

OFFICE OF THE COUNCIL

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BRANDON McCULLOUGH, President
MARTHA PTASHNIK, Vice President
CARRIE BUDZINSKI
ROB GJONAJ DONOVIC
JIM JOLLY
SCOTT MORGAN
LAURA M. TOY



33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154-3097
(734) 466-2250
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OFFICE OF THE COUNCIL

**ELECTRONIC AGENDA PACKET FOR
THE REGULAR MEETING OF
MONDAY, JANUARY 29, 2024
7:00 P.M.**

**The electronic agenda is compiled, produced and
distributed by the City Council Staff.**

(734) 466-2250

The official documents are on file in the City Clerk's office.

**1985th Regular Meeting Agenda of the Council of the City of Livonia
Monday, January 29, 2024**

7:00 p.m. - City Hall Auditorium
33000 Civic Center Drive, Livonia, Michigan

CALL TO ORDER

INVOCATION/PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENTATION OF MINUTES – Regular Meeting Minutes of January 17, 2024

AUDIENCE COMMUNICATION

REPORTS FROM THE MAYOR AND OTHER CITY OFFICIALS

- a. [Communication from the Office of the Mayor, dated January 19, 2024, re:forwarding the Annual Report for the Fiscal Year 2022-2023, reflecting the finances and administrative activities in the City.](#)
- b. [Communication from the Department of Parks and Recreation, dated December 13, 2023, re: fee changes approved by the Parks and Recreation Commission for the last two quarters of 2022 and 2023.](#)
- c. [Communication from the Department of Finance, dated January 11, 2024, re: forwarding the Departmental Purchases Report, for the months ending November 30, 2023 and December 31, 2023.](#)

CONSENT AGENDA

1. [REQUEST TO APPROVE LOCATION AND SCHEDULE OF DATES AND TIMES FOR THE 2024 BOARD OF REVIEW MEETINGS, AS WELL AS COMPENSATION RATES FOR MEMBERS: Department of Assessment, re: per the requirements of State of Michigan Statute MCL 211.30.](#)
2. [REQUEST TO APPROVE HOURLY RATE INCREASES: Department of Civil Service, re: for the classifications of Highschool Co-Op, College Co-Op, and Seasonal Clerk.](#)
3. [AWARD OF BID: Department of Community Resources, re: for the printing of the City of Livonia's 2024 Connections Magazine, from budgeted funds.](#)
4. [REQUEST FOR AUTHORIZATION TO WAIVE THE SEALED BID PROCESS AND PURCHASE FROM SOLE SOURCE PROVIDER: Department of Information Systems, re: for the purchase of ThinkGard Backup and Disaster Recovery Solution, for a period of three years, in an amount not to exceed \\$53,114.40 annually, from budgeted funds.](#)
5. [AWARD OF BID: Department of Parks and Recreation, re: for purchase of Calcium Hypochlorite \(chlorine\) for the Kirksey Recreation Center pools, Botsford pool, Clement Circle Pools and Shelden pool, from budgeted funds.](#)
6. [REQUEST FOR AUTHORIZATION TO WAIVE THE SEALED BID PROCESS AND PURCHASE FROM SOLE SOURCE PROVIDER: Department of Parks and Recreation, re: for insecticide, fungicide, pesticide, herbicide and fertilizer needed for the 2024 golf season to maintain Fox Creek, Whispering Willows and Idyl Wyld golf courses, from budgeted funds.](#)

UNFINISHED BUSINESS

7. REQUEST TO WAIVE THE DRIVEWAY ORDINANCE REQUIREMENT: Kunal Bindra, re: to waive City Ordinance 12.04.205 (1), Curb cuts, from a maximum of twenty-five (25) feet to twenty-seven (27) feet.
8. ROLL CALL: Proposed Amendment to the Livonia Code of Ordinances, as amended: Department of Law, re: to Title 3, Chapter 04 (Financial Procedures), Section 200, to add per diem language.
First Reading given by Council Vice President Martha Ptashnik on January 17, 2024.

NEW BUSINESS

AUDIENCE COMMUNICATION

NOTICE(S)

In accordance with Title II of the American with Disabilities Act as it pertains to access to Public Meetings, the City Clerk's Office of the City of Livonia, upon adequate notice, will make reasonable accommodations for persons with special needs. Please call (734) 466-2236 or email clerk@livonia.gov if you need assistance. Council agendas are available on the City's website – www.livonia.gov - under Your Government, City Council, Agendas & Minutes.

LORI L. MILLER, CITY CLERK



LETTER TO THE LIVONIA CITY COUNCIL

Mayor's Office
January 19, 2024

MEETING DATE

R0212224

PREPARED BY

Janice Nowicki, Executive Assistant to the Mayor - Program Supervisor,

AGENDA ITEM

a. Communication from the Office of the Mayor, dated January 19, 2024, re: forwarding the Annual Report for the Fiscal Year 2022-2023, reflecting the finances and administrative activities in the City.

BACKGROUND DETAILS

Dear City Council,

Please see the attached copy of the City of Livonia's 2023 Annual Report.

Thank you,
Maureen Miller Brosnan
Mayor

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

Receive and file.

ATTACHMENTS

1. City of Livonia Annual Report 2023

APPROVED BY

A handwritten signature in cursive script that reads "Michael T Slater".

Michael Slater, Finance Director

Date: January 19, 2024

A handwritten signature in cursive script that reads "Maureen Miller Brosnan".

Maureen Miller Brosnan, Mayor

Date: January 22, 2024



City of Livonia

ANNUAL REPORT 2023

ACCELERATING THE VISION

A Message from **MAYOR MAUREEN MILLER BROSNAN**

Thank you for taking time to review “Accelerating the Vision: City of Livonia 2023 Annual Report” you will see highlights of the many ways the more than 600 City employees have worked to accelerate the city’s progress by providing positive connections in the lives of our residents.

This report is a celebration of their collective achievements. Here are some notable accomplishments:

- We raised the money needed to **build a new Livonia Senior Wellness Center** that will provide more safe, accessible activity space for our growing senior population with the help of federal, state and county partners. We are excited to break ground in 2024 on this new facility, which will be attached to the Kirksey Recreation Center. This project is the catalyst for the resident-built dream of a vibrant, bikeable, walkable downtown/civic center at the corner of Five Mile and Farmington Roads called Livonia Vision 21.
- In the aftermath of several prolonged power outages, our Leadership Team engaged DTE Energy executives via in-person meetings and continuous follow-up to **advocate for more reliable electrical service** for their customers in Livonia. As a result, DTE developed and shared plans to patrol, inspect, replace equipment and trim trees to improve service at the eight worst-performing circuits across the city. We also ensured that DTE prioritized the city’s critical assets – public safety, senior and congregate care facilities – and identified prime contacts to quickly connect on any future issues. Additionally, DTE committed to bury electric lines and install larger, stronger poles.

- If you drove past Bicentennial Park last year, I hope you stopped to **enjoy the new Ben Celani Play Area**, designed for kids of all ages and abilities. We celebrated the new park with a ribbon cutting in May against the backdrop of children laughing and playing at the new barrier-free, fully accessible play area. A senior fitness structure and extended paved parking lot were also part of the intergenerational project, with a restroom being installed in November and a pavilion being added this coming year. In addition to the accessibility, the play area provides more level footing by featuring artificial turf instead of natural grass. This project, made possible in large part due to a generous donation from the Celani Family and a grant from Wayne County, is one of the first of its kind in Michigan.

- We have made great strides in hiring on many fronts, with a focus on adding more police officers and firefighters. In 2023, we also **filled two critical Leadership positions**, welcoming Kristen Edson as our new Library Director and bringing back Jim Inglis as Interim Director of Livonia Housing.

I invite you to take a look at the following pages for a glimpse at all we have achieved. And join me as we continue to accelerate the vision for our City’s future growth and development.

Maureen Miller Brosnan



Livonia celebrated the first-ever Pride Fest on the grounds of City Hall in June.

INDEX

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LIVONIA.GOV

Construction on Livonia's new **Senior Wellness Center** will begin this coming year, something that couldn't happen without the work done in 2023 to put together the design and to gather the "big checks" shown on this page.

The \$21.9 million new Senior Wellness Center, adjacent to the Kirksey Recreation Center, will replace our outdated, failing senior center that was built in 1964, has poor HVAC systems, not enough flexible space, and limited accessibility. An independent assessment of the building showed \$7.5 million in facility needs in the old senior center over the next 10 years.

The new facility will provide healthier, safer spaces for older adults to enjoy, replacing the activities and programs. It will also allow the old building to be demolished, providing a catalyst for a reimagined city center identified in Livonia Vision 21.



LEVELING UP

- New, more welcoming spaces will be created, inviting greater use by older adults and providing an opportunity for patrons to also use the workout facilities at the Recreation Center
- A new, more efficient floorplan will allow programs and activities the flexibility to grow to meet growing needs, with moveable walls, a larger kitchen and dining room, café and lounge, etc.
- A separate, circular drive and covered canopy entrance will welcome Senior Wellness patrons, along with a dedicated parking lot apart from the Recreation Center



TOGETHER WE SERVE

Arts Commission
 Board of Ethics
 Board of Review
 Board of Trustees -
 Employees Retirement System
 Brownfield Redevelopment Authority
 Building Code Board of Appeals
 Citizens Road Advisory Committee
 Civil Service Commission
 Commission on Aging
 Economic Development Corporation
 Election Commission
 Greenleaf Commission
 Historic Preservation Commission
 Historical Commission
 Housing Commission
 Human Relations Commission
 Library Commission
 Local Officers Compensation
 Commission
 Municipal Building Authority
 Parks & Recreation Commission
 Planning Commission
 Plymouth Road Development Authority
 Traffic Commission
 Tree City Committee
 Water & Sewer Board
 Youth Commission
 Zoning Board of Appeals

The Mayor, alongside other City officials, are responsible for nearly 200 appointments across the City's 28 boards and commissions. The longest-tenured commission member has been serving for more than 43 years! Others, like the 14 members appointed in the last year, are just getting started in their service to the City of Livonia.

