City in the past? If so, how has the applicant performed with previous transactions?
- c. Have any transfers/assignments been requested/granted in the past?

If the request for a transfer or assignment is denied, the applicant may proceed to purchase the property in the name listed on the Bid Proposal Form only. If the transfer or assignment request is denied and the applicant does not wish to proceed in the name listed on the Bid Proposal Form, then:

- a. The \$500 bid deposit shall be forfeited.
- b. The \$250 processing fee shall be forfeited.
- c. The bid shall be voided,
- d. The property shall be offered to the next highest bidder or re-advertised for sale.

Any request for transfer or assignment after City Council has approved the sale shall not be considered and shall be treated as a denial.

Extension of Time to Submit Initial Plans

Initial plans for the construction of a single-family dwelling must be submitted to the Economic Development Department within 9 months from the date of closing. One extension of time in which to submit initial plans for no greater than 90 days may be approved per land transaction. You must submit your request in writing to the Law Dept. at least 30 days prior to the plan submittal deadline, explaining the reason for the extension request. A processing fee of \$250 must accompany the request, along with documentation to support the request. The Law Department shall administratively review the request within 14 days and consider the following factors:

- a. Does the applicant have good cause for the request?
- b. Has the applicant purchased property from the City before? If so, how has the applicant performed in the past?
- c. Have any extensions been requested/granted in the past?

If the Law Department denies the request for an extension, you may present your request to City Council for reconsideration. You may be required to attend a City Council meeting to answer questions regarding your request. It is your responsibility to call the Law Department to confirm the City Council meeting dates.

If the request for an extension of time in which to submit initial plans is denied, then:

- a. The \$500 bid deposit shall be forfeited.
- b. The \$250 processing fee shall be forfeited.
- c. Offer to Purchase shall be voided.
- d. Council resolution approving sale of land shall be rescinded.
- e. The property shall be offered to the next highest bidder or re-advertised for sale.

Any request that is not submitted at least 30 days prior to the initial plan submittal deadline shall not be considered and shall be treated as a denial.

Extension of Time in Which to Commence Construction

Construction of a single-family dwelling must commence within 24 months from the date of closing. Construction shall be deemed "commenced" when:

- a. The plans have been approved by the Economic Development Department, and
- b. Building permits have been issued, and
- c. Excavation of the basement/foundation is started, and

You must complete construction before building permits expire.

No extensions will be allowed.

Failure to commence construction within 24 months from the date of closing shall be deemed a default of the terms of the Offer to Purchase and the City shall exercise its right to repurchase the property.

Right of Reverter

The sale shall be conditioned by a reversionary interest to the City of Dearborn that is recorded with the deed. If the City of Dearborn exercises its right to repurchase the property, it shall repurchase the property for the original sale price, less a processing fee equal to 10% of the original sale price, and less all costs associated with the transfer back to the City.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect is Requested

REQUEST: Authorization to extend the professional services agreement with August Law, PLLC, for an additional \$50,000 for ongoing litigation

DEPARTMENT: Law Department, in conjunction with Purchasing

BRIEF DESCRIPTION: The Law Department recommends authorizing an additional \$50,000 for August Law, PLLC, to provide outside counsel for current and ongoing litigation

PRIOR COUNCIL ACTION: CR 3-127-23 authorized \$100k to August Law for the previous case it has assisted with.

BACKGROUND: August Law, PLLC, is currently retained by the City as outside counsel for ongoing litigation matters. The firm has extensive experience defending the City and other general defense matters. We estimate that approximately \$50,000 will be needed for counsel, depending on the complexity and length of the current proceedings. The support of August Law, PLLC, in addition to the department's internal proficiency in handling these lawsuits, will allow the City to best defend against the current litigation

FISCAL IMPACT: \$50,000

IMPLEMENTATION TIMELINE: Immediate effect is requested in order to expedite the legal services and assist in the defense of this matter

COMPLIANCE/PERFORMANCE METRICS: The Law Department will monitor this supplemental contract



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Authorization of \$50,000 to August Law PLLC
DATE: March 9th, 2026

Budget Information

Adopted Budget: \$300,000
 Amended Budget: \$364,241
 Requested Amount: \$50,000
 Funding Source: Fleet & General Liability Insurance, Law, Professional Services, Legal Fees

Summary of Request

The Law Department requests authorization for an extension of the professional services agreement with August Law, PLLC, in the amount of \$50,000 to assist in the defense of current litigation.

It is respectfully requested that Council authorize the additional expenditures with immediate effect in order to expedite the legal services

Background and Justification

August Law, PLLC, is currently retained as outside counsel for the City on ongoing litigation matters. Because they have extensive experience and are already representing the City in these complex claims, it is necessary to continue utilizing their services to best defend the City. The Law Department estimates that an additional \$50,000 will be needed to cover the anticipated costs of these ongoing proceedings

Procurement Process:

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

Prepared By:

Signed by: 
 7D2E1C2C4D89410...
 Jason Pich, Buyer

Budget Approval:

DocuSigned by: 
 F77919D1421447F...
 Michael Kennedy, Chief Financial Officer

Initial 

Corporation Counsel Approval:

Signed by: 
 54D87769937D4C3...
 Ola Faraj, Assistant Corporation Counsel

**CITY OF DEARBORN
OFFICE OF MAYOR
ABDULLAH H. HAMMOUD**



TO: CITY CLERK

FROM: MAYOR ABDULLAH H. HAMMOUD

SUBJECT: ACKNOWLEDGMENT FOR 50 YEARS OF PUBLIC SERVICE

DATE: MARCH 24, 2026

Mayor Hammoud is honoring Gail Snelling for a Half-Century of Exceptional Public Service. It is a rare and profound privilege to stand before the City Council and the citizens of Dearborn to celebrate a milestone that truly defines a career of dedication: an incredible **50 Years** of continuous and exemplary public service.

For five remarkable decades, a span that has seen Dearborn evolve and thrive, Gail has been much more than a dedicated employee; she has been the very glue that has held the Parks & Recreation Department together. Her unwavering presence, her steady hand in leadership, and her vast, deep well of institutional knowledge have been indispensable assets to the City of Dearborn.

A half-century of service is a legacy, not merely an achievement. It speaks to loyalty, resilience, and a deep-seated belief in the mission of public service. Gail Snelling's career is a benchmark of excellence for every city employee who aspires to make a lasting difference.

On behalf of the City of Dearborn, we extend our sincere gratitude for the half-century of extraordinary commitment, meticulous excellence, and invaluable service.

A handwritten signature in black ink, appearing to read 'Abdullah H. Hammoud', written in a cursive style.

Abdullah H. Hammoud
Mayor

**CITY OF DEARBORN
OFFICE OF MAYOR
ABDULLAH H. HAMMOUD**



TO: CITY CLERK

FROM: MAYOR ABDULLAH H. HAMMOUD

SUBJECT: ACKNOWLEDGMENT FOR 50 YEARS OF PUBLIC SERVICE

DATE: MARCH 24, 2026

Mayor Hammoud is honoring Gary Filiak for a Half-Century of Exceptional Public Service. It is a rare and profound privilege to stand before the City Council and the citizens of Dearborn to celebrate a milestone that truly defines a career of dedication: an incredible **50 Years** of continuous and exemplary public service.

For five remarkable decades, a span that has seen Dearborn's landscape grow and flourish, Gary Filiak has been much more than a dedicated professional; he has been a silent guardian of our community's well-being. Through his vital roles in Public Works and Parks & Recreation, and specifically as a Certified Playground Safety Inspector, he has ensured that generations of Dearborn's children have had safe, beautiful spaces to grow and play. His specialized expertise and meticulous attention to detail across our forty-plus parks have been indispensable assets to the City of Dearborn.

A half-century of service is a legacy, not merely an achievement. It speaks to an unwavering resilience and a deep-seated belief in the mission of protecting our most precious resource; our families. Gary Filiak's career stands as a benchmark of excellence and a blueprint for every city employee who aspires to make a lasting, tangible difference in the lives of our residents.

On behalf of the City of Dearborn, we extend our sincere gratitude for the half-century of extraordinary commitment, meticulous excellence, and invaluable service.

A handwritten signature in black ink, appearing to read 'Abdullah H. Hammoud', written in a cursive style.

Abdullah H. Hammoud
Mayor

**CITY OF DEARBORN
OFFICE OF MAYOR
ABDULLAH H. HAMMOUD**



TO: CITY CLERK
FROM: MAYOR ABDULLAH H. HAMMOUD
SUBJECT: RESOLUTION OF SYMPATHY AND REMEMBRANCE
DATE: MARCH 24, 2026

IN MEMORY OF WARREN HARTLEY

WHEREAS, the Dearborn community and the Dearborn Parks and Recreation Commission pause to honor the life and legacy of Warren Hartley, a dedicated public servant, veteran, and cherished friend who passed away after a courageous battle with cancer; and

WHEREAS, born in Winnipeg, Canada, and immigrating to the United States at the age of ten, Warren remained a proud Detroit resident who never lost his "Canadian charm" or the unique expressions that reflected his heritage; and

WHEREAS, Warren honorably served his country for two years in the **United States Army**, stationed primarily in Germany, before embarking on a successful, lifelong career in the steel industry; and

WHEREAS, his commitment to service was exemplified by his long-standing membership in the Kiwanis Club where he worked tirelessly to support seniors and children, and through his invaluable contributions to the Dearborn Parks and Recreation Commission; and

The City of Dearborn extends our deepest condolences to his wife, Linda, his children, and his many friends. We celebrate a life well-lived, defined by hard work, community spirit.

Abdullah H. Hammoud
Mayor



**PARKS
& RECREATION**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Approval of the 25th Annual Green Brain Free Comic Book Day Event

DEPARTMENT:

Parks & Recreation

BRIEF DESCRIPTION:

Green Brain Comics is hosting its 25th annual "Free Comic Book Day" on Saturday, May 2, 2026, from 10:00 a.m. to 6:00 p.m. To ensure the safety of the event, the organizers are requesting City Council approval for temporary road closures in the city-owned alley located north of Michigan Avenue, between Middlesex and Horger streets. Additionally, they are requesting a waiver of the noise ordinance for the duration of the event.

PRIOR COUNCIL ACTION:

CR: 4-174-25

BACKGROUND:

The Green Brain Free Comic Book Day is an open house event that features free comics, local creators, a writer/artist workshop and children's craft tables. This nationally recognized day promotes reading by way of free books.

FISCAL IMPACT:

The Department of Public Works will deliver and pick up barricades.

COMMUNITY IMPACT:

Minimal road closures are necessary for the event to be held, presenting minimal disruption to traffic flow in the city-owned alley between Middlesex and Horger streets.



EXECUTIVE SUMMARY AND MEMORANDUM

IMPLEMENTATION TIMELINE:

Immediate Effect is Requested.

COMPLIANCE/PERFORMANCE METRICS:

Parks & Recreation, along with DPW and the Police Department will communicate as-needed to ensure event requests and logistics are being managed accordingly.



EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Sean Fletcher, Director of Parks & Recreation

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Approval of the 25th Annual Green Brain Free Comic Book Day Event

DATE: 3/3/2026

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

Green Brain Comics respectfully requests City Council approval to host the 25th Annual Green Brain Free Comic Book Day event on Saturday, May 2, 2026. Free Comic Book Day is an international, industry-wide celebration promoting literacy, creativity, and support for local small businesses. Now in its 25th year locally, the event is held in coordination with more than 2,000 comic book retailers across all 50 states and internationally, collectively distributing millions of comic books worldwide. The Green Brain Free Comic Book Day is a free, family-friendly open house event featuring the distribution of three specially marked comic books per attendee at no cost or purchase obligation. In addition to free comics, the event includes appearances by local creators, a writer/artist workshop, children's craft tables, and artist exhibits. These activities are hosted under a tented setup in the City-owned alley behind the shop, enhancing community engagement while maintaining pedestrian flow and access to nearby businesses.

In order to successfully conduct the 2026 event, Green Brain Comics respectfully requests City Council approval for the following:

- Closure and use of the City-owned alley (½ block west end), located north of Michigan Avenue between Middlesex and Horger Streets, from 4:00 P.M. on Friday, May 1, 2026, to approximately 3:00 P.M. on Sunday, May 3, 2026. (Please note: Access to the City-owned parking lot located north of the Green Brain Comics store and across the alley will be maintained for the duration of the event.)
- Permission to erect a non-staked 20' x 40' tent within the City-owned alley. Delivery and pickup of six (6) barricades from the Department of Public Works to Green Brain Comics.
- A temporary waiver of the City noise ordinance for the duration of the event to accommodate amplified announcements and programming associated with the outdoor artist area and activities.

This event has historically drawn strong community participation and provides a safe, structured environment that supports literacy, local artists, and small business activity. Green Brain Comics remains committed to coordinating with City staff to ensure proper safety measures, accessibility, and minimal disruption to surrounding properties.



**PARKS
& RECREATION**

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate effect is requested.

Background and Justification

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



**PARKS
& RECREATION**

EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

Signed by:

Jonathon Golich

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Jonathon Golich 3/3/2026

Assistant Director - Parks & Recreation

DocuSigned by:

Sean R Fletcher

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Sean R Fletcher 3/3/2026

Director of Parks & Recreation

DocuSigned by:

Issa Shahin

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Issa Shahin 3/6/2026

Police Chief

DocuSigned by:

Tim Hawkins

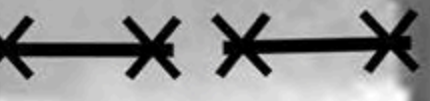
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Tim Hawkins 3/6/2026

Director of Public Works & Facilities

13936 Michigan Ave, Detroit

Green Brain Comics



BARRICADES

40 ft

Tent
20'
x
40'

110 ft

25 ft



BARRICADES



**PARKS
& RECREATION**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Approval of the annual "PAWCHELLA" event presented by Friends for Animals of Metro Detroit

DEPARTMENT:

Parks & Recreation

BRIEF DESCRIPTION:

The Friends for Animals of Metro Detroit respectfully request Council approval to hold the annual Pawchella event on Saturday, June 13, 2026 from 12 p.m. - 8 p.m. A waiver of the noise ordinance is also being requested for the event.

PRIOR COUNCIL ACTION:

CR: 3-142-25

BACKGROUND:

Formerly known as the "Mutt Strut", Pawchella serves as one of the largest annual fundraisers for the Friends of Animals for Metro Detroit.

FISCAL IMPACT:

City services from Parks & Recreation, DPW and the Police Department will be donated for the event.