Visit GetInvolvedLivonia.com to apply to be a member on a City board or commission, join the Livonia Service Corps or get connected with other volunteering opportunities in the City of Livonia.



BY THE NUMBERS

Boards and Commissions	27	
Boards and Commissions members	154	↓
Total Service Hours	2,774	↓
Average total service hours per person	17.9	↓
New appointments	9	↑
Reappointments	31	
Cumulative years of service	1,292	↑
Average years of service per person	8.3	↑

The **Assessment Department** is responsible for the valuation of all residential, commercial, industrial and personal property in the City of Livonia. The department provides assessed and taxable property values, lot information and property tax exemptions. The Assessment Department reviews all property types each year to create uniform and equitable property valuations by verifying accurate measurements and properly recording property characteristics.



204 Exemptions were granted to Livonia veterans

Did You Know?



Livonia has the lowest city tax rate in Wayne County: 13.178 mills

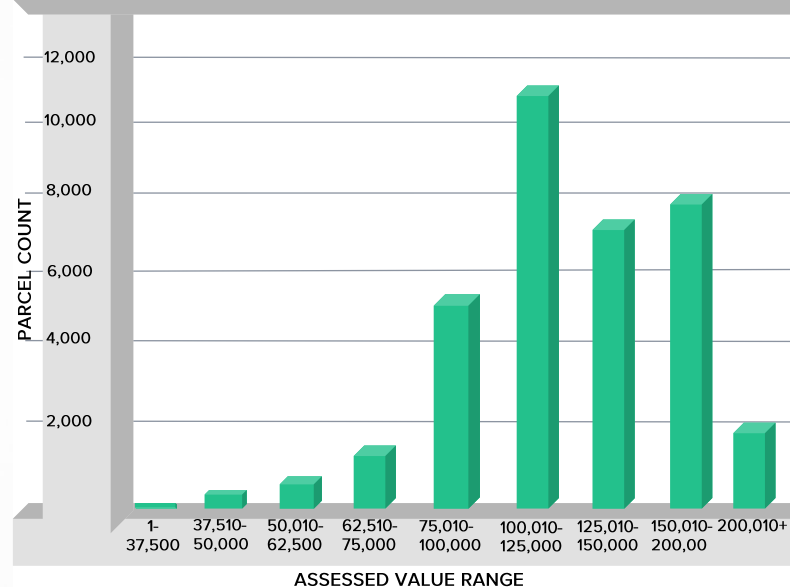
AD VALOREM VALUE TOTALS

REAL ESTATE/ PROPERTY	STATE EQUALIZED VALUE 2023	% CHANGE FROM 2022	TAXABLE VALUE 2023	% CHANGE FROM 2022
RESIDENTIAL	4,823,351,000	9.66% ↑	3,555,969,470	6.76% ↑
COMMERCIAL	1,047,688,600	6.78% ↑	880,080,095	6.56% ↑
INDUSTRIAL	319,902,100	4.45% ↑	284,843,135	5.91% ↑
PERSONAL	283,693,600	-5.62%	283,693,600	-5.62%
TOTALS	6,465,635,200	8.16% ↑	5,004,586,300	5.89% ↑

LARGEST TAXPAYERS

TAXPAYERS	TOTAL TAXABLE VALUE	TAXES AT 2022 MILLAGE RATES
ASHLEY CAPITAL	51,100,713	\$3,004,351
DTE ELECTRIC CO.	45,234,443	\$2,652,829
CONSUMERS ENERGY	43,994,896	\$2,563,467
SCHOSTAK BROTHERS	33,433,442	\$1,977,700
FORD MOTOR CO.	24,907,939	\$1,464,505
AMAZON	35,918,200	\$1,303,881
ARC - VICTOR PARKWAY OFFICE	15,508,058	\$912,334
DEMBS-ROTH INDUSTRIAL DEV	14,419,864	\$858,660
MILLENNIUM LIVONIA LLC	13,778,193	\$810,567
COLLEGE PARK - SCHOOLCRAFT	13,575,484	\$798,641
TOTAL	291,871,232	\$16,346,935

RESIDENTIAL ASSESSMENT RANGE



BUSINESS LICENSES

(26 TYPES OF LICENSES ISSUED)

TYPE	NUMBER OF LICENSES ISSUED	
Mechanical amusement devices	14	↑
Pool/billiard room	5	
Bowling alley	2	
Dancehall or dance school	2	
Employment agency	8	↑
Gas service station	14	
Handbill distributor	7	↑
Hotel	15	↑
Dry cleaning, pressing, or laundry	4	
Pawn shop	2	
Lawn or landscaping/tree service	15	↑
Jewelry store/precious gem or metal	6	
Produce merchant	3	
New restaurants	13	↑
Sauna	1	
Scavenger	3	
Second-hand merchant	10	↑
Firing range	1	
Skating or roller rink	1	
Snow removal business	13	↑
Private swimming pool club	2	
Movie theater	2	
Itinerant restaurant (food vendors at events)	22	↑
Merchants at events (no storefront)	14	↑
Used car dealership	4	
Total Licenses Issued	183	↑
Revenue Collected	\$66,018.90	↑



The Clerk's Office installed five additional absentee ballot drop boxes across the City.

The **City Clerk** is an elected official who serves the community for a four-year term. Powers and duties of the Clerk are outlined in the City Charter and Michigan statutes.

The Clerk is assisted by the Deputy Clerk and a staff of six, who are trained specialists in delivering a variety of services to the citizens of Livonia.

The Clerk administers oaths, issues death and birth records, serves as clerk to City Council, handles all City mail, and keeps permanent records.

2023 STATS



772 ↑
BIRTH
RECORDS



2,007 ↑
DEATH
RECORDS



501 ↓
DOG PARK
PASSES
ISSUED



2,203 ↑
PET
LICENSES
ISSUED



4,996 ↓
VOTER
REGISTRATIONS



19,133 ↓
ABSENTEE
BALLOTS ISSUED

The **City Council** is a seven-member, part-time body elected at-large by the residents of Livonia.

Four Council members are elected every two years. The three receiving the highest number of votes are elected to four-year terms. The fourth highest vote-getter is elected to a two-year term. The person receiving the most votes is the President and the one with the second-most votes is Vice President.

The City Council has four major responsibilities:

- Approve work on all roads, sewers and drains, sidewalks and streetlights in the City
- Enact City ordinances
- Oversee the budget and approve expenditures
- Approve zoning of all land



Livonia City Council

Jim Jolly, President

Laura M. Toy, Vice President

Scott Bahr

Rob Gjonaj Donovic

Brandon McCullough

Kathleen E. McIntyre

Scott Morgan



BY THE NUMBERS

Regular Council meetings	24	
Agenda items	384	↑
Study meetings	24	
Agenda items	287	↑
Special meetings	0	↑
Public hearings	7	↑
Agenda items	12	↑
Committee meetings	22	↑
Agenda items	34	↓



BY THE NUMBERS

Tax bills issued for the 2023 tax season	82,534	↓
Residents who pay their own property tax bills	56%	
Residents whose tax bills paid by mortgage companies	44%	
Property owners who pay taxes electronically	2,062	↓
Tax bill reminders mailed	4,735	↑
Livonia business locations filed for bankruptcy	7	↑
Tax and water transactions accepted at counter (daily average)	143	↑

Did You Know?



**In 2023, the City collected
\$705,780
in delinquent personal property
taxes on behalf of all taxing entities.**

The **Treasurer's Department** is responsible for the collection, disbursement and custody of all revenues belonging to and held in trust by the City. Funds collected by City agencies are transmitted to the Treasurer, where they are audited, recorded, deposited and reported daily to the Finance Department.

The Treasurer, Deputy Treasurer and four staff members issue the twice-annual tax bills, mail out reminder notices on unpaid tax bills, issue invoices for ordinance violations and special assessments, as well as the collection for all of these items, among other duties.

TAX LEVY BREAKDOWN

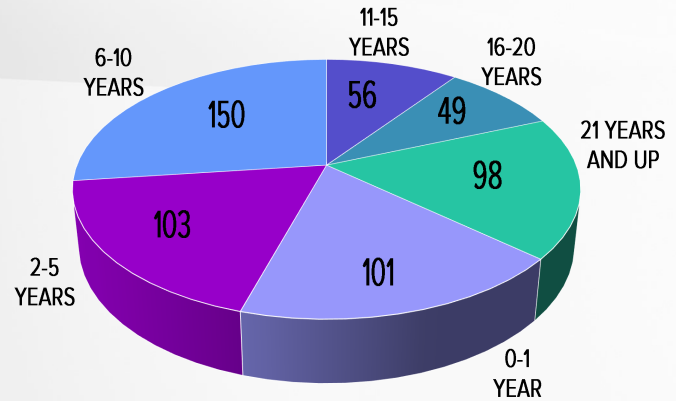
	TOTAL
CITY OF LIVONIA	\$62,674,826
LIVONIA PUBLIC SCHOOLS	\$51,840,855
RESA SPEC ED	\$16,006,440
RESA OPERATING	\$457,375
CLARENCEVILLE SCHOOLS	\$2,750,990
OISD SPEC ED	\$757,344
OISD OPERATING	\$47,826
STATE EDUCATION TAX	\$30, 821, 584
SCHOOLCRAFT COLLEGE	\$11,441,648
WAYNE COUNTY	\$32,951,553
WAYNE COUNTY JAIL	\$4,450,563
WAYNE COUNTY PARKS	\$1,161,239
HURON CLINTON AUTHORITY	\$984,314
ZOO AUTHORITY	\$471,599
ART INSTITUTE	\$944,241
PRDA	\$796,341
WC RESA ENHANCEMENT	\$9,511,790
SPECIAL ASSESSMENTS	\$2,821,523
TOTAL	\$230,352,051

The **Civil Service/Human Resources Department** ensures all individuals receive a fair and equal opportunity for public service employment through established recruiting and hiring programs. The team strives to promote a diverse workforce and foster a healthy, safe and productive work environment for all employees.

The department manages benefits, policies, and programs and provides expert consultation, resources, services, and solutions for employees. Our goal is to provide exceptional service to our employees and retirees.

To apply for City of Livonia jobs, visit [Governmentjobs.com/careers/Livonia](https://www.governmentjobs.com/careers/Livonia).

CITY OF LVONIA EMPLOYEES YEARS OF SERVICE



CITY EMPLOYEES		
Union	Number of Employees	
LCOA	34	
LPOA	119	↑
LFFU	86	↑
Local 192	175	↑
Local 1917	18	↑
Unrepresented workers	155	↓
Total	587	↓

LEVELING UP

- Handled more than 2,259 job applications in which is up 25% from 2022
- Through contract negotiations, the City celebrated Martin Luther King Jr. Day for the first time in its history
- Civil Service reached out to engage a neurodiverse team of workers through Livonia Public Schools’ Garfield Skill Center. They worked in DPW and Civil Service



Did You Know?

We have 813 active retirees across 28 states!

2023 STATS



4,614
VIEWS FOR
LIVONIA TV'S
"HISTORY LIVES"
SERIES



63,000+
VIEWS ON CITY OF
LIVONIA YOUTUBE
CHANNEL



625,995
UNIQUE VISITORS
TO LIVONIA.GOV



3.26
MILLION
REACH ACROSS ALL
LIVONIA SOCIAL
MEDIA PLATFORMS



17.5%
INCREASE IN
"FOLLOWERS"
ON LIVONIA
COMMUNITY
FACEBOOK PAGE



308,600
IMPRESSIONS ON
LIVONIA COMMUNITY
FACEBOOK POST ON
I-275
CONSTRUCTION

10 MOST VISITED LIVONIA.GOV PAGES

1. Livonia.gov home page
2. Kirksey Recreation Center
3. Online Property Inquiries
4. Water and Sewer Billing
5. Calendar
6. Weekly Trash Collection Information
7. 16th District Court
8. Livonia Parks and Recreation
9. Kirksey Recreation Center Membership Information
10. Online Payments

The Department of Communications delivers access to information about City services and resources on multiple platforms. The nine-member team designs and publishes engaging multimedia content through the City's website, social media channels and email lists. The team also includes the Livonia Television staff, which produces programs for Livonia's government access channel and other media.



**121,500 COPIES OF CONNECTIONS
MAGAZINE MAILED TO LIVONIA RESIDENCES**

Did You Know?



**73.7% of followers on Livonia
Community Facebook are women,
with 20.1% of those being in
the 35-44 group.**

LEVELING UP

Livonia's Emergency Preparedness Department is responsible for making Livonia a community where sound protocols are implemented to protect lives, property and the environment.

Working with all city departments, the Director coordinates local, State and Federal resources to mitigate, prevent, respond to or recover from an emergency or disaster, while also providing community resources.

Primary responsibilities include planning, training, equipment procurement, exercise and the management and administration of Livonia personnel, volunteers and resources charged with responding to major incidents.

The department oversees the Community Emergency Response Team (CERT).

- Livonia Emergency Preparedness offered training for 1,428 people from across Michigan, focusing on hazards that businesses and municipalities face, including active violence encounters, building threat assessment teams, verbal diffusion and handling violent people.

- The Emergency Preparedness Director is in direct communication with DTE Energy to troubleshoot city issues during power outages, employing the Incident Command System and helping develop action steps.



The Livonia Community Emergency Response Team (CERT) was activated 28 times in 2023.

Livonia DTE ENERGY ACTION STEPS REPORT CARD			
UPDATE FROM CITY OF LIVONIA/DTE MEETING - WEDNESDAY, AUG. 9, 2023			
UNRELIABLE SERVICE ISSUES	CRITICAL INFRASTRUCTURE	INCIDENT COMMAND SYSTEM	COMMUNICATION
- DTE to target worst circuits, provide updates and plan outlines. - DTE to address key priority areas with tree trimming and repairs/upgrades. - DTE to investigate use of neighborhood generators for longer outages.	- DTE to reprioritize municipal buildings as critical. - DTE/City to establish the critical asset list and monitoring equipment to alert DTE to outages. - City to work with DTE to set up Rec Center connection to enable use of industrial-size DTE generator. - DTE to create dashboard for city's critical infrastructure.	- City and DTE team leaders to integrate Incident Command System. - Agree on Primary Contacts. - Set plan for guarding downed power lines using City resources.	- DTE develop and share 1- or 2-page action plan for residents. - DTE to develop scorecard to measure post-storm response. - DTE/City to reconvene for follow-up in 30-45 days. - DTE to pilot restoration page specific to Livonia for access by Emergency Preparedness. - DTE/City engineering teams to plan to bury power lines and set strategy for meeting needs of Livonia Vision 21 by improving voltage on Yost Circuit.
DTE's service restoration goal is 48 hours.		City to alert DTE when activating Emergency Operations Center.	
ADDRESSED	PARTIALLY ADDRESSED	NOT ADDRESSED	

Did You Know?



Livonia CERT is among the biggest teams in southeast Michigan, logging 859 volunteer hours in 2023!



Worked with the Mayor's Office to attract and oversee \$19 million in funding for the new Senior Wellness Center

2023 STATS



\$71.5 MILLION
BALANCED GENERAL
FUND BUDGET



\$1.3 MILLION
CUMULATIVE ENERGY SAVINGS
FROM ELECTRIC CHOICE
PARTICIPATION



\$1 MILLION
REVENUE SHARING
FUNDS RECEIVED



\$9.9 MILLION
FEDERAL AWARDS SPENT
WITHOUT ANY
NONCOMPLIANCE ISSUES

The Finance Department is responsible for developing and implementing financial procedures to process transactions and prepare reports in compliance with governmental accounting standards.

Functions within the department include accounting, budgeting, purchasing, risk management, and water and sewer billing/collection, with a total staff of 23 people. The Department serves the Mayor, City Council and City departments to ensure a financially strong and effective city government.

BY THE NUMBERS

CATEGORY	2022	2023
Accounts payable checks	12,807	12,381
Payroll items	40,614	40,840
Water bills issued	168,579	169,805
Water bill autopay customers	5,948	6,515
Water e-bill customers	2,199	2,487

Did You Know?



The City has had a AA Bond Rating since 2001 that allows the City to borrow at low interest rates.

Livonia Fire & Rescue is dedicated to protecting and enhancing quality of life through public education, prevention and control in the areas of fire, rescue, medical emergencies, hazardous materials incidents and disasters. The department is made up of 89 full-time, professional firefighters and paramedics protecting homes, businesses and lives in our community 24/7. The department provides fire protection, prevention, inspection, emergency medical services, public education and all-hazard mitigation.

2023 STATS



13,596 ↑

LFD TOTAL
CALLS



11,206 ↑

EMS
CALLS



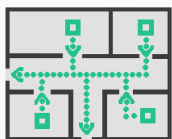
6:31 ↓

AVERAGE EMS
RESPONSE TIME



1,582 ↓

INSPECTION
ACTIONS



533 ↑

INDIVIDUAL PLAN
REVIEWS



34 ↑

FIRE
INVESTIGATIONS



2,390 ↑

FIRES AND
FIRE-RELATED
INCIDENTS



0 ↓

FIRES
DETERMINED TO
BE CRIMINAL



20,190

LFD TRAINING
HOURS

LEVELING UP

- Awarded five-year recertification as a Class 2 ISO Public Protection Rating. LFD is only one of 19 Class 2 Fire Departments in Michigan
- Took delivery of a 2023 F-250 command vehicle
- Hired three new Firefighter/Paramedics
- Hired four Paramedic Cadets who finished the Fire Academy and were promoted to Firefighter/Paramedic
- Trained over 500 City employees and community members in Stop the Bleed course, and installed 36 Stop the Bleed kits in all City buildings with an automated external defibrillator (AED)
- Sponsored our fourth high school student in the dual-enrollment fire academy at Schoolcraft College



Did You Know?



Livonia Fire & Rescue installed 78 10-year smoke detectors and 20 CO alarms in 29 residences through a State grant program.

LEVELING UP

Community Development Block Grant Program

- Delivered \$107,515 in loans and grants for home improvements
- Qualified first-time homebuyers received \$70,611 in down payment assistance
- Domestic violence assistance and/or mental health counseling services was provided to 149 residents
- Provided \$173,000 in funding for 10 small business grants and technical assistance training

TEFAP

- Helped 150 families with food assistance each month

Housing Choice Voucher Program

- Updated landlord information portal to allow access to information 24/7/365



Thanks to generous donations from our police and fire unions, City employees and community partners such as Alpha USA, we were able to create beautiful gift bags filled with love and deliver them to our deserving seniors as part of our Third Annual Adopt A Senior Program.

The **Livonia Housing Commission's** mission is to provide adequate housing and community development assistance, and to expand and preserve decent, safe, and affordable housing for low- and moderate-income families. Led by a team of 18 full-time and 18 part-time staff, the Commission is committed to providing quality services to our clients in an effective, efficient and respectful manner. The department also manages Livonia Transit services and Emergency Assistance programs.

The most essential function of the Livonia Housing Commission (LHC) is to identify, obtain, and administer federal, state and local resources to assist low- and moderate-income families with affordable housing and public services.