COMMUNITY IMPACT:

The event will draw in local and neighboring residents, celebrating with many activities and opportunities to adopt animals.



**PARKS
& RECREATION**

EXECUTIVE SUMMARY AND MEMORANDUM

IMPLEMENTATION TIMELINE:

Immediate Effect is Requested.

COMPLIANCE/PERFORMANCE METRICS:

Parks & Recreation, along with DPW and the Police Department, will communicate as-needed to ensure event requests and logistics are being managed accordingly.



EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Sean Fletcher, Director of Parks & Recreation

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Approval of the annual "PAWCHELLA" event presented by Friends for Animals of Metro Detroit

DATE: 2/25/2026

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 Friends for Animals of Metro Detroit respectfully request Council approval to hold the annual Pawchella event (formerly known as the Mutt Strutt) on Saturday, June 13, 2026, from 12:00 p.m. to 8:00 p.m.

Pawchella promises to be a fun-filled day, with highlights including an adopt-a-thon, live bands, raffles, 70+ vendors in attendance and the event offering dining options for attendees. To accommodate the event's activities, it is requested that Reckinger Road be closed from the Library parking lot entrance to the Powerhouse public lot entrance on June 13.

Permission is respectfully requested to use the Library, FCPAC, Powerhouse, Court, and Police parking lots for event attendees. Please note that the Powerhouse lot will need to be closed entirely on June 13 to accommodate event tents. Additionally, the majority of the western parking lot at the Maryanne Wright Adoption Center will be snow fenced in per insurance requirements related to the event's liquor license.

Pawchella is also requesting a noise ordinance waiver for the duration of the event.

In addition, Pawchella respectfully requests permission to place double-sided promotional signs during the month of May leading up to the event at the following median locations:

- Hubbard and Northwood Drive
- Outer Drive and Cherry Hill
- Outer Drive and Walnut near Southfield



**PARKS
& RECREATION**

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate effect is requested.

Background and Justification

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



**PARKS
& RECREATION**

EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

Signed by:

Jonathon Golich

CF454FEAC7BC456...

Jonathon Golich 3/2/2026

Assistant Director - Parks & Recreation

DocuSigned by:

Sean R Fletcher

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Sean R Fletcher 3/2/2026

Director of Parks & Recreation

DocuSigned by:

Issa Shahin

1053E1C7585A436...

Issa Shahin 3/3/2026

Police Chief

DocuSigned by:

Tim Hawkins

35BABC5BED3455...

Tim Hawkins 3/3/2026

Director of Public Works & Facilities

Signed by:

Ola Hammoud

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Ola Hammoud 3/3/2026

Assistant Corporation Counsel



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Award of Contract for Iron-Sulfur Filters for Camp Dearborn

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

BRIEF DESCRIPTION: The Parks & Recreation Department, in conjunction with Purchasing, recommends the purchase of Iron-Sulfur Filters, from Action Water, for Camp Dearborn Comfort Stations.

PRIOR COUNCIL ACTION: None

BACKGROUND: In 2025, Camp Dearborn successfully completed \$1.2 million in renovations to four comfort stations on the property. To protect this significant investment and ensure optimal water quality within these upgraded facilities, we recommend the purchase of ten sulfur filters.

These filters would be installed at the source of the water inlet, where they will significantly reduce iron content and minimize staining of plumbing fixtures and surfaces. Implementing this preventative measure will help preserve the integrity, appearance, and longevity of the newly renovated comfort stations while maintaining high water quality standards for guests.

FISCAL IMPACT: \$45,000

COMMUNITY IMPACT:

By softening the water and removing iron and sulfur impurities, we will:

- Significantly improve the camper experience
- Reduce odor complaints
- Enhance facility appearance
- Extend equipment lifespan
- Decrease chemical usage
- Reduce employee exposure to caustic cleaning agents



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

IMPLEMENTATION TIMELINE:

All ordered items will be delivered by April 6, 2026.

COMPLIANCE/PERFORMANCE METRICS:

Parks & Recreation staff will confirm the receipt and condition of the ordered goods.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Award of Purchase for Iron-Sulfur Filters for Camp Dearborn
DATE: March 9, 2026

Budget Information

Projects:	I21125 – Camp Dearborn Comfort Station MEDC
Total Approved Project Budget:	\$1,168,490
Available Project Budget:	\$71,275
Requested Amount:	\$45,000
Funding Source:	Facility Fund, Camp Dearborn, Capital Project Support
Supplemental Budget:	N/A

Summary of Request

The Parks & Recreation Department, in conjunction with Purchasing, recommends the purchase of Iron-Sulfur Filters, from Action Water, for Camp Dearborn Comfort Stations.

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

Background and Justification

In 2025, Camp Dearborn successfully completed \$1.2 million in renovations to four comfort stations on the property. To protect this significant investment and ensure optimal water quality within these upgraded facilities, we recommend the purchase of ten sulfur filters.

These filters would be installed at the source of the water inlet, where they will significantly reduce iron content and minimize staining of plumbing fixtures and surfaces. Implementing this preventative measure will help preserve the integrity, appearance, and longevity of the newly renovated comfort stations while maintaining high water quality standards for guests.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Procurement Process

Purchasing solicited Bids with process details as follows:

Process: Request for Quote
Issue Date: February 13, 2026
Deadline Date: February 25, 2026
Vendors Solicited: 77
Solicitations Obtained: 21
Bids Received: 3

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

Iron-Sulfur Filters for Camp Dearborn	Bid Price
Action Water	\$45,000
US Water	\$50,300
Mid Atlantic Water	\$56,950

Action Water was the lowest responsible and responsive bidder.

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



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

Prepared By:

DocuSigned by:

Jay Andrews

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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

Corporation Counsel Approval:

Signed by:

Ola Hammond

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Ola Faraj, Assistant Corporation Counsel



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Award of Contract for Fertilizers and Turf Maintenance Chemicals for Mystic Creek

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

BRIEF DESCRIPTION: The Parks & Recreation Department, in conjunction with Purchasing, recommends the purchase of Fertilizers & Turf Maintenance Chemicals, from Target Specialty Products, for Mystic Creek Golf Course

PRIOR COUNCIL ACTION: None

BACKGROUND: Over the past several years, the cost of turf management chemicals has risen significantly across the industry. This trend has been driven by a combination of supply chain pressures, manufacturing costs, and increased demand for specialized products used in professional turf management.

FISCAL IMPACT: \$57,855

COMMUNITY IMPACT: The use of these chemicals is necessary to maintain the quality and playability of the golf course. Without consistent and proper applications, turf health would decline and playing conditions would deteriorate. This would directly affect customer satisfaction and could result in fewer rounds played and fewer organized outings, ultimately reducing revenue generated by the course.

IMPLEMENTATION TIMELINE:

Materials will be made available upon receipt of purchase order.

COMPLIANCE/PERFORMANCE METRICS:

Mystic Creek staff will confirm the receipt and condition of the ordered materials.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Award of Purchase Fertilizers and Turf Maintenance Chemicals for Mystic Creek
DATE: March 9, 2026

Budget Information

Adopted Budget:	\$60,000
Amended Budget:	\$59,000
Requested Amount:	\$57,855
Funding Source:	General Fund, Recreation, Mystic Creek Golf Course, Recreation, Sports Field Maintenance, Operating Supplies, Chemicals
Supplemental Budget:	N/A

Summary of Request

The Parks & Recreation Department, in conjunction with Purchasing, recommends the purchase of Fertilizers & Turf Maintenance Chemicals, from Target Specialty Products, for Mystic Creek Golf Course

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

Background and Justification

Over the past several years, the cost of turf management chemicals has risen significantly across the industry. This trend has been driven by a combination of supply chain pressures, manufacturing costs, and increased demand for specialized products used in professional turf management.

These materials are essential for maintaining healthy turf and providing the high-quality playing conditions expected at our facilities. As industry costs continue to rise, chemical expenditures have steadily increased as well, reflecting broader market trends rather than changes in application practices.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Procurement Process

Purchasing solicited Bids with process details as follows:

Process: Invitation to Bid
Issue Date: February 13, 2026
Deadline Date: February 25, 2026
Vendors Solicited: 77
Solicitations Obtained: 21
Bids Received: 4**

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

Fertilizers & Turf Maintenance Chemicals	Bid Price
Target Specialty Products	\$57,855
SiteOne Landscape Supply / Westlake, Ohio **	\$60,335
Advanced Turf Solutions / Fishers, Indiana **	\$61,611
Rare Agricultural Supply / Leesburg, Georgia **	\$30,497 (only quoted 8 of 31 items)

Target Specialty Products was the only responsible and responsive bidder.

** Three other vendors submitted bids, but did not meet the requirements of the ITB as they were located out of state, and could not provide local service. Additionally, Target was the lowest of the bids received.

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



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

Prepared By:

DocuSigned by:
Jay Andrews
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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

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Corporation Counsel Approval:

Signed by:
Ola Hammond
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Ola Faraj, Assistant Corporation Counsel



EXECUTIVE SUMMARY

REQUEST: Approve the Michigan Natural Resources Trust Fund (MNRTF) Grant application for the first phase of the Joe Louis Greenway Dearborn Link, a 2.2-mile pathway linking Dearborn to the multi-city Joe Louis Greenway.

DEPARTMENTS: Philanthropy & Grants, in conjunction with Economic Development

BRIEF DESCRIPTION: The City of Dearborn is applying for funding through the Michigan Natural Resources Trust Fund (MNRTF) to support the development of the Joe Louis Greenway (JLG) Dearborn Link, a 2.2-mile nonmotorized path that serves as a critical regional trail connector. This project directly connects Dearborn to the regional JLG, linking the Warren Avenue and Patton Park trailheads via Lonyo, improving connections between Dearborn neighborhoods and between Dearborn and Detroit.

PRIOR COUNCIL ACTION: N/A

BACKGROUND: The Lonyo neighborhood, located at Dearborn's northeastern border, is a dense and youthful community where over 55% of households include children under 18 and the median age of 26.9 is significantly lower than the state average. The area faces unique challenges, including lower median incomes and a 17% rate of households without vehicle access. The development of the 2.2-mile JLG Dearborn Link addresses these needs by providing a critical non-motorized regional connector that links the Warren Avenue commercial corridor to the JLG trailheads at Warren Avenue and Patton Park. This project also builds on synergy between the Dearborn-led Warren Avenue Safe Streets for All streetscape transformation, the Lonyo Neighborhood infill housing effort, and planned efforts by the City of Detroit and JLG Partnership to create pathways and associated infrastructure along Lonyo, particularly at Romanowski and Patton Parks.

By establishing a continuous path through a region currently lacking unified trail connectivity, the JLG Dearborn Link serves as a vital framework for public land use and pedestrian circulation. This project aligns with the Michigan Natural Resources Trust Fund's 50-year mission of expanding high-quality outdoor recreation, specifically by mitigating the neighborhood's proximity to industrial zones through strategic landscaping and green infrastructure.

Securing MNRTF funding will allow the City to transform this space into a regional recreation asset that promotes environmental justice, enhances public safety along the car-centric Warren Avenue corridor, and ensures that Dearborn's youngest and most transit-dependent residents have equitable access to the broader 27.5-mile Joe Louis Greenway loop.

As part of the grant application process, the City of Dearborn is required to submit a resolution of support from its highest governing body. This resolution affirms the City's commitment to the project and the financial match requirement of 25% of the total project cost.



MEMORANDUM

FISCAL IMPACT: Total project cost is \$533,400. This grant will provide \$400,000.00 with a 25% local match of \$133,400 funded by the City of Dearborn via existing funds in project B15000.

COMMUNITY IMPACT: By providing a continuous trail through East Dearborn, the project enhances public health and transit equity for a young, densely populated community where nearly 1 in 5 households lacks access to a vehicle. Furthermore, the greenway serves as a vital environmental buffer that mitigates industrial impacts and manages stormwater, fostering a more resilient and connected landscape for Dearborn's residents.

IMPLEMENTATION TIMELINE:

Application & Review Phase

- April 1, 2026: Application due date. Application period closes in MiGrants.
- April 2026: Applicants may receive requests for additional information based on an administrative completeness review.
- May – July 2026: Grants Management staff conducts review of all applications and may conduct site visits.
- August – September 2026: Preliminary scores are made available to applicants and supplemental information is requested.
- September – October 2026: Grants Management staff review supplemental materials and complete final score evaluation.

Recommendation & Approval Phase

- Early December 2026: MNRTF Board makes final recommendations for funding.
- December 2026 – January 2027: A bill is prepared and submitted to the Legislature for approval and appropriation of funds for the MNRTF Board final recommendations.

Agreement & Execution Phase

- Early to Mid-2027: Grants Management distributes Project Agreements to grantees (usually by June, but actual date is dependent on Legislative approval).
 - Mid to Late 2027: Projects may officially begin once the Project Agreement has been executed.
-

COMPLIANCE/PERFORMANCE METRICS:

- Compliance with the Americans with Disabilities Act (ADA) for the entire 2.2-mile segment to ensure full inclusivity.



MEMORANDUM

- Verification that permanent MNRTF acknowledgement signage is installed at the Warren Avenue and Patton Park trailheads.
- Successful physical connection of the Warren Gateway to Patton Park, eliminating the current "gap" in the Joe Louis Greenway loop.

TO: Dearborn City Council

FROM: Philanthropy & Grants Department, in conjunction with Economic Development

SUBJECT: Application for MI Trust Fund Grant

DATE: March 6, 2026

Budget Information

Project: B15000 Lonyo Neighborhood Redevelopment

Total Approved Project Budget: \$705,433

Available Project Budget: \$626,897

Requested Amount: \$133,400

Funding Source: General Capital Improvements, Undistributed Appropriations

Summary of Request:

The Department of Philanthropy & Grants, in collaboration with the Economic Development Department, recommends City Council approve the attached resolution in support of the City's application to the Michigan Natural Resources Trust Fund (MNRTF) grant program.

This grant would fund the development of the Joe Louis Greenway (JLG) Dearborn Link, a 2.2-mile non-motorized regional trail connector. Viewed as a vital piece of economic infrastructure, this project will physically link the Warren Avenue Business District to the Patton Park trailhead of the JLG. By bridging this gap, the City will stimulate local commerce, improve workforce access for residents without vehicles, and create a high-quality "sense of place" that attracts further residential and commercial investment to the Lonyo neighborhood.

Background and Justification:

The Lonyo neighborhood is a densely populated and youthful part of our community on Dearborn's northeastern border, where over 55% of households include children and the median age is significantly lower than the city-wide average. The neighborhood faces significant transit barriers, with nearly 17% of households lacking access to a personal vehicle and over 80% of renters experiencing severe housing cost burdens.



MEMORANDUM

Currently, the neighborhood is surrounded on three sides by industrial zones that lack adequate pedestrian buffers and modern recreational outlets. The proposed 2.2-mile JLG Dearborn Link directly addresses these challenges by transforming this space into a high-quality non-motorized path, providing a vital safety buffer and a much-needed outdoor recreation space for one of the city's most vulnerable and transit-dependent populations.

While Dearborn is home to several isolated trail systems, it currently lacks a continuous non-motorized artery that links our neighborhoods and provides regional connectivity. This grant would enable the City to connect trailheads at Warren Avenue and Patton Park. By integrating Dearborn into the 27.5-mile JLG regional loop, the JLG Dearborn Link aligns with the Michigan Natural Resources Trust Fund's mission to expand public access to high-quality outdoor recreation.

Immediate effect is requested.

Department Approval:

Signed by:
Maria Willett
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Maria Willett – Philanthropy & Grants

Department Approval:

Signed by:
Jordan Twardy
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Jordan Twardy - Economic Development

Budget Approval: ^{DS}
MHA

Corporation Counsel:

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

Signed by:
Ola Hammoud
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Ola Hammoud, Assistant Corporation Counsel



MEMORANDUM

COUNCIL RESOLUTION

WHEREAS: the City of Dearborn is committed to expanding its non-motorized transportation network and enhancing regional trail connectivity to provide residents with safe, accessible recreational opportunities; and

WHEREAS: the proposed JLG Dearborn Link will establish a 2.2-mile recreational path serving as a vital regional connector, physically linking the Warren Avenue and Patton Park trailheads of the Joe Louis Greenway; and

WHEREAS: this project directly addresses a critical gap in the City's infrastructure by providing continuous non-motorized connectivity through Dearborn, specifically benefiting the youthful and transit-dependent Lonyo neighborhood where 17% of households currently lack access to a vehicle; and

WHEREAS: the City of Dearborn supports the submission of an application to the Michigan Natural Resources Trust Fund (MNRTF) for the development of the JLG Dearborn Link; and

WHEREAS: the proposed application aligns with the City of Dearborn's 5-Year Approved Parks and Recreation Plan and supports the broader goals of the Economic Development Department to revitalize commercial corridors and neighborhood public spaces; and

WHEREAS: as part of the application, the grantee must fund at least 25 percent of the total project cost. The City of Dearborn's financial commitment to the project shall be \$133,400.00.

NOW, THEREFORE, BE IT RESOLVED: That the City of Dearborn hereby authorizes the submission of a Michigan Natural Resources Trust Fund application for \$400,000.00, and further resolves to make available a local match of \$133,400.00 representing 25% of the total project cost of \$533,400.00.

BE IT FURTHER RESOLVED: That the Director of Philanthropy & Grants is hereby authorized to submit the Michigan Natural Resources Trust Fund (MNRTF) grant application for the development of the JLG Dearborn Link; and

BE IT FURTHER RESOLVED: That this resolution be given immediate effect.



EXECUTIVE SUMMARY

REQUEST: Approve the submission of a grant application to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) for the Dearborn Industrial Greenbelt Engineering and Design Project.

DEPARTMENTS: Philanthropy & Grants, in partnership with Economic Development

BRIEF DESCRIPTION: The City is seeking the maximum allowable grant of \$450,000 to fund detailed engineering designs for the Dearborn Industrial Greenbelt.

PRIOR COUNCIL ACTION: N/A

BACKGROUND: The Dearborn Industrial Greenbelt is a multi-layered initiative to improve public health and resilience in the Southend neighborhood by mitigating air pollution, urban heat, and flooding through nature-based solutions. A 2024 feasibility study by the University of Michigan confirmed that a multi-functional vegetated buffer could significantly reduce noise and air particulate exposure for residents while managing approximately 78,000 gallons of stormwater runoff per year. The Southend neighborhood has experienced increasing stormwater stress during intense rainfall events, and the lack of green infrastructure has exacerbated localized flooding and heat effects.

Securing funding through the Michigan Department of Environment, Great Lakes, and Energy (EGLE) State High Water Infrastructure (SHWI) Grant Program will enable the City to advance this project from feasibility to implementation planning. The proposed Greenbelt will serve as a protective environmental buffer that reduces stormwater impacts, strengthens climate resilience, and promotes environmental justice in one of Dearborn's most industrially burdened neighborhoods. By integrating green stormwater infrastructure with a protected non-motorized corridor, the project enhances public safety, supports active transportation, and expands equitable access to safe outdoor space for residents living adjacent to heavy industry.

As part of the SHWI grant application process, the City of Dearborn is required to submit a resolution of support from its governing body. This resolution formally affirms the City's commitment to the project and its pledge to provide the required 20% local match toward the total project cost.

FISCAL IMPACT: The total project cost is \$562,500.00, with a grant request of \$450,000.00 (maximum SHWI allowance) and a local match of \$112,500.00 (20% match).

COMMUNITY IMPACT: This project will provide the technical blueprint for a transformative greenway that protects Southend residents from industrial pollution while strengthening



MEMORANDUM

neighborhood resilience to flooding and urban heat. By advancing a multi-functional vegetated buffer, the initiative directly addresses environmental health risks associated with proximity to heavy industry, improving air quality and reducing stormwater impacts for nearby households. In addition, the integration of a protected bike lane will enhance non-motorized connectivity, improve public safety, and expand equitable access to safe outdoor space and active transportation options. Together, these improvements support long-term environmental justice, public health, and climate adaptation goals for one of Dearborn's most environmentally burdened communities.

IMPLEMENTATION TIMELINE:

Application Deadline: April 10, 2026.

Anticipated Start Date: June 1, 2026.

Project Period: 12 to 24 months.

COMPLIANCE/PERFORMANCE METRICS: Success will be measured by the completion of 100% engineering design documents and successful coordination with EGLE for necessary environmental permits.



MEMORANDUM

TO: Dearborn City Council

FROM: Philanthropy & Grants Department, Economic Development

SUBJECT: 2026 EGLE State High Water Infrastructure Grant Application – Industrial Greenbelt Engineering

DATE: March 6, 2026

Summary of Request: Approve the submission of a grant application to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) for the Dearborn Industrial Greenbelt Engineering and Design Project.

Background and Justification: The Southend neighborhood of Dearborn sits adjacent to one of the region's most concentrated industrial corridors, where residents are disproportionately exposed to air pollution, traffic-related emissions, urban heat, and chronic flooding. As a historically working-class and immigrant community, Southend families face cumulative environmental stressors that directly impact respiratory health, cardiovascular risk, and overall quality of life. Despite these challenges, the neighborhood lacks sufficient green infrastructure to buffer residential areas from industrial impacts or to provide safe, climate-resilient public space.

The proposed Dearborn Industrial Greenbelt is a multi-layered public health and environmental resilience initiative designed to directly address these disparities. A 2024 feasibility study conducted by the University of Michigan confirmed that a multi-functional vegetated buffer along the industrial edge could significantly reduce noise and airborne particulate exposure for nearby residents while managing approximately 78,000 gallons of stormwater runoff annually. By integrating nature-based solutions the project advances both environmental protection and climate adaptation goals. In addition to mitigating pollution and flooding, the Greenbelt will enhance non-motorized connectivity through the integration of a protected bike lane, strengthening safe access for pedestrians and cyclists. This aligns with broader mobility, equity, and sustainability priorities by creating a safer corridor that connects residents to schools, parks, and community assets while reducing reliance on vehicle travel.

Immediate effect is requested.



**Philanthropy
and Grants**

MEMORANDUM

Department Approval:

Signed by:

Maria Willett

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Maria Willett – Philanthropy & Grants Director

Department Approval:

Signed by:

Jordan Twardy

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Jordan Twardy - Economic Development

Budget Approval:

DS
MHA

DocuSigned by:

Michael Kennedy

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Michael Kennedy – Finance Director/Treasurer

Corporation Counsel:

Signed by:

Ola Hammoud

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Ola Hammoud, Assistant Corporation Counsel

COUNCIL RESOLUTION

WHEREAS: The City of Dearborn is committed to addressing the socio-environmental challenges faced by fence-line communities in the Southend through nature-based infrastructure solutions; and

WHEREAS: The Michigan Department of Environment, Great Lakes, and Energy (EGLE) offers the State High Water Infrastructure (SHWI) grant program to fund planning and engineering that addresses flooding, urban heat, and stormwater management; and

WHEREAS: The proposed Industrial Greenbelt Engineering and Design Project will provide the technical specifications for a vegetated buffer and a multi-modal "road diet" for Industrial Street to enhance resident safety and health; and

WHEREAS: The City of Dearborn is prepared to commit a 20% local match of \$112,500 towards a total project investment of \$562,500;

NOW THEREFORE, BE IT RESOLVED that the Dearborn City Council hereby authorizes the submission of a State High Water Infrastructure Grant application for \$450,000 to EGLE for the Industrial Greenbelt Project;

BE IT FURTHER RESOLVED: That the City Council formally commits \$112,500 in local matching funds should the grant be awarded;

BE IT FURTHER RESOLVED: That the Director of Philanthropy & Grants is hereby authorized to execute the grant application and all necessary supporting documentation;

BE IT FURTHER RESOLVED: That this resolution be given immediate effect.



EXECUTIVE SUMMARY

REQUEST: Approve the Land and Water Conservation Fund (LWCF) grant application for the development of a state-of-the-art universally accessible playground at Levagood Park.

DEPARTMENTS: Philanthropy & Grants; Parks & Recreation

BRIEF DESCRIPTION: The City of Dearborn is applying for federal funding through the LWCF program to replace playground equipment at Levagood Park that was originally installed in 1988. The new facility will be a universally accessible playground featuring inclusive equipment that will ensure children of all physical and developmental abilities can play together.

PRIOR COUNCIL ACTION: N/A

BACKGROUND: Levagood Park is a major community anchor, yet several of its primary play structures have been in place since 1988. These structures have reached the end of their useful life, and replacement parts are no longer available. This project is a critical component of the City's broader strategy to modernize outdated park infrastructure. The 2026–2030 Parks & Recreation Master Plan emphasizes the replacement of older equipment with facilities that meet modern safety and accessibility standards.

FISCAL IMPACT: Total project cost is \$1,000,000.00. This grant will provide \$500,000.00 with a local match of \$500,000.00 funded by the City of Dearborn.

COMMUNITY IMPACT: This project will revitalize one of our busiest destination parks by replacing older equipment with a vibrant, safe, and inclusive space for families. Most importantly, it helps ensure the surrounding community has equitable access to exceptional outdoor recreation close to home.

IMPLEMENTATION TIMELINE:

January 2026 – February 1, 2026: Application period starts in MiGrants. Recreation plans and plan amendments must be submitted by this date in MiGrants.

April 1, 2026 – April 2026: Application due date. Application period closes in MiGrants. Applicants may receive requests for additional information based on an administrative completeness review.



MEMORANDUM

May – July 2026: Grants Management staff conduct review of all applications and may conduct site visits.

August – September 2026: Preliminary scores are made available to applicants and supplemental information is requested.

September – October 2026: Grants Management staff review supplemental materials and complete final score evaluation.

Early December 2026 – Early to Mid-2027: DNR Director recommends projects to be funded. Applicant prepares final application documents for inclusion in the state application to the National Park Service.

Mid to Late 2027: Project agreements are issued.

COMPLIANCE/PERFORMANCE METRICS: Success will be measured by the successful obligation of federal funds, completion of construction within the 24-month grant window, and post-construction monitoring of park usage to track increased visitation and participation at Levagood Park.



MEMORANDUM

TO: Dearborn City Council
FROM: Philanthropy & Grants Department
SUBJECT: 2026 Land and Water Conservation Fund Application –
DATE: March 6, 2026

Summary of Request: The Philanthropy & Grants Department, in partnership with Parks & Recreation, requests authorization to submit a grant application to the Land and Water Conservation Fund (LWCF) for the development of a new inclusive playground at Levagood Park. The project seeks the maximum federal award of \$500,000 to be matched by \$500,000 in local funds, creating a total investment of \$1,000,000. This project will replace aging playground structures installed in 1988 with a modern, safe, and fully inclusive play environment designed to serve children of all ages and abilities while strengthening Levagood Park as a premier neighborhood destination.

Background and Justification: Levagood Park currently features playground equipment installed in 1988 that is nearing the end of its useful life. While the park has served generations of Dearborn families well, the existing structures are becoming more difficult to maintain over time, and replacement parts are no longer readily available. As part of the City's broader effort to modernize park infrastructure, Dearborn is prioritizing reinvestment in playgrounds that reflect current best practices in recreation and accessibility. The proposed project would create a new inclusive playground with accessible play surfaces, sensory-rich elements, and equipment designed to accommodate children of all abilities, including those with physical, sensory, or developmental disabilities.

This investment also supports the City's goal of expanding equitable access to inclusive recreation by helping ensure residents are located within approximately five minutes of an inclusive playground anywhere in Dearborn. As one of Dearborn's most well-loved neighborhood parks, Levagood Park serves families from across the city and surrounding area, and this upgrade will help ensure it remains a vibrant, welcoming, and inclusive destination for years to come.

Immediate effect is requested.



**Philanthropy
and Grants**

MEMORANDUM

Department Approval:

Signed by:

Maria Willett

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Maria Willett – Philanthropy & Grants Director

Department Approval:

DocuSigned by:

Sean R Fletcher

503008961A7C461...

Sean Fletcher - Director of Parks & Recreation

Budget Approval:

^{DS}
MHA

DocuSigned by:

Michael Kennedy

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Michael Kennedy – Finance Director/Treasurer

Corporation Counsel:

Signed by:

ola hammoud

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Ola Hammoud, Assistant Corporation Counsel

COUNCIL RESOLUTION

WHEREAS: The City of Dearborn is committed to modernizing its park infrastructure and thoughtfully reinvesting in playground equipment that is nearing the end of its useful life; and

WHEREAS: Existing play structures at Levagood Park were installed in 1988 and are aging, with replacement parts no longer readily available, creating an opportunity to upgrade the site to better reflect current best practices in accessibility and recreation design; and

WHEREAS: The Land and Water Conservation Fund (LWCF) provides financial assistance for the development of high quality public outdoor recreation areas that are accessible to all residents; and

WHEREAS: The proposed Universal Playground project supports the City's goal of expanding access to inclusive recreation by helping ensure residents have access to an inclusive play space within approximately five minutes of home, thereby creating greater opportunity for children of all abilities to play, explore, and connect; and

WHEREAS: The City of Dearborn is prepared to commit the required 50 percent local match of \$500,000 toward a total project investment of \$1,000,000;

NOW, THEREFORE, BE IT RESOLVED that the Dearborn City Council hereby authorizes the submission of a Land and Water Conservation Fund application in the amount of \$500,000 to the Michigan Department of Natural Resources for the Levagood Park Universal Playground Project;

BE IT FURTHER RESOLVED that the City Council formally commits \$500,000 in local matching funds should the grant be awarded;

BE IT FURTHER RESOLVED that the Director of Philanthropy & Grants is hereby authorized to execute the LWCF grant application and all necessary supporting documentation through the MiGrants system;

BE IT FURTHER RESOLVED that this resolution shall take immediate effect.