BY THE NUMBERS

MacNamara Towers	
New residents	16
Community improvements Refrigerators, washers and dryers	55+
Newburgh Village	
New residents	12
Community improvements Heating, air conditioners and hot water heaters	120+
Silver Village	
New residents	15

COMMUNITY TRANSIT BY THE NUMBERS

Passenger trips	18,000	↓
Driver service hours	13,000	↑
Driver miles	188,000	↓
New passengers	122	↑

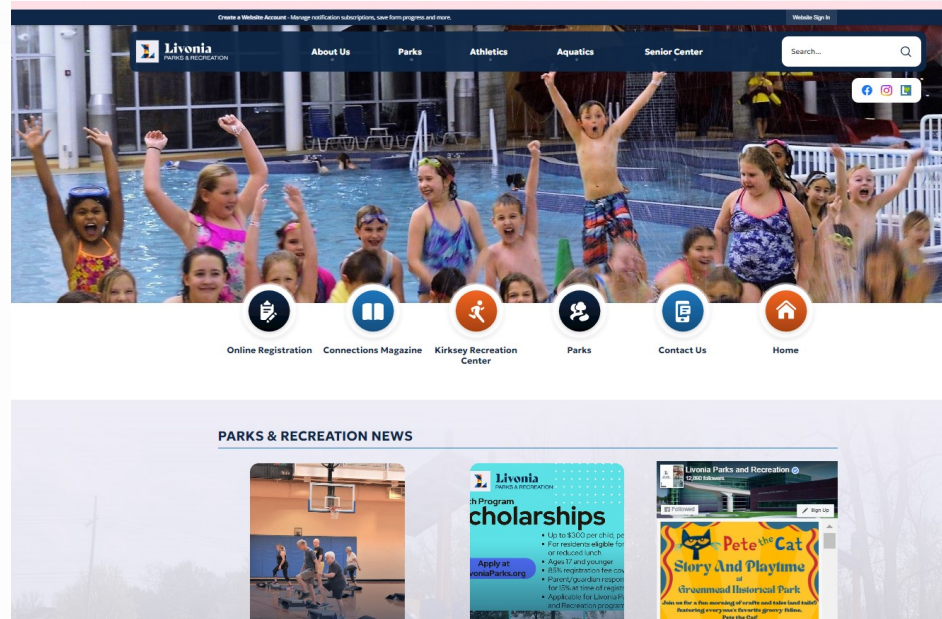
The **Information Systems Department** is responsible for the computer hardware and software used by the City. The IS Department assists other City Departments in evaluating, selecting and implementing computer systems. It also sets the standards for City computer systems.

The staff of the Information Systems Department consists of five employees with responsibility for computer and network, application software, telephones, website and internet, and geographic information systems.

LEVELING UP

- Added a chatbot to City website. Chatbot uses artificial intelligence to quickly find answers from our website to real-language questions asked by residents online
- Expanded use of Duo Multifactor authentication to all City Departments. This greatly improves the City's security posture against outside threats to our environment
- Expanded Cityworks use to track the maintenance and inspection of hydrants, watergates, water pressure valves, sewer manholes and sewer mains
- Developed templates to track and identify lead service lines and Act 222 forms related to sewer back up claims
- Developed workflow to digitize and share 10,033 sanitary manhole inspection records with DPW field staff
- Implemented WinCan software to track observations and reports of televised sanitary sewer lines
- Implemented UtiliSync 811 application for tracking and processing Miss Dig tickets. These changes have Eliminated paper processes and streamlined operations Throughout DPW

BY THE NUMBERS	
Computers managed	413
Computers replaced	41
Servers managed	35
Wireless access points	70
Help Desk tickets closed	2,513
City maps created/maintained	509
Map applications	20
Livonia.gov page views	625,995
Chatbot questions answered	4,917



Completed a redesign of Livonia.gov. Improved the main navigation to make things easier to find. Updated the look and feel and improved the overall design. Added custom pages for both Parks and Recreation and the Fire Department

BY THE NUMBERS

INSPECTION		
Inspections performed	45,302	↑
Permits issued	9,769	↑
Plan reviews	3,820	↑
Valuation of construction	\$145.9 million	↑
Total fees	\$2.9 million	↓
Rental licenses issued	1,382	↑
ORDINANCE		
Complaints and violations investigated	16,836	↓
Tall grass and weeds	2,159	↓
Business licenses	541	↑

The **Inspection Department** is dedicated to ensuring the construction of safe, sustainable, affordable and resilient structures. The department's 25 full-time employees focus on building inspection, plan review and ordinance enforcement.

Other areas of involvement include Zoning Board of Appeals, Building Code Board of Appeals, Community Development Block Grant Program, Cost Recovery Appeal Hearings, and various civic groups. The department also recommends new ordinances, issues permits, and investigates health, safety, and quality of life complaints.

Ordinance Enforcement works with residences and businesses to gain compliance with the City Zoning and Code of Ordinances for all nuisance and non-criminal violations that affect health, safety, welfare, and quality of life.

Did You Know?

The earliest known building code was written in 1772 BC by Hammurabi, King of the Old Babylonian Empire. The first building code in the United States (United Colonies) was established in 1625.



The **Law Department** represents the City in all lawsuits filed by or against the City. The department also offers legal advice to the Mayor, City Council, City Boards, Commissions, Committees and all City departments on issues such as employment, contracts, ethics, land use, real estate transactions and Freedom of Information Act requests. It represents the City in all misdemeanor criminal cases and municipal civil infractions that occur in the City.

The department includes the City Attorney, Chief Assistant City Attorney, two Assistant City Attorneys and two support staff.

All Civil litigation is also handled within the department, with a 2023 caseload of 28 civil lawsuits and 36 Michigan Tax Tribunal lawsuits.

Did You Know?



The Law Department is a full service law department that represents only one client, the City of Livonia. We do not represent individual residents.



BY THE NUMBERS

Misdemeanor warrants reviewed	1,167	↓
Civil infractions prosecuted	14,468	↑
Traffic misdemeanors prosecuted	1,080	↑
Non-traffic misdemeanors	7,353	↑
Jury trials	8	↑
Code of Ordinances amendments	9	↓
Livonia Zoning Ordinance amendments	4	↓

LEVELING UP

- Worked with the Treasurer's Office to track down delinquent taxpayers, generating \$83,080 in payments, contracts and judgments to the City
- Worked with the Administration and Department Heads to provide social media training and legal updates
- Handled the greater proportion of civil litigation, sparing the City the costs of routinely sending such matters to outside counsel
- Worked with the Engineering Department to prepare a Stormwater Management Ordinance in accordance with the Michigan Department of Environment, Great Lakes, and Energy (EGLE)

BY THE NUMBERS

	2022	2023	
Circulation	500,636	482,420	↓
eResources circulation	120,493	144,124	↑
Interlibrary loan	102,632	107,076	↑
Library program attendance	29,370	29,191	↓
Youth in Summer Reading Program (SRP)	1,283	1,081	↓
Minutes of reading in SRP	424,263	526,091	↑
Youth SRP event attendance	4,718	5,631	↑
Library card holders	26,721	25,477	↓
Library cards renewed	5,210	8,938	↑
Library patrons registered	3,620	7,673	↑
Computer use/WiFi sessions	37,659	57,724	↑
Penal fines and state aid	\$239,304	\$156,035	↓
Friends of the Library/ Memorial donations	\$91,623	\$109,168	↑

Did You Know?

Your library card now gives you access to everything The New York Times has to offer including news, games, cooking, Wirecutter and The Athletic!

Scan the QR Code to sign up for a Library card.



LIBRARY CARD APPLICATION

The Livonia Public Library serves the educational, informational and recreational needs of the community by providing materials, programs and services. The vision is expanding minds, building community, and inspiring curiosity, while promoting a lifelong love of reading and learning.



In late October of 2023, the Livonia Public Library kicked off their first ever Strategic Plan process. Once complete the Strategic plan will help chart the future of library programs, collections and services based off of community input.

COMMITTED TO OUR LIBRARY'S FUTURE

LIBRARY	DATE	PROJECT	INVESTMENT
Sandburg	Underway	New sidewalk from parking lot to door	\$10,000
Bennett	In process	Replace atrium windows/roof, new interior lighting	\$800,000
Sandburg	Completed	New roof	\$265,000
Both	In process	Building controls upgrades	\$250,000
Bennett	Planned 2024	Replace HVAC chiller	\$750,000
Bennett	Planned 2024	Clean/refurbish limestone façade	\$100,000
Bennett	Planned 2024	Minor interior refresh including carpeting, painting and electrical	\$500,000
TOTAL INVESTMENT		\$2.69 MILLION	

The **Livonia Parks and Recreation** is a vital part of the City's quality of life. Our mission is to enhance our community through engaging and accessible experiences.

The Parks and Recreation Department consists of 18 full-time and 200 part-time employees overseeing 68 park sites, more than 1,400 acres of parkland, three 18-hole golf courses, two indoor ice arenas, three outdoor swimming pools, 20 park shelters, 15 sand volleyball courts, 28 tennis courts, 12 pickleball courts, 43 ball diamonds, 25 soccer fields, playgrounds at 25 park sites, the Jack E. Kirksey Recreation Center, Civic Park Senior Center, Greenmead Historical Park, Super Duper Dog Park, skateboard park, and archery range.

LEVELING UP

Greenmead Historical Park

Bungalow painting; Blue House new roof; apple orchard planted

Ben Celani Play Area at Bicentennial Park

NEW barrier-free playground, senior fitness area, restroom and pavilion; enlarged parking lot

Jack E. Kirksey Recreation Center

Updated sound system and free weight equipment

Parks

Clements Circle parking lot expansion
Wilson Barn new roof

Did You Know?



Golfers at our three City golf courses walk enough to get to the moon and back!



BY THE NUMBERS

	2022	2023
Visits to the outdoor pools	16,462	12,976 ↓
Total program enrollment	22,979	23,406 ↑
Jack E. Kirksey Recreation Center Memberships	13,679	13,911 ↑
Players competing on our outdoor fields and courts	54,903	52,391 ↓
Civic Park Senior Center participants	75,411	85,728 ↑
Greenmead volunteer commitment hours	4,000	3,800 ↓
Greenmead donations	\$63,792	\$25,212 ↓
Survey rating (Membership surveyed on likeliness they would recommend to family or friends.)	8.3/10	8.3/10



Economic Development launched its Pure Potential Small Business Grant Program. These grants supplied immediate relief to organizations while providing the support needed to enhance their future resilience by awarding \$150,000 in grants and \$30,500 in technical assistance to small and micro businesses around the community. Five micro businesses worked with Go Proxie LLC in a six-week boot camp, receiving business training focused on everything from writing a business plan to managing social media marketing. Pure Potential Small Business Grants were also awarded to five small businesses. These grant recipients worked with the Schoolcraft Business Development Center to receive customized, one-on-one training tailored to their business needs. Pure Potential Small Business grants immediately impacted these companies while creating or retaining 17 jobs and investing more than \$10,000 in direct building improvements.



COMING SOON



34800 Plymouth Road
Retail Center Expansion and Renovation



Clean Express Auto Wash
Former Burger King Restaurant at
Plymouth and Wayne Roads

The Planning & Economic Development Department plays an important role in the development and improvement of the quality of life for City residents, businesses and visitors. The department consists of five employees that are involved in both short-range and long-range planning and economic development initiatives, including the creation and adoption of the City's master plan, LIVONIA VISION 21.

The department processes and reviews a variety of land use applications, including zoning changes, residential developments, and projects involving commercial, office and industrial properties.

BY THE NUMBERS

	2022	2023
Planning Commission Meetings	26	27
Land use applications processed	34	40
Sq. ft. of commercial, healthcare, multi-family housing construction	209,000	213,413
Average market rent/unit (multi-	\$1,249	\$1,257
September unemployment rate	1.7%	2.0%
Retail vacancy	5.3%	4.9%
Office vacancy	14.5%	15.6%
Industrial vacancy	2.9%	3.1%

Did You Know?



In 1942, when control of the Wayne County Airport was under the authority of the U.S. Army for use as a staging base for the transport of military aircraft to Europe, County officials approached the Livonia Township Planning Board about the possibility of building a new airport in a 4-square-mile area bordered by Six Mile Road to the north, Schoolcraft Road to the south, Middle Belt Road to the east, and Farmington Road to the west.

The mission of the **Livonia Police Department** is to be responsive to the needs of all persons within the city by providing excellence in police service. In partnership with the community, the department commits to the highest standard of professionalism, integrity and accountability.

The department has hired 27 officers and staff in 2023.

LEVELING UP

- Both police unions and the City agreed to new contracts through 2026. The new contracts will help attract new officers and retain our current ones.
- 10 formal citizen complaints were received and investigated in 2023. Nine have been determined to be unfounded or not sustained. One was partially sustained.

2023 STATS



57,889 ↑
CALLS
FOR SERVICE



6,452 ↑
CASES
INVESTIGATED



7,860 ↑
REPORTS
TAKEN



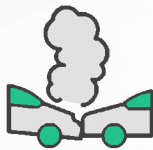
3,382 ↓
ADULT
ARRESTS



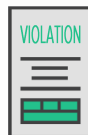
212 ↓
DRUNK
DRIVING CASES



8
OWI VEHICLE
FORFEITURES



2,748 ↑
TRAFFIC
CRASH
TOTALS



15,724 ↑
CIVIL
TICKETS
ISSUED



OUR TEAM SUPPORTS YOUR TEAM!

During the month of August, the Livonia Police Department had the privilege of hosting fantastic BBQ lunches for our local high school football teams. Special guest speaker, former Michigan Wolverine and NFL offensive tackle, Jon Jansen joined our initiative, speaking to the teams providing inspirational words of encouragement.



Congratulations Lt. Stacy Hayne and Lt. Jessica Sabbadin! This year we proudly promoted two incredible women to the rank of lieutenant. This extraordinary achievement marks the first time in our department's history that we have had two female lieutenants serving simultaneously. This serves as a powerful reminder of the equality and inclusivity within the law enforcement profession where anyone can thrive.

BY THE NUMBERS

Water main breaks repaired	145	↑
Miles of sanitary sewer cleaned	184	↑
Cubic yards of leaves picked up (Bulk Leaf Pick-up Program)	61,118	↑
Right-of-way trees planted	505	↑
Animal Control service calls	1,033	↑
Service stops for brush collection (April-October)	17,045	↑
Service requests for potholes	152	↓
Household Hazardous Waste collected in pounds	188,166	↓
Vertical separations on sidewalks cold patched	363	↓
Tons of cold patch used	200	↓
Tons of salt for snow and ice	1,947	↑
Snow Emergency declared	2	
Partial snow events (salted subdivision streets)	1	↓
Miles of roads improved	10.2	↓
Square feet of sidewalk replaced	85,090 (545 locations)	↑
Intersections improved with barrier-free sidewalk ramps	22	↑
Lineal feet of water main replaced	5,318 (1.01 miles)	↓

POTHoles. MISSED TRASH. WATER ISSUES.

REPORT THESE AND OTHER CITY CONCERNS WITH THE

City of Livonia App



AVAILABLE ON GOOGLE PLAY AND APPLE APP STORE

The Department of Public Works includes the Public Service Division and the Engineering Division. Public Service is responsible for numerous maintenance functions, including all City buildings and vehicles, plus public utilities, parks, roads, animal control, forestry, leaf collection, snow removal, and water and sewer. Engineering is responsible for all construction in public rights-of-way or public easements. In total, DPW has a total of 142 employees.



On Saturday, Feb. 25, the Department of Public Works hosted a building day for Sleep in Heavenly Peace (SHP). SHP is a non-profit dedicated to building, assembling and delivering top-notch bunk beds to children and families in need. Volunteers helped to build 52 bunk beds adding to the total of over 800 built by the Western Wayne Chapter over the last five years.

If a child needs a bed, SHP wants to make sure they get one.
NO KID SLEEPS ON THE FLOOR IN OUR TOWN!®

The 16th District Court handles civil lawsuits, criminal misdemeanors, arraignments, preliminary examinations, traffic misdemeanors, civil infractions, small claims and landlord-tenant disputes, among others.

The 16th District Court is administered by two judges, Honorable Sean P. Kavanagh (Chief Judge) and Honorable Kathleen J. McCann. The magistrate, who is appointed by the judges, assists with informal hearings on civil infractions, arraignments of ordinance cases, and hearings on small claims. The court has 29 employees; 28 full-time and one permanent part-time.



Did You Know?



The 16th District Court Work Program maintains 178 flowering baskets in the City each year. This project includes daily watering, fertilizing, and care, adorning our City streets in beautiful colors.

BY THE NUMBERS

	2022	2023	CHANGE FROM 2022
Felonies	190	205	+8% ↑
Misdemeanors	3,080	3,076	-0.13% ↓
Civil infractions	14,792	17,987	+22% ↑
Civil	1,785	1,939	+8.6% ↑
Probation	2,053	1,958	-4.6% ↓

PROBLEM SOLVING COURT

The Court has focused on targeting substance abuse and addiction among probationers through intervention, treatment and offender accountability.

Under strict supervision, participants must comply with court-ordered requirements, including substance abuse treatment, alcohol testing, education and life-skill development. This has had a positive impact on the repeat offender rates.

Offenders with new alcohol and drug convictions who graduate from the program have a 95 percent success in rate, with only 5 percent repeating the offense. They are twice as successful as those who do not participate in the program.

COMMUNITY WORK PROGRAM

This program provides a sentencing alternative to incarceration for low-risk misdemeanor offenders. The program has assisted the City on various projects: food distribution to low-income families, clean-up of parks and public areas, leaf pick up, set up of events at Greenmead and collection of trash on major streets and highways.

This year, a total of 30,656 community service hours have been completed through this program.



ANNUAL REPORT 2023



LETTER TO THE LIVONIA CITY COUNCIL

Parks and Recreation
December 18, 2023

MEETING DATE

R012924

PREPARED BY

Ann Cox, Program Supervisor,

AGENDA ITEM

b. Communication from the Department of Parks and Recreation, dated December 13, 2023, re: fee changes approved by the Parks and Recreation Commission for the last two quarters of 2022 and 2023.

BACKGROUND DETAILS

The Parks and Recreation Department has compiled a list of fee changes approved by the Parks and Recreation Commission for the last two quarters of 2022 and 2023. Please excuse the delay in sending this report. The update is according to Council Resolution No 268-21. Please see the attached document with all changes.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

Receive and file.

ATTACHMENTS

1. 2023 fee increases to council

APPROVED BY

Date: January 18, 2024

Ted Davis, CPRP, Superintendent of Parks and Recreation

Date: January 19, 2024

Maureen Miller Brosnan, Mayor

Letter submitted by Tom Murphy approved for submission by Edward Davis re: Increase in NR Open House Fee – Mr. Davis said this hasn't been raised since 2013.

Upon a motion made by Mr. Condon seconded by Mrs. Kevra, it was

#3836-22 **RESOLVED**, the Commission approve the Open House non-resident fee increase as proposed.

OPEN HOUSE	P&R#	CURRENT	PROPOSED
Non-resident fee	3339-13	\$3.00	\$5.00

Roll call vote was taken on the foregoing resolution with the following results:

AYES: Condon, Kevra, and Johnson

NAYES: None

ABSENT: Summers and Jolly

The Chairperson declared the resolution **adopted**.

#3843-22 **RESOLVED**, that the Commission approve the following swim lesson fee increases to become effective December 1, 2022.

	PR#	CURRENT RATES			PROPOSED RATES		
Swim lessons (Indoor)		M	R	NR	M	R	NR
30-45 Minute Lesson	3524-16	\$5.50	\$7.25	\$9.00	\$7.00	\$9.00	\$11.00
50 Minute Lesson	3524-16	\$7.00	\$8.50	\$10.00	\$9.00	\$10.50	\$12.50
Private Lesson	2752-04	\$15.00	\$20.00	\$25.00	\$20.00	\$25.00	\$30.00
Outdoor Lessons (50 minutes)	3500-16	\$5.25	\$6.50	\$7.75	\$9.00	\$10.50	\$12.50

A roll call vote was taken on the foregoing resolution with the following results:

AYES: Condon, Summers and Jolly

NAYES: None

ABSENT: Kevra, and Johnson

The Acting Chairperson declared the resolution **adopted**.

Letter submitted by Tom Murphy approved for submission by Ted Davis re: Eliminating Matinee class pricing and Drop-In fee increase – **Mr. Davis** said we want to eliminate the matinee fee because it is the same facility and same instructor. He explained our daytime classes are huge and we are not adjusting Senior Center fees which are lower so there is still that option. **Mr. Condon** asked if there will be push back on this. **Mrs. Koppin** said just a small amount.