EXECUTIVE SUMMARY

REQUEST: Request to accept and recognize Transportation Alternatives Program (TAP) funding for FY 2027 for the City of Dearborn's Safety on Schaefer Road project. The project includes a total participating cost of \$205,160, with \$164,128 in SEMCOG TAP funds and a required local match of \$41,032.

DEPARTMENTS: Philanthropy & Grants, Department of Public Works

BRIEF DESCRIPTION: The Safety on Schaefer Road project will improve pedestrian and bicycle safety along Schaefer Road from Michigan Avenue (US 12) to Warren Avenue through crosswalk upgrades, ADA-compliant ramps, modernization of pedestrian signal equipment, traffic calming measures, and installation of a pedestrian-activated HAWK signal at Alber Street near Fordson High School.

PRIOR COUNCIL ACTION: N/A

BACKGROUND: Schaefer Road is a key north-south connector serving residential neighborhoods, schools, local businesses, and transit users. The corridor includes several high-use crossings and is adjacent to Fordson High School and Riverside Academy.

Using data from the recently completed Road Safety Audit (completed October 31, 2025), the project targets missing or low-quality pedestrian crossings. Improving safety here will not only reduce crashes, it will change how people experience the street. It will slow traffic, make walking to school safer, and set a new standard for other high-risk corridors in Southeast Michigan.

FISCAL IMPACT: Total participating project cost is \$205,160. SEMCOG TAP funds will cover \$164,128, and the City is required to provide a minimum 20% local match of \$41,032 (cash, non-federal). The required local match for this project will be provided by the City of Dearborn through its Major Streets Fund Infrastructure Reserve.

COMMUNITY IMPACT: This project will improve safety and accessibility for residents walking and biking along one of Dearborn's most active multimodal corridors. Improvements will increase driver awareness, enhance visibility, and support safer travel for students, families, and corridor businesses.

IMPLEMENTATION TIMELINE:

April 15, 2026: Target Section 106 and NEPA submission date

May 1, 2027: Anticipated construction date

COMPLIANCE/PERFORMANCE METRICS: Success will be measured by completion of key safety deliverables including installation of a pedestrian-activated HAWK signal at Alber Street, crosswalk and ADA ramp upgrades at priority intersections and midblock locations,



**Philanthropy
and Grants**

MEMORANDUM

modernization of pedestrian signal equipment with countdown displays, and implementation of traffic calming treatments.



TO: Dearborn City Council

FROM: Philanthropy & Grants Department, Department of Public Works

SUBJECT: Transportation Alternatives Program (TAP) FY 2027 Award – Safety on Schaefer Road

DATE: January 23, 2026

Budget Information

Project: Q57227, Safety of Schaefer

Total Approved Project Budget: \$0

Available Project Budget: \$0

Requested Amount: \$205,160

Funding Source: \$164,128 revenue SEMCOG TAP funds

Local Match: \$41,032 (20% of total participating costs)

Match Source: Q99999, Major Street & Trunkline, Undistributed Appropriation

Summary of Request

Approval is requested to accept and recognize Transportation Alternatives Program (TAP) FY 2027 funding in the amount of \$164,128 in SEMCOG TAP funds for the City of Dearborn's Safety on Schaefer Road project. The total participating project cost is \$205,160 and includes a required local match of \$41,032 provided by the City through the Major Streets Fund Infrastructure Reserve.

Background and Justification

The Safety on Schaefer Road project focuses on a 1.5-mile segment of Schaefer Road extending from Michigan Avenue (US 12) to Warren Avenue. This corridor serves as a key connector linking residential neighborhoods, schools, commercial destinations, and transit stops, with safety and accessibility concerns concentrated near major intersections including Michigan Avenue, Ford Road (M 153), Donald Street, Colson Street, and Alber Street.

The project will deliver targeted improvements designed to increase visibility, reduce crossing distances, slow vehicle speeds in high pedestrian activity areas, and provide a protected midblock crossing for students and residents.

Immediate effect is requested.



**Philanthropy
and Grants**

MEMORANDUM

Department Approval:

Signed by:

Maria Willett

5F7C82870E294AB...

Maria Willett – Philanthropy & Grants Director

Department Approval:

DocuSigned by:

Tim Hawkins

369ABC85BED3455...

Tim Hawkins – DPW Director

Budget Approval:

DS
MHA

DocuSigned by:

Michael Kennedy

E77919D1421447E...

Michael Kennedy – Finance Director/Treasurer

Corporation Counsel:

Signed by:

Ola Hammoud

54D67760937D4C3...

Ola Hammoud, Assistant Corporation Counsel



CITY OF DEARBORN

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Acceptance of vehicles donated by Ford Motor Company.

DEPARTMENT: Police Department

BRIEF DESCRIPTION:

Ford Motor Company is donating 4 vehicles for use by the police department.

BACKGROUND: The Police Department is requesting City Council's approval to accept a donation of 4 vehicles from Ford Motor Company. These vehicles are in used condition and ownership will be transferred to the City of Dearborn upon Council approval.

FISCAL IMPACT: Routine vehicle maintenance.

IMPLEMENTATION TIMELINE:

The police department can take possession of the vehicles immediately.



EXECUTIVE SUMMARY AND MEMORANDUM



CITY OF DEARBORN

TO: City Council

FROM: City Administration

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Acceptance of vehicles being donated by Ford Motor Company

DATE: March 11, 2026

Summary of Request

Ford Motor Company is donating 4 vehicles for use by the police department.

Background and Justification

The Police Department is requesting City Council's approval to accept a donation of 4 vehicles from Ford Motor Company. These vehicles are in used condition and ownership will be transferred to the City of Dearborn upon Council approval.

Prepared By:

Signed by:

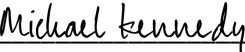
 E0635766DD5A48E...
 Madou Bazzi, Police Commander

Department Approval:


DocuSigned by:

 1053E1C7585A436...
 Issa Shahin, Chief of Police

Finance Approval:

DocuSigned by:

 F77919D1421447F...
 Michael Kennedy, Treasurer & Finance Director

Corporation Counsel Approval:

Signed by:

 54D67769937D4C3...
 Ola Hammoud, Assistance Corp Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect is Requested

REQUEST: For Council to recognize and appropriate a \$59,841 grant award from the HAI Group Loss Prevention Fund.

DEPARTMENT: Public Works and Facilities, Housing Division

BRIEF DESCRIPTION: This request is for authorization to recognize and appropriate \$59,481.00 in grant funding awarded by Housing Authority Insurance, Inc. (HAI Group). These funds provide reimbursement for the installation of a security surveillance system and RFID card readers at John B. O'Reilly Manor and Suzanne Sareini Manor.

PRIOR COUNCIL ACTION: None

BACKGROUND: Project# H45723 has been set up for installation of security cameras. In 2023-2025, the Housing Division installed cameras throughout the buildings to improve security and safety. On October 9, 2025, the HAI Group selected the City's risk management project for an award based on its merit. The project scope includes high-definition surveillance in the hallways, elevators, and community areas. RFID card readers were installed for access to administrative offices at both O'Reilly and Sareini Manors.

FISCAL IMPACT: The total grant award to be recognized and appropriated is \$59,481.00. Since this is a reimbursement grant, funds will be appropriated as a reimbursement to the Srs Apt Operating Fund, Housing, Capital Projects, and will be used towards Project# H45715 for emergency generator replacement at O'Reilly and Sareini Manor.

COMMUNITY IMPACT: The installation of the surveillance system and RFID card readers improves the safety and security of residents and staff at O'Reilly and Sareini Manor by modernizing access control and monitoring.

IMPLEMENTATION TIMELINE: The installations were finalized in 2025.

COMPLIANCE/PERFORMANCE METRICS: The successful operation of the security cameras and card readers has been verified by the maintenance staff at both locations. Documentation and proof of payments of the completed work has been submitted to HAI Group to trigger the reimbursement.



FINANCE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Recognition and Appropriation of Grant Award from HAI Group Loss Prevention Fund
DATE: February 27, 2026

Summary of Request

The Housing Division of DPW, in conjunction with Purchasing, recommends that Council recognize and appropriate the \$59,481.00 award from the HAI Group. These funds reimburse the City for security surveillance and RFID card readers installed at John B. O'Reilly Manor and Suzanne Sareini Manor.

It is respectfully requested that the Finance Director be authorized to appropriate the \$59,481.00 from SRS APT Operating Fund, Housing, Miscellaneous Revenues, Miscellaneous, Other. This letter is submitted for your consideration.

Background and Justification

This request ensures the City properly accounts for external grant funding that has improved our building's security standards. The Housing Division is dedicated to obtaining opportunities to increase revenue and improve the quality of its buildings through external funding and strategic upgrades. By recognizing and appropriating these funds, the City successfully recovers the costs of critical security infrastructure, ensuring a safer living environment for senior residents while maximizing the efficiency of the Housing Division's capital budget.

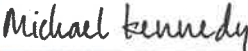
Prepared By:

DocuSigned by:

 BF20BEA671914BE...


Azizah Jamil – Capital Facilities Coordinator

Budget Approval:

DocuSigned by:

 F77919D1421447F...

Michael Kennedy, Finance Director/Treasurer

Department Approval:

DocuSigned by:

 35BABC858ED3455...

Tim Hawkins, Director of Public Works

Corporation Counsel Approval:

Signed by:

 54D67709837D4C3...

Ola Faraj Hammoud, Assistant Corporation Counsel



DPW

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect Requested

REQUEST: Requesting removal of penalties and transfer of delinquent water lien for property owner at 10118 Eagle.

DEPARTMENT: Department of Public Works & Facilities- Water Division

BRIEF DESCRIPTION: The delinquent water lien for the 2024 tax roll was applied to the 10118 Eagle street because of non-payment. Penalties were applied due to non-payment.

PRIOR COUNCIL ACTION: N/A

BACKGROUND: The resident came in to the water department on 09/12/25 stating she was not receiving her water bill for several years. The water bills were being mailed to 10118 Eagle which had been vacant for several years according to the resident. The bills were getting returned to the water office from the post office due to the property being vacant. Before September, we had no name or forwarding information for the water bills. The resident is requesting penalties to be removed and tax transfer from 2025 reversed.

FISCAL IMPACT: N/A

COMMUNITY IMPACT: \$690.06

IMPLEMENTATION TIMELINE: Immediate effect is requested.

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

TO: City Council

FROM: Department of Public Works & Facilities- Water Division



DPW

EXECUTIVE SUMMARY AND MEMORANDUM

SUBJECT: Requesting removal of penalties and transfer of delinquent water lien for property owner a 10118 Eagle.

DATE: February 13th, 2026

Summary of Request

The Department of Public Works and Facilities, is requesting that the penalties from 07/2024-present and delinquent water lien for the 2025 tax roll was applied to 10118 Eagle street. The resident was not receiving her water bills.

Prepared By:



Carol Peitz, Office Manager

Department Approval:

DocuSigned by:



35BABC5BED3455...
Tim Hawkins, Director of Public Works

Budget Approval:

DocuSigned by:



F77919D1421447F...
Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:



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Ola Hammoud, Corporation Counsel



EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Approval to enter right of way.

DEPARTMENT: Public Works and Facilities – Engineering Division

BRIEF DESCRIPTION: Atlas Technical Consultants is requesting approval for access to enter City of Dearborn right of way adjacent to 20180 Outer Drive.

PRIOR COUNCIL ACTION:

- None

BACKGROUND:

- Atlas Technical Consultants is requesting approval for access to enter the City of Dearborn right of way adjacent to 20180 Outer Drive for the purpose of collecting soil samples.
- Soil borings will be performed at one (1) location in the right of way of Grindley Park Street as depicted on the attached site plan using a Geoprobe drilling rig.

FISCAL IMPACT:

- N/A

IMPACT TO COMMUNITY:

- N/A

IMPLEMENTATION TIMELINE:

- Once approved by City Council.

COMPLIANCE/PERFORMANCE METRICS:

- N/A



EXECUTIVE SUMMARY AND MEMORANDUM

TO: The City Council

From: City Engineer

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Right-Of-Way Permit to Perform One (1) Soil Boring and Collect Soil Samples within the City of Dearborn Grindley Park Street right of way (ROW) adjacent to 20180 Outer Drive.

DATE: March 03, 2026

Summary of Request

1. Atlas Technical Consultants is requesting approval for access to enter the City of Dearborn right of way adjacent to 20180 Outer Drive for the purpose of collecting soil samples. Soil borings will be performed at one (1) location in the right of way of Grindley Park Street as depicted on the attached site plan (attached with a letter from Atlas Technical Consultants). Using a Geoprobe drilling rig, the soil borings will be advanced to a maximum of twenty (20) feet below ground surface.
2. The Engineering Division and the Economic Development Department have no objections provided the following conditions are met:
 - a. There is a City-owned 12-inch diameter water main and a 120-inch diameter combined sewer within Grindley Park Street. 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.



EXECUTIVE SUMMARY AND MEMORANDUM

We request that the Council Resolution be given immediate effect.

Background and Justification

Atlas Technical Consultants will be conducting an environmental assessment for the gas station at 20180 Outer Drive by testing the collected soil samples and installing monitoring wells which will be advanced in the same annulus as the soil samples were collected from.

APPROVED:

DocuSigned by:

Soud El-Jamaly

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Soud El-Jamaly
City Engineer

APPROVED:

DocuSigned by:

Tim Hawkins

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Tim Hawkins
Director of Public Works and Facilities

APPROVED:

Signed by:

Ola Hammoud

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Ola Hammoud
Assistant Corporation Counsel

APPROVED:

Signed by:

Jordan Twardy

1C7ADC7466A843C...

Jordan Twardy
Director of Economic Development



46555 Humboldt Drive
Suite 100
Novi, MI 48377
Telephone 248-669-5140
Fax 248-669-5147
www.OneAtlas.com

February 20, 2026

The City of Dearborn
City Council
13615 Michigan Avenue
Dearborn, Michigan 48126

RE: Requesting Access to Eastern and Western Grindley Park Avenue Right-of-Way for Monitoring Well Installation Activities Adjacent to 20180 Outer Drive Dearborn, Michigan 48124

Dear Council Members,

Atlas Technical Consultants (Atlas) are requesting permission to install two (2) monitoring wells in the eastern and western right-of-way (ROW) to assess groundwater conditions in the area. One soil boring will be advanced in the eastern Grindley Park Street ROW, adjacent to 20180 Outer Drive, Dearborn, MI, and one will be advanced in the western Grindley Park Street ROW, adjacent to 1800 Grindley Park Street. Please see the attached map for a visual of the proposed boring locations.

Prior to advancing the soil borings, a public utility mark out, performed by MissDig will be conducted to locate all subsurface utilities adjacent to the boring locations. Additionally, a private utility mark out will be conducted, including visual inspection of all surrounding storm and sewer catch basins and manways and opening when applicable to observe inlet and outlet locations, diameters, and depths. Ground penetrating radar, cable tracer, and tracer wire locator (where applicable) will be utilized to verify the results of the public utility mark out and identify any additional subsurface features.

Following the public utility location, and thorough private utility location, boring locations will be adjusted if necessary to be at least five feet away laterally from any observed underground utility, according to our company policy. Once the soil boring locations have been cleared, hand digging and clearing, utilizing a shovel and hand auger will be conducted to a minimum depth of six (6) feet below ground surface before advancing any machine tooling. The annulus created with the hand clearing will be a minimum of 120% of the diameter of any tooling used to further advance the borings. Following hand clearing, a Geoprobe model drilling rig will use direct push drilling through the hand cleared annulus to collect soil for sampling, to a maximum depth of twenty (20) feet below ground surface. After collection of soil samples, drilling rods for the installation of the monitoring well will be advanced in the same annulus as the soil samples were collected from. A two-inch PVC pipe with a slotted screen will be installed, and a flush mount cover will be secured above the well surrounded by a 24x24 inch maximum concrete pad, flush with the surrounding surface.

Please feel free to contact the undersigned with any questions or comments at (248) 863-2668 or by email at Laura.Sleeper@oneatlas.com. Speedway appreciates your attention to this matter.



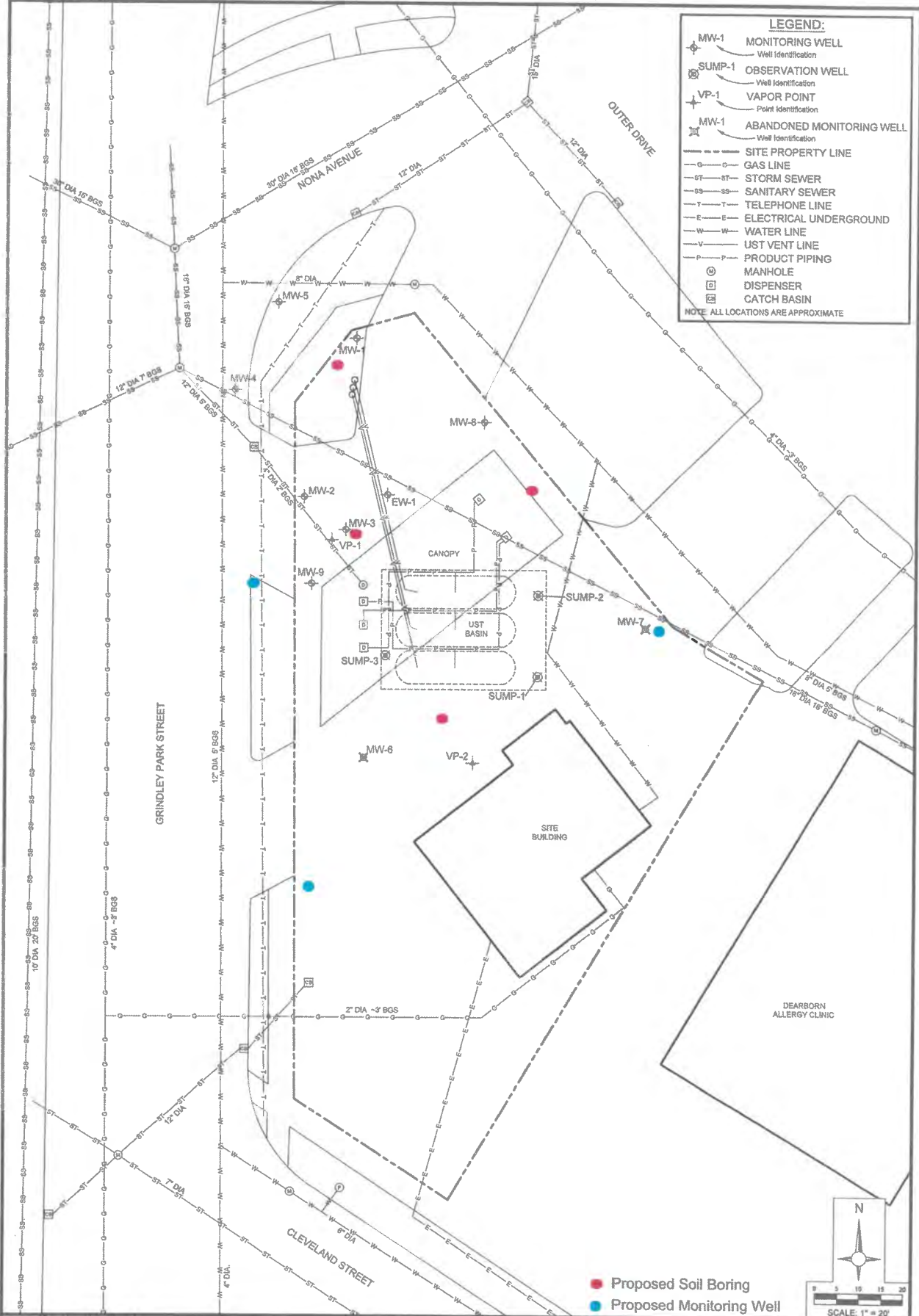
46555 Humboldt Drive
Suite 100
Novi, MI 48377
Telephone 248-669-5140
Fax 248-669-5147
www.OneAtlas.com

Sincerely,

A handwritten signature in blue ink that reads "Laura Sleeper". The signature is written in a cursive style with a large initial 'L'.

Laura Sleeper
Office Lead/Environmental Division Manager

C:\USER\MECHO\MILANUKRON\ATLAS\DIGITAL SERVICES - FILE SERVER\2024\CAD DEPARTMENT\SPEEDWAY\MICHIGAN\SPEEDWAY 2311188SF24019-SITE.DWG, FIG2

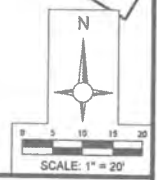


LEGEND:

- MW-1 MONITORING WELL
Well Identification
- SUMP-1 OBSERVATION WELL
Well Identification
- VP-1 VAPOR POINT
Point Identification
- MW-1 ABANDONED MONITORING WELL
Well Identification
- SITE PROPERTY LINE
- GAS LINE
- ST-ST- STORM SEWER
- SS-SS- SANITARY SEWER
- T-T- TELEPHONE LINE
- E-E- ELECTRICAL UNDERGROUND
- W-W- WATER LINE
- V-V- UST VENT LINE
- P-P- PRODUCT PIPING
- ⊙ MANHOLE
- ⊠ DISPENSER
- ⊡ CATCH BASIN

NOTE: ALL LOCATIONS ARE APPROXIMATE

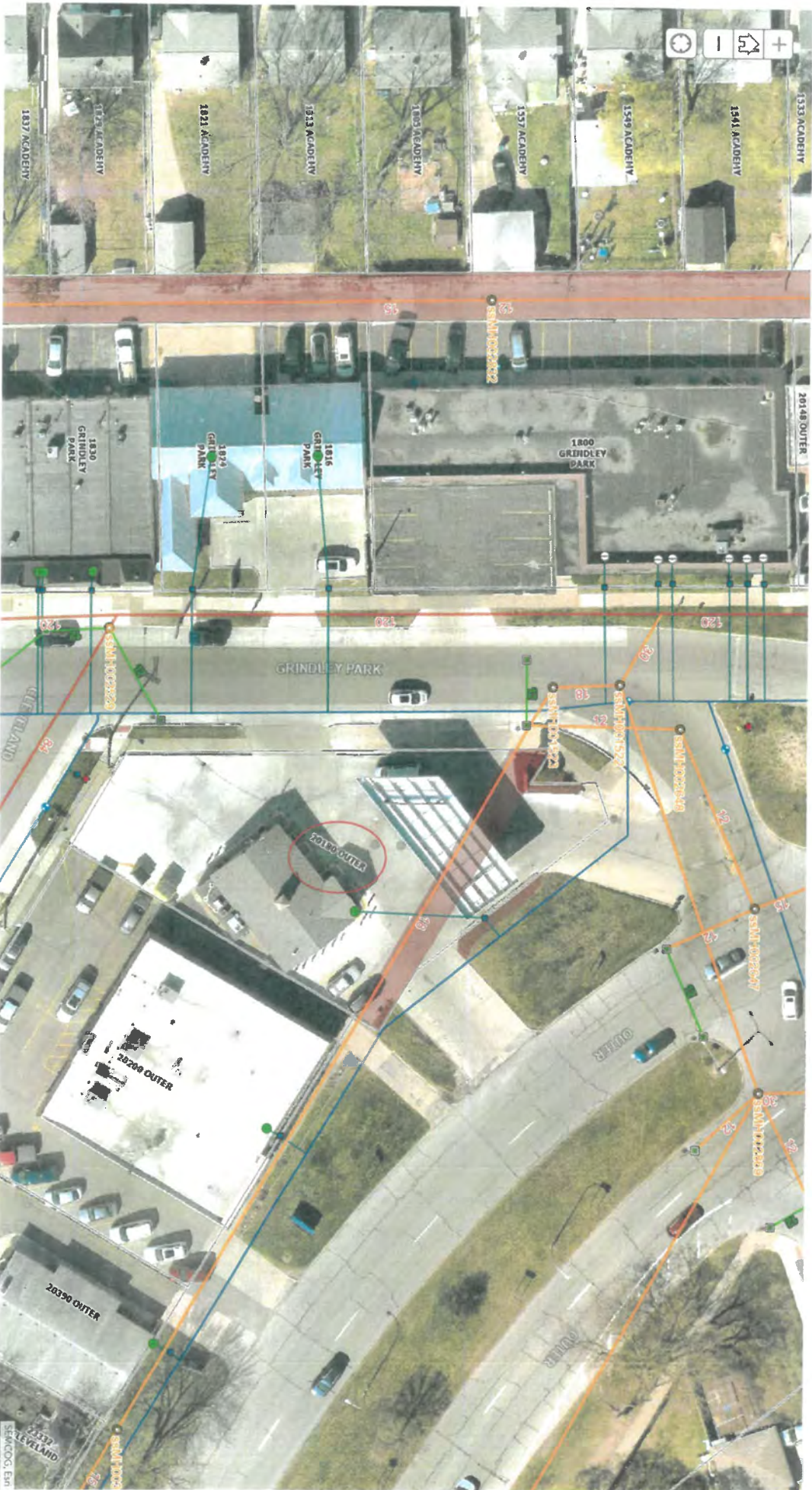
● Proposed Soil Boring
● Proposed Monitoring Well



2	Project Number: 188SF24019
	Date: 07/06/2023
	Drawn By: EJA
	Checked By: SM
Scale: AS SHOWN	

SITE MAP
 SPEEDWAY LLC
 SPEEDWAY STORE #2311 / 44298
 20180 OUTER DRIVE
 DEARBORN, MICHIGAN





**PUBLIC
WORKS**

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect is Requested

REQUEST: It is respectfully requested that City Council authorize a structured rent increase for John B. O'Reilly Jr. Manor and Suzanne Sareini Manor. The Housing Division proposes the following adjustments effective July 1st, 2026:

1. Approval to establish a \$100 rent increase for all current residents.
2. Approval to establish the monthly rental rate as \$792.00 for all new residents.
3. Approval to implement a recurring 5% annual rental increase .

DEPARTMENT: Public Works and Facilities, Housing Division

BRIEF DESCRIPTION: The DPW-Housing Division manages two City-owned senior apartment complexes. The maximum current rent has been \$592 since 2019. Due to rising operational costs and inflation, the buildings are currently operating at a deficit. This adjustment is necessary to ensure the long-term solvency of the Housing Division and the safety of the facilities. The projected budget for 2025-2026 anticipates a significant funding gap of \$944,608. This adjustment is necessary to ensure the long-term solvency of the Housing Division and the safety of the facilities.

PRIOR COUNCIL ACTION: n/a

BACKGROUND: The Dearborn Housing Division provides essential affordable housing to 340 moderate-income senior citizens. At O'Reilly Jr. Manor, the average rent is \$592. At Sareini Manor the calculated average rent is \$573, reflecting a mix of residents at the standard rate and legacy rates.

The local Fair Market Rent (FMR) for one-bedroom apartments sits between \$1,090 and \$1,100 (based on 48126 & 48124 zip code) —our residents have continued to pay 2019 rates. While some may pay a lower rate, the average rent at Sareini Manor is \$573. By maintaining rents nearly \$400 below the local FMR and covering all utility costs, the City saves its senior residents over \$2.25M in annual housing expenses. However, the last approved rent increase occurred in 2019 and was subsequently held during the COVID-19 pandemic. Since that time, the cost of housing has risen by 23% and the price of goods by 21%, leaving the current rental rate significantly decoupled from economic reality. This prolonged freeze has resulted in \$7,923,360 in unrealized gains. The current financial trajectory shows a consistent decline in retained earnings, which are projected to drop from \$6,667,077 to \$5,479,972 by the end of the current fiscal year.

Furthermore, the complexes require several critical, unfunded capital improvements, including the replacement of emergency generators, elevators, and HVAC systems. The 2025-2026 projected budget already reflects a spike in Repair & Maintenance costs to \$1,473,168 to begin addressing these needs. Gross annual income data confirms that, on average, current residents can afford a \$100 per month increase while still remaining in a high-value environment.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

FISCAL IMPACT: Approval of this proposal will allow the Housing Division to stabilize the Seniors Apartment Operating Fund, which faces a projected deficit of \$944,608 for the 2025-2026 fiscal year.