Upon a motion made by Mr. Summers seconded by Mrs. Jolly, it was

#3844-22 **RESOLVED**, that the Commission approves eliminating the matinee fee at the Jack E. Kirksey Recreation Center effective December 1, 2022.

A roll call vote was taken on the foregoing resolution with the following results:

AYES: Condon, Summers and Jolly

NAYES: None

ABSENT: Kevra, and Johnson

The Acting Chairperson declared the resolution **adopted**.

Upon a motion made by Mr. Summers seconded by Mrs. Jolly, it was

#3845-22 **RESOLVED**, that the Commission approve the following Drop-in fee increases effective December 1, 2022.

DROP-IN	PR#	CURRENT RATES			PROPOSED RATES		
		M	R	NR	M	R	NR
Single	3260-11	\$7.00	\$9.25	\$10.75	\$8.00	\$10.25	\$11.75
10 Pack	3260-11	\$63.00	\$83.25	\$96.75	\$72.00	\$92.25	\$105.75

A roll call vote was taken on the foregoing resolution with the following results:

AYES: Condon, Summers and Jolly

NAYES: None

ABSENT: Kevra, and Johnson

The Acting Chairperson declared the resolution **adopted**.

#3864-22 **RESOLVED**, that the Commission approves the lifeguard course fees as follows with Lifeguard Instructor fees effective immediately and all others effective February 1, 2023:

Course	P&R#	Current	Proposed
CPR	N/A	N/A	\$100*
CPR Review	3566-17	\$35*	\$75*
Lifeguard	3566-17	\$125*	\$150*
Lifeguard Review	3566-17	\$50*	\$100*

Lifeguard Instructor	N/A	N/A	\$190*
Lifeguard Instructor Review	N/A	N/A	\$145*

*Plus Red Cross Certification and material fees.

A roll call vote was taken on the foregoing resolution with the following results:

AYES: Condon, Kevra, Summers, Jolly and Johnson

NAYES: None

The Chairperson declared the resolution **adopted**.

Letter from Emily Tchorz-Fielder approved for submission by Ted Davis Re: One Day at the Newburg School Field Trip – **Mr. Johnson** said he will abstain from voting and discussion because this may involve Livonia Public Schools. **Mr. Davis** said we are asking to increase the current fee for the Newburg School field trip. He explained the current fees and said we are just simplifying it to one fee. **Mrs. Koppin** said part of the reason is the Historical Society wants to help provide visits like a mini-grant opportunity to get more students to the facility. **Mrs. Kevra** asked why just the second grade? **Mr. Davis** said the Historical Society is working with Bill Joyner to raise funds with the goal of every second-grade student in the City of Livonia goes to this field trip.

Upon a motion made by Mrs. Kevra seconded by Mrs. Jolly, it was

#3865-22 **RESOLVED**, that the Commission approves the following fee for the Newburg School Field trip effective January 1, 2023.

CURRENT FEE	CR#228-03
Day in Newburg School	\$75 for up to 25 students
Add'l students above 25	\$3 per student
Tour of Newburg intersection	\$2 per student/ \$3 per adult (teacher is free)
Candy bag from the Geer Store	\$1 per student

PROPOSED FEE	
\$160 per class (maximum 30 students)	
This would include the Day in Newburg School, tours for students & adults and candy bags for students.	

A roll call vote was taken on the foregoing resolution with the following results:

AYES: Condon, Kevra, Summers and Jolly

NAYES: None

ABSTAIN: Johnson

The Chairperson declared the resolution **adopted**.

Letter from Ted Davis Re: Tent rental fee for Greenmead Historical Park during Night of Lights – **Mr. Davis** said we are proposing a tent rental fee during Night of Lights. He said we rent the tent for the event and we have groups ask us about renting the tent. We would rent it Monday

through Thursday only if we are not running events out there. **Mr. Johnson** asked if it is our tent? **Mr. Davis** said no, it is a rental that is paid for by Night of Light sponsors MASCO and Beaumont and they pay for Santa as well. He said the Chamber pays for the lights.

Upon a motion made by Mr. Summers seconded by Mr. Condon, it was

#3866-22 RESOLVED, that the Commission approves the fee of \$200/hour with a minimum of three hours for rental of the temporary tent as part of Night of Lights at Greenmead Historical Park. This would only be available Monday-Thursday and would include setup of games and outdoor fireplaces typically associated with Night of Lights.

A roll call vote was taken on the foregoing resolution with the following results:

AYES: Condon, Kevra, Summers, Jolly and Johnson
NAYES: None

The Chairperson declared the resolution **adopted**.

#3885-23 RESOLVED, that the Commission approves the proposed fee for Livonia's Little Learners as follows:

	Member	Resident	Non-Resident
Fee per week	\$94	\$124	\$142
One time supply fee	\$10	\$10	\$10

A roll call vote was taken on the foregoing resolution with the following results:

AYES: Condon, Kevra, Summers, Jolly and Johnson
NAYES: None

The Chairperson declared the resolution **adopted**.

#3895-23 RESOLVED, that the Commission approves rental fees for Civic Center Grass Area with changes as follows:

Type	Description	Current Fee	Proposed Fee
Grounds Fee Category 1	Small gathering with less than 100 people in attendance where no admissions fees are charged or fundraising. Excludes the following: Amplified music, vendors, alcohol, fireworks, carnival attractions or street closures.	Unestablished	\$50 per hour, 2- hour minimum plus staffing cost
Grounds Fee Category 2	Events that meet one or more of the following criteria: 1. 101-300 people	Unestablished	\$100 per hour,

	in attendance 2. Fundraiser for verified non-profits 3. Amplified music/sound 4. Publicly advertised 5. Food/merchandise vendors 6. Street closures.		4-hour minimum plus staffing cost security deposit
Grounds Fee Category 3	Events that meet one or more of the following criteria: 1. 300 + people in attendance 2. Fundraiser for verified non-profits 3. Amplified music/sound 4. Publicly advertised 5. Food/merchandise vendors. 6. Street closures	Unestablished	\$150 per hour, 4-hour minimum plus staffing cost

A roll call vote was taken on the foregoing resolution with the following results:

AYES: Condon, Kevra, Summers, and Jolly

NAYES: None

ABSENT: Johnson

The Acting Chairperson declared the resolution **adopted**.

#3903-23 **RESOLVED**, that the Commission approve Camp Swoosh weekly rates as follows:

	CURRENT RATES			PROPOSED RATES		
3788-22	M	R	NR	M	R	NR
Camp Swoosh (7:30 a.m. to 5:30 p.m.)	\$190	\$215	\$260	\$200	\$225	\$275
Materials Fee	\$10	\$10	\$10	No change	No change	No change

A roll call vote was taken on the foregoing resolution with the following results:

AYES: Condon, Kevra, Summers, and Jolly

NAYES: None

ABSENT: Johnson

The Acting Chairperson declared the resolution **adopted**.

Letter from Jeannine Poulin approved for submission by Ted Davis re: Birthday Party Rental Fee Increase – **Mrs. Poulin** said previous parties were not cost effective, so we need to raise our prices to be comparable with other facilities and we want to give members a discount they didn't receive before. **Mr. Davis** said when we considered previous parties and factored in direct costs, we lost money because it takes too much staff time to schedule and staff. He said we needed to simplify the process by renting single rooms/double rooms at specific times. **Mr. Johnson** asked is this in line with other facilities. **Mrs. Poulin** said we're still close to lowest. **Mr. Condon** asked if we have other room rentals. **Mr. Davis** said 90% are parties.

Previous Birthday Packages	Time Block	Guests	Includes	Proposed Birthday Packages	Time Block	Guests	Includes
Single Room	2 Hours Sat/Sun 12-2 pm 3-5 pm	24	Party Host Swim Time Facility Use Room Setup	Single Room	3 Hours Sat/Sun 12-3 pm	20	Party Host Swim Time Facility Use Room Setup Banner Tablecloths
Double Room	2 Hours Sat/Sun 12-2 pm 3-5 pm	48	Party Host Swim Time Facility Use Room Setup	Double Room	3 Hours Sat/Sun 1-4pm	35	Party Host Swim Time Facility Use Room Setup Banner Tablecloths
Triple Room	2 Hours Sat/Sun 12-2 pm 3-5 pm	72	Party Host Swim Time Facility Use Room Setup	Triple Room	N/A	N/A	N/A

#3908-23 RESOLVED, that the Commission approve birthday party rental fees and details as follows:

A roll call vote was taken on the foregoing resolution with the following results:

AYES: Condon, Kevra, Summers, and Johnson

NAYES: None

ABSENT: Jolly

The Chairperson declared the resolution **adopted**.

	P&R#	Previous Rates				Proposed Rates		
Previous Birthday Packages		M	R	NR	Proposed Birthday Packages	M	R	NR
Single Room	3796-21	N/A	\$190	\$380	Single Room	\$285	\$320	\$640
Double Room	3796-21	N/A	\$380	\$760	Double Room	\$420	\$450	\$900
Triple Room	3796-21	N/A	\$570	\$1140	Triple Room	N/A	N/A	N/A

Letter from Scott Spahr approved for submission by Ted Davis Re: Pilates Reformer Privates Fee –

Mr. Johnson asked when this was increased before. **Mr. Davis** said 2010. **Mr. Johnson** asked what the package entails. **Mr. Davis** said he doesn't know the number required for a package. **Mr. Condon** commented there is no break on getting six or more.

Upon a motion made by Mr. Summers seconded by Mrs. Kevra, it was

#3915-23 RESOLVED, that the Commission approve the following increase for the Pilates Reformer Private fees effective January 1, 2024.

P&R#	Current Fees			Proposed Fees		
3197-10	M	R	NR	M	R	NR
Individual	\$55	\$60	\$65	\$70	\$75	\$80
Couple	N/A	N/A	N/A	\$95	\$100	\$105
Group*	N/A	N/A	N/A	\$40	\$45	\$50

*Fee per person

Package

P&R#	Current Fees			Proposed Fees		
3197-10	M	R	NR	M	R	NR
Individual	\$275	\$300	\$325	\$350	\$375	\$400
Couple	N/A	N/A	N/A	\$475	\$500	\$525
Group*	N/A	N/A	N/A	\$200	\$225	\$250

*Fee per person

A roll call vote was taken on the foregoing resolution with the following results:

AYES: Condon, Kevra, Summers, and Johnson

NAYES: None

ABSENT: Jolly

The Chairperson declared the resolution **adopted**.