Loss Analysis (2020–2024):

YEAR	RENT	FMR	DIF	UNITS	LOSS
2020	\$592.00	\$764.00	\$172.00	340	\$701,760.00
2021	--	\$821.00	\$229.00	--	\$934,320.00
2022	--	\$848.00	\$256.00	--	\$1,044,480.00
2023	--	\$952.00	\$360.00	--	\$1,468,800.00
2024	--	\$1,019.00	\$427.00	--	\$1,742,160.00
2025	--	\$1,090.00	\$498.00		\$2,031,840.00
TOTAL	--	Δ	Δ	--	\$7,923,360.00

This proposal protects, secures and prevents turnover to predatory private landlord or real estate companies, keeps rents extremely below fair market rates (which also does not include utilities or amenities), and grows unmatched essential services for our most venerated residents. To sustain this mission, the proposal includes a 5% annual escalation in perpetuity, ensuring the fund can continue to provide unmatched essential services. Monthly rental rates will continue to include utilities, complimentary free weekly bus trips, free weekly fitness classes, on-site maintenance and office staff, and supportive services.

COMMUNITY IMPACT: This proposal secures the future of affordable senior housing in Dearborn. Even with the increase, residents receive unmatched value, as the monthly rate continues to include several amenities.

IMPLEMENTATION TIMELINE: All rent increases will be communicated to residents 60 days before they go into effect as defined by the lease agreement. Residents will sign an updated rental lease. The discussion on the proposed rent increase is discussed with residents at the monthly Town Hall meeting.

COMPLIANCE/PERFORMANCE METRICS: The Housing Division will monitor operational solvency by aiming to reverse the projected annual deficit. Revenue will be prioritized for "Critical Need" capital projects to ensure all facilities meet updated fire, HVAC, and elevator safety codes. All adjustments will be executed in accordance with Michigan Landlord-Tenant law.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Proposed Structured Rent Adjustment for John B. O’Reilly Jr. Manor and Suzanne Sareini Manor
DATE: March 4, 2026

Budget Information

Adopted Budget:	\$821,496
Amended Budget:	\$821,496
Requested Amount:	\$1,012,669 Revenue Annually (Pending future FY budgets)
Funding Source:	SRS APT Operating Fund, Housing, Miscellaneous Revenues, Rents & Royalties, Housing, Sareini Manor East
Supplemental Budget:	N/A
Adopted Budget:	\$1,413,323
Amended Budget:	\$1,413,323
Requested Amount:	\$1,682,400 Revenue Annually (Pending future FY budgets)
Funding Source:	SRS APT Operating Fund, Housing, Miscellaneous Revenues, Rents & Royalties, Housing, O’Reilly Manor West
Supplemental Budget:	N/A

Summary of Request

The Housing Division respectfully requests City Council authorization to implement a structured rent increase for John B. O’Reilly Jr. Manor and Suzanne Sareini Manor. The proposal includes a \$100 monthly increase for current residents, a new base rate of \$792 for new move-ins, and a 5% annual escalation in perpetuity. The annual escalation will provide the long-term funding required to stabilize the Senior Apartments Operating Fund, covering rising utility costs, cable and internet services, and ongoing capital improvements.

Background and Justification

The Dearborn Housing Division provides essential affordable housing to 340 moderate-income senior citizens who have seen rental rates frozen since 2019. While these rates have provided stability for residents, they have become unsustainable as the fund realized an actual deficit of \$146,680 during the 2024-2025 fiscal year. Most of the residents are on Social Security and receive a Cost of Living Adjustment (COLA) annually. Operational costs continue to climb, with Repair and Maintenance services alone projected to reach \$1,473,168 in 2025-2026 to address aging infrastructure. Furthermore, the long-term outlook shows total financing uses rising to \$7,906,216 by the 2028-2029 budget year due to critical capital projects. Current average rents at Sareini Manor sit at \$573, which is approximately \$500 below the local Fair Market Rent of



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

\$1,090–\$1,100. Even with the proposed \$100 increase, the City continues to provide a high-value environment that includes utilities, transportation, and meal programs at a below market rent rate.

Prepared By:

DocuSigned by:
Azizah Jamil
0F208EA071914BE...

Azizah Jamil, Capital Facilities Coordinator

Budget Approval:

DocuSigned by:
Michael Kennedy
F77919D1421447F...
Initial
MM

Michael Kennedy, Finance Director/Treasurer

Department Approval:

DocuSigned by:
Tim Hawkins
35BABC85BED3453...

Tim Hawkins, Director of Public Works

Corporation Counsel Approval:

Signed by:
Ola Faraj Hammoud
54D67769937D4C3...

Ola Faraj Hammoud, Assistant Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Cooperative Rental of (8) Eight Street Sweepers from Macqueen Group

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

BRIEF DESCRIPTION: Request to rent via a cooperative contract of (8) Eight Street Sweepers from Macqueen Group from April to October. The value of the contract is \$728,000.

PRIOR COUNCIL ACTION: 5-221-25 – approved the rental of (8) Elgin sweepers from Macqueen group for 1 season.

BACKGROUND: As the City of Dearborn continues to prioritize clean, well-maintained streets for our residents, it is essential that we utilize reliable and effective equipment to meet our operational needs. After evaluating the condition of our current fleet and the benefits of alternative options, DPWF recommends that we pursue a monthly rental agreement for eight (8) street sweepers at a rate of \$13,000 each per month.

This rental agreement offers the City significant operational advantages by shifting the responsibility for maintenance and upkeep to the rental company, which ensures high equipment reliability and minimizes service disruptions caused by aging machinery. Utilizing newer Elgin sweepers provides a technological upgrade that results in superior street cleaning quality and increased public satisfaction. Financially, the rental model eliminates long-term costs associated with depreciation, parts replacement, and storage while reducing overall liability. Furthermore, renting grants the City the operational flexibility to scale its fleet size in response to seasonal fluctuations, a level of adaptability that a static, owned fleet cannot provide.

FISCAL IMPACT: \$728,000 (\$13,000 per sweeper, per month) April - October

COMMUNITY IMPACT: Residents will see and feel the difference in cleaner streets and a more consistent citywide effort. This not only boosts public satisfaction but also reinforces our commitment to high service standards.

IMPLEMENTATION TIMELINE: Ready to deliver in April

COMPLIANCE/PERFORMANCE METRICS: The Department of Public Works and Facilities will manage this contract.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Cooperative Rental of (8) Eight Street Sweepers from Macqueen Group
DATE: March 4, 2026

Budget Information

Adopted Budget: \$0
 Amended Budget: \$624,000
 Requested Amount: Monthly Cost: \$104,000.00 (April - October) Total Cost: \$728,000.
 Future years pending budget adoption.
 Funding Source: Public Services, Public Works, Maintenance Rd & Streets, Rental, Operating Equipment, External
 Supplemental Budget: General Fund, Fund Balance

Summary of Request

Purchasing, on behalf of the Department of Public Works and Facilities, recommends the rental via a cooperative contract of (8) eight street sweepers from Macqueen Group from April to October. The value of the contract is \$728,000.

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

The Department of Public Works & Facilities requests that the Finance Director be authorized to appropriate \$728,000 in the General Fund, Public Services, Rental, Operating Equipment.

Background and Justification

As the City of Dearborn continues to prioritize clean, well-maintained streets for our residents, it is essential that we utilize reliable and effective equipment to meet our operational needs. After evaluating the condition of our current fleet and the benefits of alternative options, DPWF recommends that we pursue a monthly rental agreement for eight (8) street sweepers at a rate of \$13,000 each per month.

This rental agreement offers the City significant operational advantages by shifting the responsibility for maintenance and upkeep to the rental company, which ensures high equipment reliability and minimizes service disruptions caused by aging machinery. Utilizing newer Elgin sweepers provides a technological upgrade that results in superior street cleaning quality and increased public satisfaction. Financially, the rental model eliminates long-term costs associated



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

with depreciation, parts replacement, and storage while reducing overall liability. Furthermore, renting grants the City the operational flexibility to scale its fleet size in response to seasonal fluctuations, a level of adaptability that a static, owned fleet cannot provide.

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. MiDeal contract 24000000166 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.

Prepared By:

DocuSigned by:
Mark Rozinsky
D17FF0C142E34C3...

Mark Rozinsky, Purchasing Manager

Department Approval:

DocuSigned by:
Tim Hawkins
35BABC85BED3455...

Tim Hawkins, Director of Public Works & Facilities

Budget Approval:

DocuSigned by:
Michael Kennedy
F77919D1421447F...
Initial
MD

Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

Signed by:
Ola Hammoud
54D67769937D4C3...

Ola Hammoud, Assistant Corporation Counsel



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Award of Cooperative Contract with Fleetio for Fleet Management Software

DEPARTMENT: Public Works and Facilities, in conjunction with Purchasing

BRIEF DESCRIPTION: The Department of Public Works and Facilities, in conjunction with Purchasing, is requesting approval of a contract with Rarestep, Inc., dba Fleetio for fleet management software. The initial request covers a 12-month term starting April 1, 2026, for a total of \$55,800, which includes premium subscriptions for 600 vehicles and professional onboarding services.

PRIOR COUNCIL ACTION: N/A

BACKGROUND: The Public Works department currently faces challenges in managing large-scale asset data, often relying on manual processes that create bottlenecks in data access and long-term recordkeeping. Implementing Fleetio, a cloud-based platform, will modernize these workflows by enabling staff to complete reports and manage vehicle data directly from mobile devices to improve accuracy and timeliness. As a cloud-based solution, Fleetio requires no internal infrastructure support or ongoing maintenance from the City's IT department. Furthermore, it creates a centralized digital archive by automatically storing all data in a digital format for easy future analysis, reporting, and response to public inquiries. This transition increases operational efficiency by eliminating paper-based recordkeeping and providing project managers with immediate visibility into field activities.

FISCAL IMPACT: The total cost for the initial 12-month term is broken down as follows:

- Premium Subscription (600 Vehicles): \$48,600
- Onboarding Services (500-999 Vehicles): \$7,200
- Total Initial Investment: \$55,800

COMMUNITY IMPACT:

- By implementing Fleetio for managing our city vehicle fleet, we can significantly streamline our workflow, shifting from reactive to proactive, preventative maintenance. This change will ensure vehicles receive timely maintenance and repairs, drastically reducing out-of-service time. Ultimately, having fewer vehicles down will enable the Department of Public Works (DPW) to serve Dearborn residents more efficiently and effectively.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

IMPLEMENTATION TIMELINE: After council approval.

COMPLIANCE/PERFORMANCE METRICS: DPWF staff will oversee the fleet 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 Fleetio for Fleet Management Software
DATE: March 06, 2026

Budget Information

Adopted Budget	\$167,100
Amended Budget	\$157,600 (FY2027 Pending Budget Adoption)
Requested Amount:	\$55,800
Funding Source:	General Fund, Public Works, Fleet, Software Services
Supplemental Budget:	N/A

Summary of Request

The Department of Public Works and Facilities Department is requesting approval of a cooperative contract purchase in the amount of \$55,800 for a (1) year contract with Fleetio for fleet 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 Public Works department currently faces challenges in managing large-scale asset data, often relying on manual processes that create bottlenecks in data access and long-term recordkeeping. Implementing Fleetio, a cloud-based platform, will modernize these workflows by enabling staff to complete reports and manage vehicle data directly from mobile devices to improve accuracy and timeliness. As a cloud-based solution, Fleetio requires no internal infrastructure support or ongoing maintenance from the City’s IT department. Furthermore, it creates a centralized digital archive by automatically storing all data in a digital format for easy future analysis, reporting, and response to public inquiries. This transition increases operational efficiency by eliminating paper-based recordkeeping and providing project managers with immediate visibility into field activities.

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, Fleetio was selected from the GSA as a General Services Administration federally approved supplier. Fleetio was selected following a review of the



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

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
D17FF0C142E34C3...

Mark Rozinsky, Purchasing Manager

Department Approval:

DocuSigned by:
Tim Hawkins
35BABC85BED3455...

Tim Hawkins, Director of Public Works & Facilities

Budget Approval:

DocuSigned by:
Michael Kennedy
F77919D1421447F... DS
CJ

Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

Signed by:
Ola Hammoud
54D07709937D4C3...

Ola Hammoud, Assistant Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect Requested

REQUEST: Renewal of Contract for Real Time Water Level Monitoring

DEPARTMENT: Department of Public Works, in conjunction with Purchasing.

BRIEF DESCRIPTION: The Department of Public Works, in conjunction with Purchasing, recommends the contract Renewal for Real Time Water Level Monitoring, from Hyfi, LLC, for a period of (5) five years.

PRIOR COUNCIL ACTION: None

BACKGROUND:

In 2022, the City received a grant from the Michigan Department of Environment, Great Lakes, and Energy's MiNextCities program, enabling the purchase of a water level monitoring system from Hyfi.

This contract extension plays a major role in the City's larger flood mitigation strategy, Hyfi plays a critical role by monitoring water levels in the Rouge River and roadway underpasses. An alert system activates during flooding events, notifying emergency services of potentially affected roadways. Sensors have also been added to sewer lids to monitor sewer flows, ensuring the City is alerted when there is flooding or a sewer blockage

FISCAL IMPACT:

\$49,335 annually, (pending future FY budgets)

COMMUNITY IMPACT: This contract ensures continued safety for residents throughout our flood mitigation project.

IMPLEMENTATION TIMELINE:

This extension will allow service to continue without interruption.

COMPLIANCE/PERFORMANCE METRICS:

DPW staff will monitor the provided service.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Renewal of Contract for Real Time Water Level Monitoring
DATE: March 9, 2026

Budget Information

Adopted Budget:	\$94,335
Amended Budget:	\$92,335
Requested Amount:	\$49,335 (Future Fiscal Years Pending Budget Adoptions)
Funding Source:	Sewer Fund, Sewerage, Professional Services, Other
Supplemental Budget:	N/A

Summary of Request

Purchasing, on behalf of the Department of Public Works, recommends extending the current contract for Water Level Monitoring, with Hyfi LLC. This extension will provide a Water Level Monitoring System for the City for a (5) five-year period, ending February 1, 2031.

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

Background and Justification

In 2022, the City received a grant from the Michigan Department of Environment, Great Lakes, and Energy's MiNextCities program, enabling the purchase of a water level monitoring system from Hyfi.