Letter from Scott Spahr approved for submission by Ted Davis Re: Personal Training and Wellness

Coaching Fee Increase – **Mr. Johnson** said there is a decrease in the group fee. **Mrs. Koppin** said we haven't done many small group personal training sessions.

Upon a motion made by Mr. Condon seconded by Mrs. Kevra, it was

#3916-23 RESOLVED, that the Commission approve the following increase in personal training and wellness coaching fees effective January 1, 2024.

	Current Fees			Proposed Fees		
	M	R	NR	M	R	NR
Individual	\$60	\$65	\$70	\$65	\$70	\$75
Couple	\$85	\$90	\$95	\$90	\$95	\$100
Group*	\$40	\$45	\$50	\$35	\$40	\$45
Wellness Coaching						
Visioning/Goal Setting Session						
	\$120	\$120	\$120	No change	No change	No change

*Fee is per person

Packages

	Current Fees			Proposed Fees		
	M	R	NR	M	R	NR
Individual	\$300	\$325	\$350	\$325	\$350	\$375
Couple	\$425	\$450	\$475	\$450	\$475	\$500
Group*	\$200	\$225	\$250	\$175	\$200	\$225

*Fee is per person

A roll call vote was taken on the foregoing resolution with the following results:

AYES: Condon, Kevra, Summers, and Johnson

NAYES: None

ABSENT: Jolly

The Chairperson declared the resolution **adopted**.

Letter from Scott Spahr approved for submission by Ted Davis Re: 100 Days to Health Fee Increase – Mr. Johnson said I don't have any problem with this.

Upon a motion made by Mrs. Kevra seconded by Mr. Summers, it was

#3917-23 RESOLVED, that the Commission approve the following fee increase for 100 Days to Health effective January 1, 2024.

	Current Fees P&R# 3868-22			Proposed Fees		
Category	Member	Resident	NR	Member	Resident	NR
Adult (19-61)	\$55	\$65	\$95	\$60	\$70	\$100
Senior (62+)	\$50	\$60	\$85	\$55	\$65	\$90
Family	\$85	\$100	\$145	\$90	\$105	\$150

A roll call vote was taken on the foregoing resolution with the following results:

AYES: Condon, Kevra, Summers, and Johnson

NAYES: None

ABSENT: Jolly

The Chairperson declared the resolution **adopted**.

Letter from Becky Burnard and Scott Spahr approved for submission by Ted Davis Re: Class pricing

and drop-in increase – Mrs. Koppin said Becky and Scott worked together to do surveys of surrounding area classes and looked carefully at our profit and losses to increase our fitness classes. She said this is the first increase since 2011.

Upon a motion made by Mr. Summers seconded by Mrs.Kevra, it was

#3924-23 RESOLVED, that the Commission approve the following Water Exercise, Land Fitness and Drop-in band fee increases effective January 1, 2024.

DROP-IN	PR#	CURRENT RATES			PROPOSED RATES		
		M	R	NR	M	R	NR
Water Exercise							
50 Minute Class	3534-16	\$5.50	\$7.25	\$8.50	\$6.00	\$7.75	\$9.00
Land Fitness							
30 Minute Class	3260-11	\$3.50	\$4.50	\$5.50	\$4.00	\$5.00	\$6.00
50 Minute Class	3260-11	\$5.50	\$7.25	\$8.50	\$6.00	\$7.75	\$9.00
75 Minute Class	3260-11	\$7.50	\$9.50	\$11.25	\$8.00	\$10.00	\$11.75
Drop-In							

Single	3845-22	\$8.00	\$10.25	\$11.75	\$8.75	\$11.00	\$12.50
10 Pack	3845-22	\$72.00	\$92.25	\$105.75	\$78.75	\$99.00	\$112.50

A roll call vote was taken on the foregoing resolution with the following results:

AYES: Condon, Kevra, Summers, Jolly and Johnson

NAYES: None

The Chairperson declared the resolution **adopted**.

Letter from Becky Burnard approved for submission by Ted Davis Re: Safety Training for Swim Coaches class – **Mrs. Koppin** said that safety training for swim coaches is one of the two options

that a USA swimming coach must have before being allowed on deck with their team. She said a lot

of times coaches use this training if they are unable to do a full lifeguard class or if they don't have

time this is an option that gives them the basic safety skills that they would need in the event something happened during their watch. **Mrs. Koppin** said this is a new class for us and there is an

online portion and then they would come here for the in-person portion. **Mrs. Jolly** asked if they have to do this annually. **Mrs. Koppin** said usually every two years.

Upon a motion made by Mr. Condon seconded by Mrs. Jolly, it was

#3925-23 RESOLVED, that the Commission approve a fee of \$75 for Safety Training for Swim Coaches.

A roll call vote was taken on the foregoing resolution with the following results:

AYES: Condon, Kevra, Summers, Jolly and Johnson

NAYES: None

The Chairperson declared the resolution **adopted**.

Letter from Ethan Engel approved for submission by Ted Davis re: Soccer League Fee Increase – **Mr. Davis** said we are looking to raise the adult 11v11 adult soccer league fee to put us in line with other communities. He said we are one of a few places around that do 11v11 leagues and we are priced very competitively.

Upon a motion made by Mrs. Jolly seconded by Mrs. Kevra, it was

#3929-23 RESOLVED, that the Commission approves the increase in Adult Soccer League Fees as proposed.

P&R# 3872-21	Current Fee	Proposed Fee
11v11 Adult Soccer League	\$695	\$850

A roll call vote was taken on the foregoing resolution with the following results:

AYES: Condon, Kevra, Summers, Jolly and Johnson
NAYES: None

The Chairperson declared the resolution **adopted**

Letter from Scott Spahr approved for submission by Ted Davis re: Senior Center class pricing and drop-in increase – **Mr. Davis** said we are looking to raise rates by .50 across the board. He said the last increase was over 2 years ago. **Mr. Johnson** asked if the increase is enough. **Mr. Davis** said yes.

Upon a motion made by Mr. Condon seconded by Mrs. Kevra, it was

#3931-23 **RESOLVED**, that the Commission approves the following increase for Senior Center classes and drop-ins effective with the 2024 Spring session:

CLASS	PR#	CURRENT RATES			PROPOSED RATES		
		M	R	NR	M	R	NR
Land Fitness							
50 Minute Class	3771-21	\$2.00	\$2.00	\$3.00	\$2.50	\$2.50	\$3.50
75 Minute Class	3803-21	\$2.50	\$2.50	\$3.75	\$3.00	\$3.00	\$4.25
Drop-In							
Single	3771-21	\$3.00	\$3.00	\$4.00	\$3.50	\$3.50	\$4.50
5 Pack	3771-21	\$10.00	\$10.00	\$15.00	\$12.50	\$12.50	\$17.50

A roll call vote was taken on the foregoing resolution with the following results:

AYES: Condon, Kevra, Jolly and Johnson
ABSENT: Summers
NAYES: None

The Chairperson declared the resolution **adopted**.

Letter from Ethan Engel approved for submission by Ted Davis re: Ben Celani Pavilion #1 Rental Fee – **Mr. Davis** said the new pavilion will be in next Spring and we are calling it Pavilion #1. He said the existing pavilion will be Pavilion #2 and will remain on a first come/first serve basis. **Mr. Davis** said we are pricing it a little higher than other pavilions this size. He said the capacity would be 70-80 but it is brand new and there is electricity and a new playground and comfort station. **Mr. Condon** asked if we are anticipating raising other pavilions in the near future? **Mr. Davis** said no. **Mr. Condon** asked if half day rentals are considered. **Mr. Davis** said we don't want to get into hourly or half day rates. He said no one ever asks for half day rentals.

Upon a motion made by Mrs. Kevra seconded by Mrs. Jolly, it was

#3932-23 **RESOLVED**, that the Commission approves the following rate for Ben Celani Pavilion #1 effective January 1, 2024.

	Resident Fee	Non-Resident Fee
Ben Celani Pavilion #1	\$130/day	\$200/day

A roll call vote was taken on the foregoing resolution with the following results:

AYES: Condon, Kevra, Jolly and Johnson

ABSENT: Summers

NAYES: None

The Chairperson declared the resolution **adopted**.



LETTER TO THE LIVONIA CITY COUNCIL

Finance
January 11, 2024

MEETING DATE

R012924

PREPARED BY

DeAnne Bates, Program Supervisor,

AGENDA ITEM

c. Communication from the Department of Finance, dated January 11, 2024, re: forwarding the Departmental Purchases Report, for the months ending November 30, 2023 and December 31, 2023.

BACKGROUND DETAILS

Finance Ordinance 3.04.130(A) requires that a report be provided to the governing body regarding departmental purchases that are between \$15,000 and \$19,999. Attached hereto are the departmental purchases that meet this criterion for the months ending November 30, 2023 and December 31, 2023.

Additional details on these purchases will be provided upon request.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

We respectfully request that City council receive and file this report.

ATTACHMENTS

1. City Council - Receive and File Purchases - November 2023 and December 2023

APPROVED BY

Michael Slater, Finance Director

Date: January 12, 2024

Maureen Miller Brosnan, Mayor

Date: January 18, 2024

City of Livonia
City Council - Recieve and File Purchases

For Month of : **December 2023**

Pursuant to Ordinance Section 3.04.130, purchases between \$15,000 and \$19,999 need to be submitted to City Council as a receive and file item. Below are the purchases that meet this criteria.