This contract extension plays a major role in the City's larger flood mitigation strategy, Hyfi plays a critical role by monitoring water levels in the Rouge River and roadway underpasses. An alert system activates during flooding events, notifying emergency services of potentially affected roadways. Sensors have also been added to sewer lids to monitor sewer flows, ensuring the City is alerted when there is flooding or a sewer blockage. A dashboard allows Dispatch, Fire, and Police to monitor all 33 sensors.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

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

Signature Page

Prepared By:

DocuSigned by:

Jay Andrews

A06626461858403...

Jay Andrews, Sr. Buyer

Department Approval:

DocuSigned by:

Tim Hawkins

35BABC5BED3455...

Tim Hawkins, Director, DPW

Budget Approval:

DocuSigned by:

Michael Kennedy

F77919D1421447F...

Michael Kennedy, Finance Director/Treasurer

DS
CK

Corporation Counsel Approval:

Signed by:

Ola Hammond

54D67769937D4C3...

Ola Faraj, Assistant Corporation Counsel



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Authorization to Commit and Purchase Road Salt through the State of Michigan Cooperative Program for 2026-27 Winter Season

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

BRIEF DESCRIPTION: Participate in the State of Michigan Road Salt Solicitation for the 2026/27 winter season. Commit to purchasing 9,000 tons of early delivery salt and 5,000 tons of seasonal backup salt.

PRIOR COUNCIL ACTION: 4-162-25 Commitment to purchase road salt for the 2025/2026 season

BACKGROUND:

- The city has benefited from this program over the past several seasons when salt availability was limited and prices sky-rocketed.
- The State-contracted vendors have always held firm to their commitment to supplying participating communities before releasing salt for sale on the open market.
- Dearborn has participated in salt purchases under the MiDeal program since 2000.

FISCAL IMPACT:

- Commit to purchasing 9,000 tons of early delivery salt and 5,000 tons of seasonal backup salt through the MiDeal Cooperative program.
- Requested Amount will be determined after pricing is available from the State of Michigan.

COMMUNITY IMPACT:

- Safer roads and street that have been salted during hazardous weather.

IMPLEMENTATION TIMELINE:

- Immediate effect is requested in order to meet the State's deadline to commit.
- Purchase to be made in August 2026.

COMPLIANCE/PERFORMANCE METRICS:

- The Public Service Division Operations Manager will oversee the use of the road salt.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council/
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Authorization to Commit and Purchase Road Salt through the State of Michigan Cooperative Program for 2026-27 Winter Season
DATE: March 03, 2026

Budget Information

Budget amount: \$869,500 (Pending FY27 Budget Adoption)
 Requested amount: To be determined after pricing is available from the State of Michigan
 Sources of Funding: General Fund, Public Works, Highways Division, Maintenance Roads & Streets, Rock Salt

Summary of Request

Purchasing, on behalf of the Department of Public Works & Facilities/Highways Division, is seeking authorization to participate in the State of Michigan Road Salt Solicitation for the 2026/27 winter season and commit to purchasing 9,000 tons of early delivery salt and 5,000 tons of seasonal backup salt through the MiDeal Cooperative program. This commitment constitutes an order as it comes with the requirement that the City must purchase 100% of the early delivery and a minimum of 80% of the seasonal backup salt. The City also has the option to purchase up to a maximum of 30% more of the seasonal backup materials if necessary.

The unit price and vendor information will be available after the State awards the solicitation in September. Historical pricing information is provided below:

Season	Early Delivery/Vendor	Seasonal Back-up/Vendor
2025-26	\$63.58/ Detroit Salt Co.	\$60.85/ Detroit Salt Co.
2024-25	\$62.29/ Detroit Salt Co.	\$58.42/ Detroit Salt Co.
2023-24	\$56.55/ Detroit Salt Co.	\$55.05/ Detroit Salt Co.
2022-23	\$56.55/ Detroit Salt Co.	\$53.45/ Detroit Salt Co.

It is respectfully requested that the Purchasing Manager be authorized to make a commitment to participate in the State of Michigan Road Salt Solicitation under the MiDeal program to place an order of 9,000 tons of early delivery and 5,000 tons of seasonal backup salt for the 2026-27 winter season from the State of Michigan’s awarded vendor(s). Immediate effect is requested in order to meet the State’s deadline to commit.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Background and Justification

The City has realized benefits from this program over the past several seasons when salt availability was limited and prices sky-rocketed. The State-contracted vendors have always held firm to their commitment to supplying participating communities before releasing salt for sale on the open market. Dearborn has participated in salt purchases under the MiDeal program since 2000.

Prepared By:

DocuSigned by:

Mark Rozinsky

D17FF0C142E34C3...

Mark Rozinsky, Purchasing Manager

Department Approval:

DocuSigned by:

Tim Hawkins

35BABC85BED3435...

Tim Hawkins, Director of Public Works & Facilities

Budget Approval:

DocuSigned by:

Michael Kennedy

F77919D1421447F...

Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

Signed by:

Ola Hammoud

54D67769937D4C3...

Ola Hammoud, Assistant Corporation Counsel



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Award of Cooperative Contract with Verizon for Vehicle Tracking

DEPARTMENT: Public Works and Facilities, in conjunction with Purchasing

BRIEF DESCRIPTION: The Department of Public Works and Facilities, in conjunction with Purchasing, is requesting approval of a contract with Verizon Connect NWF Inc. for vehicle tracking services. The request covers a 12-month term for 330 vehicle tracking subscriptions at a total monthly cost of \$6,253.50, totaling an annual investment of \$75,042.

PRIOR COUNCIL ACTION: N/A

BACKGROUND: The City of Dearborn seeks to enhance its fleet management capabilities by implementing a robust vehicle tracking system. This service will provide real-time visibility into vehicle locations and usage, complementing the cloud-based fleet management software to improve operational efficiency and asset oversight.

FISCAL IMPACT: The total cost for the 12-month term is based on the following:

Monthly Subscription (330 Vehicles): \$18.95 per unit

Total Monthly Amount: \$6,253.50

One-Time Fees: \$0.00

Annual Total: \$75,042

COMMUNITY IMPACT:

Implementing professional vehicle tracking ensures that City assets are used efficiently and transparently. This technology allows the Department of Public Works to optimize routing and response times, ultimately leading to more effective service delivery for residents.

IMPLEMENTATION TIMELINE: After council approval.

COMPLIANCE/PERFORMANCE METRICS: DPWF staff will oversee the vehicle management 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 Verizon for Vehicle Tracking
DATE: March 09, 2026

Budget Information

Adopted Budget	\$167,100
Amended Budget	\$157,600 (FY2027 Pending Budget Adoption)
Requested Amount:	\$75,042
Funding Source:	General Fund, Public Works, Fleet, Software Services
Supplemental Budget:	N/A

Summary of Request

The Department of Public Works and Facilities Department is requesting approval of a cooperative contract purchase in the amount of \$75,042 for a (1) year contract with Verizon for Vehicle Tracking.

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

Background and Justification

This tracking solution will allow the City to monitor 330 vehicles, providing data necessary for efficient fleet operations. By utilizing Verizon Connect, the City gains immediate visibility into field activities, reducing manual recordkeeping and improving the accuracy of asset data

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 is utilizing the Sourcewell Contract #020221-NWF, which has been verified to provide competitive pricing. Verizon was selected following a review of the procurement process to verify it is consistent with City’s process, as well as the pricing to confirm it provides good value to the City.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Prepared By:

DocuSigned by:
Mark Rozinsky
D17FF0C142E34C3...

Mark Rozinsky, Purchasing Manager

Department Approval:

DocuSigned by:
Tim Hawkins
35BABC58BED3455...

Tim Hawkins, Director of Public Works & Facilities

Budget Approval:

DocuSigned by:
Michael Kennedy
F77919D1421447F... DS
W

Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

Signed by:
Ola Hammoud
54D67769937D4C3...

Ola Hammoud, Assistant Corporation Counsel

OFFICE OF THE 35TH CITY COUNCIL



IMMEDIATE EFFECT

CITY CLERK, DEARBORN MI
2026 MAR 23 PM4:49

To: City Clerk
From: City Council
Date: February 24, 2026
Subject: Council appointment to Dearborn Arts and Culture Commission

The Dearborn City Council hereby certifies the following appointment to the Dearborn Arts and Culture Commission, for a one-year term, with immediate effect:

MOHAMED FRADI

26311 Tennant St.
Dearborn Heights, MI 48127
mfradi@hotmail.com
909-652-2756

Term ending: 06/30/2027

Michael T. Sareini
Council President

Attachment: Qualifications

Kamal M. Alsawafy
Council President Pro Tem

OFFICE OF THE 35TH CITY COUNCIL



IMMEDIATE EFFECT

To: City Clerk
From: City Council
Date: February 24, 2026
Subject: Council appointment to Dearborn Arts and Culture Commission

CITY CLERK, DEARBORN MI
2026 MAR 13 PM4:05

The Dearborn City Council hereby certifies the following appointment to the Dearborn Arts and Culture Commission, for a one-year term, with immediate effect:

MOHAMED FRADI

26311 Tennant St.
Dearborn Heights, MI 48127
mfradi@hotmail.com
909-652-2756

Term ending: 12/31/2026

Michael T. Sareini
Council President

Attachment: Qualifications

Kamal M. Alsawafy
Council President Pro Tem

Name: Mohamed Fradi
Phone: (909) 652-2756
Email: mfradi@hotmail.com

EDUCATION:

1992 - MFA. Academy of fine Art. University of Baghdad, Iraq.
1975 - BFA Academy of fine Art. University of Baghdad, Iraq.
1971 - Diploma of fine Art. Institute of Fine-Art, Baghdad.

PROFESSIONAL MEMBERSHIP:

- "IAAP" International Association of Art, PARIS.
- "AIDA" Society Amsterdam Netherlands.
- Plastic Art Association, Amman, Jordan.
- Society of Iraqi Artists, Baghdad, Iraq.

PROFESSIONAL EXPERIENCE:

2017 _ Currently: Free-lance Artist.
2009 – 2017: Art Instructor – Caribbean Islands.
2000 – 2008: Free Lance Artist, Michigan -USA
1998 – 2000: Free Lance Artist, Netherlands- Amsterdam.
1994 – 1998: Art Instructor - Applied Science University, Amman Jordan.
1992 – 1994: Adjunct Art teacher at the Jordan University, Amman Jordan.
1989 – 1990: Art Instructor - Academy of fine Arts, Baghdad Iraq.
1975 – 1989: Painter and Designer of Cinema and Theater, Baghdad Iraq.
1970 – 1975: Painter and Designer of Art Magazines, Baghdad Iraq.

PERSONALITY EXHIBITIONS:

2020 - " Liberty" Virtual show - Fradi Art Gallery, Michigan, USA.
2015 - ' Stone + Sky + Water' Lighthouse Gallery, Caribbean Island.
2010 - ' Blue and white' Caribbean Art Gallery, Caribbean Island.
2005 - "The Four Seasons' College of Nashville / Tennessee, USA.
2004- "People and Books" Coffee Border Books Gallery, New York, USA.
2003- "The Autumn" Gallery of Farmington Hill City, MI. USA.
2002- "Earth Union" Creative Art Center Gallery, Pontiac, MI, USA.
2000- "The Niches of Love" Orfali Art Gallery, Amman, Jordan.
1998- "Step Before the Start" Terra Promissa, Netherlands.

1994- "Orfali Art Gallery" Amman, Jordan.
1992 - 1993 "Alia Art Gallery" Amman, Jordan.

PUBLICATION:

2023: What happened to art? From DaVinci's Mona Lisa to Cattelan's banana.
2022; Lectures on Art: Modernity, insolence, glut, and the art market.
2020: Preparing for the book " The Beginner Artist "
1998: Illustrated, (The Great Light): 12 volumes, for young generation.
1996: Development of teacher skills in drawing, Unrwa/ UNESCO- Jordan.
1996: Public and Primitive Drawing, AL-Yarmouk University-Jordan.
1994: Lecturing and programming of how to learn drawing, Jordan.

PROJECTS:

2014- 2024: To Baghdad, for Baghdad, and in Baghdad, Biography of city:
" I have painted, and I am still painting "
2010 -2014: Art works for Al- Basra Sport's City, Iraq.
2004: Inertial Design, (American Muslim Center) Dearborn Height - Michigan,
2003: Artwork (Arab American Museum) Dearborn, Michigan, U.S.A.
2002: Artwork (Arabic & Chaldean Style) Bloomfield, Michigan, U.S.A.
2001: Artwork (Oakwood Hospital reception) Dearborn, Michigan, U.S.A.

AWARDING REWARDS:

* 1993: Golden Prize, AIMAHARS International Festival Art Tunis.
* 2000: Participated with 2000 other artist in the Millennium Art collection -
Amsterdam.
* 2002: First Place (Many Faces, One Future) Farmington Hills city. MI, USA.

References are available upon request.



Dearborn Commissions Application

undefined

First Name

Mohamed

Last Name

Fradi

Why do you want to join this commission?

As an artist, educator, and longtime member of the Dearborn community, I am deeply committed to contributing to the cultural vitality of our city. Dearborn is home to a rich and diverse population with a strong appreciation for art, heritage, and creative expression. I would be honored to serve on this commission to help support public art initiatives, expand access to arts education, and foster cultural programs that reflect the voices of our community. With decades of international experience in fine arts, teaching, and exhibition, I believe I can offer both artistic perspective and practical insight. I am passionate about mentoring emerging artists and strengthening connections between cultural institutions and residents. Serving on this commission would allow me to give back meaningfully to a city that values creativity, diversity, and community engagement.

Commissions & Boards

Arts & Culture Commission

Submission Date

20th February 2026

[M. Fradi's Resumee.docx](#)



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Dearborn Commissions Departments

Community Relations

Home Address

5225 Jonathon Street, Dearborn, MI, USA

Zip Code

48126

Phone

19096522756

Email

mfradi@hotmail.com

Years of Residency in Dearborn

20

Occupation

Artist

Business Address

N/A

Level of Education

Master Degree

Name of Educational Institution & Graduation Year

MFA. Academy of fine Art. University of Baghdad, Iraq.

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Are you a veteran?

No

Memberships, Civic Activities, and Awards Received

Throughout my career, I have been deeply involved in the advancement of fine arts and arts education both internationally and in the United States. I have contributed to the artistic community as an instructor, mentor, illustrator, and exhibiting artist, participating in numerous gallery exhibitions and cultural programs that promote creative expression and cross-cultural understanding.

I have been honored to receive several distinguished awards recognizing my artistic work, including:

- Gold Prize, Almahas International Festival of Art (1993, Tunis)
- First Place, "Many Faces – One Future" (2002, Detroit, Michigan)
- Second Place, "Annual Jazz Festival" (2009, Detroit & Chicago)

In addition to these awards, I have remained committed to civic engagement through arts instruction, mentorship of emerging artists, and participation in community-based exhibitions and cultural initiatives.

Do you Have a Resume?

Yes

Submitted on Feb 20, 2026

OFFICE OF THE 35TH CITY COUNCIL



CITY CLERK, DEARBORN MI
2026 MAR 23 PM4:49

IMMEDIATE EFFECT

To: City Clerk

From: City Council

Date: February 24, 2026

Subject: Council appointment to Dearborn Arts and Culture Commission

The Dearborn City Council hereby certifies the following appointment to the Dearborn Arts and Culture Commission, for a two-year term, with immediate effect:

SAM SHAMSEDEAN

3300 Vassar St.
Dearborn, MI 48124
Sam.shamsedean@gmail.com
313-433-3999

Term ending: 06/30/2028

Michael T. Sareini
Council President

Attachment: Qualifications

OFFICE OF THE 35TH CITY COUNCIL



IMMEDIATE EFFECT

To: City Clerk
From: City Council
Date: February 24, 2026
Subject: Council appointment to Dearborn Arts and Culture Commission

CITY CLERK, DEARBORN MI
2026 MAR 13 PM4:06

The Dearborn City Council hereby certifies the following appointment to the Dearborn Arts and Culture Commission, for a two-year term, with immediate effect:

SAM SHAMSEDEAN

3300 Vassar St.
Dearborn, MI 48124
Sam.shamsedean@gmail.com
313-433-3999

Term ending: 12/31/2027

Michael T. Sareini
Council President

Attachment: Qualifications



SAM SHAMSEDEAN

1810 MASSACHUSETTS ST • DEARBORN, MI, 48124

✉ Sam.Shamsedean@gmail.com

🌐 SamShamsedean.myportfolio.com

☎ 313.433.3999

SUMMARY OF QUALIFICATIONS: Art Direction • Social • Web • Video • OLA • Print

Detail oriented team player and/or a one man team. Organized, flexible, able to meet deadlines in a fast paced environment. Innovative thinker, problem solver, and solution creator enhancing client brand experiences. Conceptually, traditional to digital 360 campaign aware.

WORK EXPERIENCE:

ELEVATE FORT WORTH, TX

06/2023-Present Creative Director

- Remote position leading all design, animation and production for social, display, email, direct mail, and website content. Working close with strategy and analytics to optimize customer experience.

FREELANCE DEARBORN, MI

01/2019-Present Creative Director

- Worked for award winning ad agency MRM on there GM Rewards Card team.
- Hired by Mort Crim Communications (MCCI), Inc. to art direct, design, animate, and program Google AdWords HTML5 OLA banner ads for the Michigan Census Campaign of 2020. Other tasks included art direction at photo shoots, social media Facebook video ads, outdoor billboard displays, and city bus vehicle wraps.
- Concept and developed logo designs, brand identities, and style guides for a variety of businesses. Companies: Orbit Mortgage, Kallio Photography, True Built, Business Tech Pro Group (BTPG), The Chiropractic Studio, Sky Auto Sales, Oil Exchange, Rex Packing, Sals Pizza, and many others.

GTB / TEAM DETROIT / WUNDERMAN JWT DEARBORN, MI

09/2006 - 12/2018 Associate Creative Director

- Produced and presented campaign work for internal creative executives and external clients.
- Consistently researched and developed new methods of streamlining the creative process with the latest software tools and techniques.

GLOBAL HUE SOUTHFIELD, MI

04/2002 - 09/2006 Art Director

- Worked alongside entire development team in an energetic and creative environment.

PRINT & WEB EXPRESS DEARBORN, MI

01/2000 - 06/2004 Graphic Designer

- Maintained accurate specs, adhering to digital and traditional art specification standards.

EDUCATION:

College for Creative Studies (CCS)

Bachelor of Fine Arts in 2000

Graphic Design Major / Fine Art Minor

REFERENCES:

STUART O'NEIL

SVP Group Creative Director
Leo Burnett Rochester, Michigan
[linkedin.com/in/stuoneil](https://www.linkedin.com/in/stuoneil)

GREG BRAUN

Dp., Global Chief Creative Officer
Commonwealth/McCann
Huntington Beach, California
[linkedin.com/in/greg-braun-7b69727](https://www.linkedin.com/in/greg-braun-7b69727)

ILYA HARDEY

Creative Director
GTB, Dearborn Michigan
[linkedin.com/in/ilyahardey](https://www.linkedin.com/in/ilyahardey)



Dearborn Commissions Application

undefined

First Name

Sam

Last Name

Shamsedean

Why do you want to join this commission?

I graduated from CCS (College for Creative Studies) in 2000 with a bachelors in Fine Arts. Had a scholarship through Fordson High School under the late Lofton Fritz. Art has always been my life - I would like to give back to this community in any way I can related to art.

Commissions & Boards

Arts & Culture Commission

Submission Date

20th February 2026

Resume

[SamShamsedean_Resumes_2026.pdf](#)



Dearborn Commissions Departments

Community Relations

Home Address

3300 Vassar St, Dearborn, MI, USA

Zip Code

48124-3538

Phone

 13134333999

Email

sam.shamsedean@gmail.com

Years of Residency in Dearborn

47

Occupation

Creative Art Director

Company

Sambam Studios LLC

Length of Service

28

Business Address

3300 Vassar Street

Level of Education

College Degree

Name of Educational Institution & Graduation Year

College for Creative Studies 2000

Are you a veteran?

No

Memberships, Civic Activities, and Awards Received

2025 Think Big Elevate Award

2015 OBIE Final

2009 D Show Award for the Mustang Customizer on Yahoo
Homepage

Do you Have a Resume?

Yes

Submitted on Feb 20, 2026

**CITY OF DEARBORN
OFFICE OF MAYOR
ABDULLAH H. HAMMOUD**



TO: CITY COUNCIL
FROM: MAYOR ABDULLAH H. HAMMOUD
SUBJECT: APPOINTMENT - DEARBORN ARTS AND CULTURE COMMISSION
DATE: MARCH 11, 2026

CITY CLERK, DEARBORN MI
2026 MAR 23 PM 4:50

Pursuant to Dearborn City Code of Ordinance Section 2-456 and City Charter Section 10.9, the Mayor shall appoint members of the Dearborn Arts and Culture Commission, subject to approval by the City Council. Recommendation for the approval of this appointment is made to serve:

Name: Nasri Sobh

Status: Appointment

Term Duration: 3 Years

Term Ending: June 30, 2028

Filling a Vacancy for: N/A

Attendance: N/A

Phone: (313) 670-9722

Email: nmsobh@gmail.com

Mailing Address: 900 North Rosevere Street, Dearborn, MI 48128

A handwritten signature in black ink, appearing to read "Abdullah H. Hammoud", written in a cursive style.

Abdullah H. Hammoud
Mayor

cc: Community Relations
cc: Law Department

**CITY OF DEARBORN
OFFICE OF MAYOR
ABDULLAH H. HAMMOUD**



TO: CITY CLERK
FROM: MAYOR ABDULLAH H. HAMMOUD
SUBJECT: APPOINTMENT - DEARBORN ARTS AND CULTURE COMMISSION
DATE: MARCH 11, 2026

I hereby certify that the following appointment has been made to the Dearborn Arts and Culture Commission in accordance with the provisions of Code of Ordinance Section 2-456 and Dearborn City Charter Section 10.9.

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

Name: Nasri Sobh

Status: Appointment

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Abdullah H. Hammoud
Mayor

cc: Community Relations
cc: Law Department



Dearborn Commissions Application

undefined

First Name

Nasri

Last Name

Sobh

Why do you want to join this commission?

I believe the arts are a powerful tool for building community and connection, and celebrating our shared culture. My lifelong involvement in music and the arts has shown me their real impact on individuals and communities. As the manager of the Jawqa Vocal Ensemble, I witness firsthand how participation in and the experience of the arts promote creativity and strengthen our sense of belonging and community.

In a time when divisions seem to be growing, I see the arts as a special way to unite, educate, and support each other. I am especially passionate about supporting youth and students, believing that access to the arts can transform lives and empower future generations.

My professional and educational experiences have provided me with a wide range of skills that I bring to any leadership role. As a member of the Dearborn School Board, I have worked to shape policies, advocate for youth programs, and build consensus among diverse stakeholders. My legal and corporate background has given me a strong foundation in governance, compliance, and strategic decision-making, while my experience in programming and nonprofit work has helped me develop creative solutions and lead community initiatives.

Commissions & Boards

Arts & Culture Commission

Submission Date

12th March 2026

Resume



Nasri Sobh - Resume.docx

Dearborn Commissions Departments

Community Relations

Home Address

900 North Rosevere Street, Dearborn, MI, USA

Zip Code

48128

Phone

 13136709722

Email

nmsobh@gmail.com

Years of Residency in Dearborn

5

Occupation

Attorney

Company

Detroit Economic Growth Corporation

Business Address

N/A

Level of Education

Doctorate Degree

Are you a veteran?

No

Memberships, Civic Activities, and Awards Received

Vice President, Dearborn Board of Education
Manager, Jawqa Vocal Ensemble
Co-Director of Events, National Arab American Bar
Association-MI

Do you Have a Resume?

Yes

Submitted on Mar 12, 2026

NASRI M. SOBH

Dearborn, MI • (313) 670-9722 • nmsobh@gmail.com

EDUCATION:

Wayne State University Law School, Detroit, MI

Juris Doctor, May 2020

Bar Admission: Michigan

- Governor's Scholar (full-tuition academic merit scholarship)
- Entrepreneurship and Business Law Society, Treasurer
- *Journal of Business Law*, Managing Editor of Internal Affairs
 - Conducted research and drafted a legal analysis on how advances in technology and social media affect the securities market and securities regulations.

Wayne State University Mike Ilitch School of Business, Detroit, MI

Master of Business Administration, Sports and Entertainment Management, May 2020

The University of Michigan-Dearborn, Dearborn, MI

Bachelor of Business Administration, Marketing, April 2017

EXPERIENCE:

Dearborn Public Schools, Dearborn, MI

Board Trustee, October 2025 – Present

Henry Ford College, Dearborn, MI

Adjunct Professor - Business, January 2025 – May 2025

Board Trustee, October 2025 – Present

Detroit Economic Growth Corporation, Detroit, MI

Associate General Counsel, September 2023 – Present

- Advise and support internal staff creation and implementation of events, programs, and grant initiatives by drafting, reviewing, and negotiating various commercial agreements, RFPs, and program guidelines.
- Manage real estate, construction, loan, grant, and similar transactions, including but not limited to contract drafting and negotiation, due diligence, deal closings, and board presentations.
- Design and implement finance and development packages for the City of Detroit's public development authorities, ensure legal conformity, and minimize the probability of exposure.
- Collaborate with finance and program team to implement financial monitoring processes, including account reconciliation, tracking budgets to actuals, and ensuring expenditure appropriateness for grant and funding awards and subawards.
- Coordinate with senior leadership in legal, finance, and administration on various projects that support the full lifecycle of grants and contract administration.

Honigman LLP, Detroit, MI

Legal Project Management Specialist, August 2022 – December 2022

- Worked closely with firm's pricing function to understand the application of various pricing models, profitability, margins, bill rates to incorporate into budgeting and estimating.
- Created and presented budget-to-actual analysis reports throughout and after each matter.
- Created and presented process manuals, playbooks, and project plans to assist workflow.

Rocket Central, LLC, Detroit, MI

Counsel, October 2021 – August 2022

Contract Fellow, October 2020 – October 2021 (1-year fellowship program for Wayne Law graduates)

- Drafted and negotiated commercial contracts including non-disclosure agreements, master service agreements, purchase orders, submission agreements, SaaS agreements, and sports and entertainment vendor sponsorship agreements.

- Created and implemented new contract templates for intercompany agreements and vendor NDAs.
- Sorted, analyzed, and presented data from Azure DevOps dashboards to track contract lifecycle metrics and reduce lead and cycle time for NDAs and MSAs.
- Worked directly with the procurement team and product managers to negotiate vendor redlines to fulfill all business needs and priorities.
- Negotiated and secured Rocket brand deals with professional artists, athletes, and influencers.
- Led a research and investigations team to compile risk reports on existing and potential partners.
- Understanding of data privacy policies (GDPR, CCPA, TCPA).

Bush Seyferth PLLC, Troy, MI

Law Clerk, October 2019 – March 2020

- Conducted research and drafted memoranda to assist attorneys in winning a class action suit and settling several complex product liability suits, saving our clients over \$20 million collectively.
- Created and implemented firm-wide tracking and filing procedures for pending and current trials.

NLS Consultants, LLC, Southfield, MI

Strategic Coordinator Intern, April 2019 – August 2019

- Developed and implemented activations to satisfy ‘game day’ operations – sponsorships, partnerships, gifting, and philanthropic requests.
- Provided comprehensive strategic brand development for athletes, artists, and corporate clients.
- Negotiated endorsement deals, performance contracts, and licensing agreements on behalf of athletes and artists, ensuring favorable terms and brand alignment.

Afor Concepts, Dearborn, MI

Administrative Assistant, Assistant Project Manager June 2013 – June 2017

- Assisted in franchise development of Yogurtopia, LLC and Brome Modern Eatery including project managing construction and design worth over \$250K per retail location.
- Assisted in creating, implementing, and tracking progress of operational and financial policies and procedures including an Employee Handbook and all relevant training material.

VOLUNTEER:

Jawqa Vocal Ensemble, Dearborn, MI

Manager February 2025 – Present

- Provide strategic and operational leadership for a community choir, coordinating rehearsals, performances, musicians, and venues to deliver high-quality cultural events.
- Drive ensemble growth by booking performances, managing funding and sponsorship efforts, and leading marketing and community outreach.

Lebanese Collegiate Network, United States

President June 2019 – May 2021

- Managed logistics to host developmental events nationwide for over 500 members.
- Created new Alumni Relations Committee to help increase alumni membership by over 100%.

SKILLS:

- Multi and cross-functional team experience
- Coordination/project management skills
- Ability to recognize key issues and factors in extensive and complex data
- Strong presentation, communication, and interpersonal skills
- Proficient in Microsoft Suite, Azure DevOps, HighQ, DocuSign, and GEP
- Ability to guide strategic decision-making and policy development
- Knowledge of budget management and financial oversight
- Evaluating programs and initiatives for effectiveness

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Status: Appointment

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Filling a Vacancy for: N/A

Attendance: N/A

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