<u>Item #</u>	<u>Date</u>	<u>Department</u>	<u>Vendor</u>	<u>Item</u>	<u>Cost</u>	<u>Description</u>
1	12/7/2023	DPW	KaTom Restaurant Supply	Trail Boss Towable grills (2 @ \$7,995 each)	\$16,756.38	towable, wheeled, grills for special events - 110" long, LP gas type
2	12/18/2023	Information Systems	CivicPlus	CivicPlus, CivicEngage, CivicSend An	\$18,560.79	CivicPlus, CivicEngage, CivicSend Annual Costs
3	12/20/2023	Information Systems	DLT SOLUTIONS LLC	KACE Renewal - 3 Years	\$15,358.51	KACE Systems renewal for 3 years
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City of Livonia
City Council - Recieve and File Purchases

For Month of : **November 2023**

Pursuant to Ordinance Section 3.04.130, purchases between \$15,000 and \$19,999 need to be submitted to City Council as a receive and file item. Below are the purchases that meet this criteria.

<u>Item #</u>	<u>Date</u>	<u>Department</u>	<u>Vendor</u>	<u>Item</u>	<u>Cost</u>	<u>Description</u>
1	11/7/2023	Police	Acme Sports	165 Alien Gear Holsters	\$16,335.00	Uniform Duty Holsters for new Sig-Sauer Handguns
2	11/13/2023	Information Systems	Dell Computer	Dell Powerstore Storage Increase	\$17,993.94	Storage increase for our Dell PowerStore
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**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 17, 2024**

Meeting was called to order at 8:15 p.m. by Council President Brandon McCullough. Present: Rob Donovic, Carrie Budzinski, Laura Toy, Jim Jolly, Vice President Martha Ptashnik, and President Brandon McCullough. Absent: Scott Morgan.

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; Mark Taormina, Planning and Economic Development Director; and Todd Zilincik, City Engineer.

Councilmember Donovic led the meeting with the Pledge of Allegiance.

2. REQUEST TO APPROVE LOCATION AND SCHEDULE OF DATES AND TIMES FOR THE 2024 BOARD OF REVIEW MEETINGS, AS WELL AS COMPENSATION RATES FOR MEMBERS: Department of Assessment, re: per the requirements of State of Michigan Statute MCL 211.30.

Jake Liberati, Assistant City Assessor, presented the request to Council.

Councilmember Toy offered an approving motion for the Consent agenda.

DIRECTION:	APPROVING	CONSENT
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LETTER TO THE LIVONIA CITY COUNCIL

2.

**Assessing
January 5, 2024**

MEETING DATE

S011724 /R012924

PREPARED BY

Jacob Liberati, Assistant City Assessor,

AGENDA ITEM

REQUEST TO APPROVE LOCATION AND SCHEDULE OF DATES AND TIMES FOR THE 2024 BOARD OF REVIEW MEETINGS, AS WELL AS COMPENSATION RATES FOR MEMBERS: Department of Assessment, re: per the requirements of State of Michigan Statute MCL 211.30.

BACKGROUND DETAILS

Dear Council Members:

According to Chapter VIII, Section VI of the City Charter, the Council shall designate the time and place of the Board of Review meetings. Attached find a recommended schedule of dates and compensation for the 2024 meetings, which complies with the requirements of the State of Michigan statute, MCL 211.30.

Council Resolution No. 09-23 previously determined the daily rate of compensation paid to the members of the Board to be \$120.00 for the Chairperson and \$100.00 for other members. Please incorporate these rates in this year's resolution as maximum daily rates.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

For the 2024 meetings, I recommend the Council:

1. Designate the place as the Board of Review conference room; Assessor's Office 33000 Civic Center Drive.
2. Approve the attached schedule of dates and times.
3. Approve the daily rate of compensation as follows:
 1. Chairperson: \$120
 2. Members: \$100

March Board of Review Meeting Dates and Times:

Tuesday	March 5, 2024	Organizational Meeting	9:00 A.M. – 3:00 P.M.
Monday	March 11, 2024	9:00 A.M. – 12:00 P.M.	1:30 P.M. – 4:00 P.M.
Tuesday	March 12, 2024	9:00 A.M. – 12:00 P.M.	1:30 P.M. – 4:00 P.M.
Wednesday	March 13, 2024	5:00 P.M. – 9:00 P.M.	
Thursday	March 14, 2024	9:00 A.M. – 12:00 P.M.	1:30 P.M. – 4:00 P.M.
Friday	March 15, 2024	9:00 A.M. – 12:00 P.M.	

ATTACHMENTS

1. 2024 March Board of review dates and times

APPROVED BY

Linda Gosselin, City Assessor

Date: January 05, 2024



Michael Slater, Finance Director

Date: January 08, 2024



Maureen Miller Brosnan, Mayor

Date: January 09, 2024

PUBLIC NOTICE
TO ALL PROPERTY OWNERS IN THE
CITY OF LIVONIA
BOARD OF REVIEW MEETING-2024

You are hereby notified pursuant to chapter VIII Section 6, of the Charter of Livonia, the Board of Review will conduct Public Hearings on the following dates in the Board of Review Conference Room of the Assessor's Office in the City Hall, 33000 Civic Center Drive, Livonia, Michigan and such additional meetings as may be necessary for the purpose of reviewing the assessment roll for the year 2024 and hearing any taxpayers deeming themselves aggrieved by the said assessments.

The meetings of the Board of Review provide the only opportunity after March 5, 2024 for property owners to present protests or suggestions relative to the assessed valuation placed on property by the Assessor for the year 2024. Property owners deeming themselves aggrieved by the assessments will have the opportunity to be heard and may obtain further information from the Department of Assessing.

First Session

Tuesday	March 5, 2024	Organizational Meeting	9:00 A.M. – 3:00 P.M.
Monday	March 11, 2024	9:00 A.M. – 12:00 P.M.	1:30 P.M. – 4:00 P.M.
Tuesday	March 12, 2024	9:00 A.M. – 12:00 P.M.	1:30 P.M. – 4:00 P.M.
Wednesday	March 13, 2024	5:00 P.M. – 9:00 P.M.	
Thursday	March 14, 2024	9:00 A.M. – 12:00 P.M.	1:30 P.M. – 4:00 P.M.
Friday	March 15, 2024	9:00 A.M. – 12:00 P.M.	

Pursuant to Public Act No. 165, Public Acts of 1971, we hereby give notice that the following tentative ratio and multipliers will be used to determine the State Equalized Value (S.E.V.) for the year 2023.

CLASS	RATIO	S.E.V. FACTOR (MULTIPLIER)
Agricultural	50.00	1.0000
Commercial	50.00	1.0000
Industrial	50.00	1.0000
Residential	50.00	1.0000
Personal	50.00	1.0000

Note: Appointments for the Board of Review may be made for 2024 by calling the Assessor's Office at 734.466.2220.

Linda Gosselin, City Assessor

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 17, 2024**

Meeting was called to order at 8:15 p.m. by Council President Brandon McCullough. Present: Rob Donovic, Carrie Budzinski, Laura Toy, Jim Jolly, Vice President Martha Ptashnik, and President Brandon McCullough. Absent: Scott Morgan.

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; Mark Taormina, Planning and Economic Development Director; and Todd Zilincik, City Engineer.

Councilmember Donovic led the meeting with the Pledge of Allegiance.

3. REQUEST TO APPROVE HOURLY RATE INCREASES: Department of Civil Service, re: for the classifications of Highschool Co-Op, College Co-Op, and Seasonal Clerk.

Jeanine Laible, Human Resource Director, presented the request to Council.

Councilmember Jolly indicated his employer is a university and they are trying to find municipal partners for their federal work study students. He suggested HR look into this.

Councilmember Jolly offered an approving motion for the Consent agenda.

DIRECTION:

APPROVING

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

3.

Civil Service
December 14, 2023

MEETING DATE

S011724/R021224

PREPARED BY

Jillian Emmitt, Personnel Clerk,

AGENDA ITEM

REQUEST TO APPROVE HOURLY RATE INCREASES: Department of Civil Service, re: for the classifications of Highschool Co-Op, College Co-Op, and Seasonal Clerk.

BACKGROUND DETAILS

Dear Council Members:

At the Civil Service Commission meeting of December 13, 2023, with Chairperson Charlotte S. Mahoney, Commissioner James Wenson and Commissioner Roger Spence being present, it was requested that the Commission consider approving a wage rate adjustment for the Highschool Co-Op, College Co-Op, and Seasonal Clerk classifications. This request was reviewed and approved by the Personnel Review Committee and Mayor Brosnan, prior to being presented to the Civil Service Commission.

On January 1, 2024, the minimum wage is set to increase from \$10.10 per hour to \$10.33 per hour. Due to this increase, we are asking that the City Council approve a wage increase for the Highschool Co-Op classification so that the starting wage for the position is above minimum wage. Additionally, this change to the Highschool Co-Op position will impact two additional classifications: College Co-Op and Seasonal Clerk. Historically, the College Co-Op position has been paid slightly above the Highschool Co-Op, so we are requesting a change to keep the differential the same (25 cents per hour in the first year and 50 cents per hour in the second year.) The Seasonal Clerk has an identical pay scale as the College Co-Op, so we are requesting the same increase for that position.

The Civil Service Commission reviewed the request and upon motion by Mr. Spence, seconded by Mr. Wenson, and adopted, it was

23-199 RESOLVED, that having reviewed the Memorandum from Elizabeth Hallack, PHR, Personnel Analyst II, dated December 11, 2023, requesting wage adjustments for the Highschool Co-Op, College Co-Op, and Seasonal Clerk classifications, the Civil Service Commission does hereby approve the request for the modification in wages for the Highschool Co-Op, College Co-Op, and Seasonal Clerk classifications. The Civil Service Commission submits the same to City Council for their review and consideration.

Attached is a copy of Ms. Hallack's memorandum for your review.

Therefore, it is recommended that the proposed wage rate adjustments for Highschool Co-Op, College Co-Op, and Seasonal Clerk be considered for adoption and the effective date would be

upon Council approval.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

Approve as submitted

ATTACHMENTS

1. Packet to Council Requesting Modification in Wages for the Highschool Co-Op, College Co-Op, and Seasonal Clerk Classifications

APPROVED BY



Jeannine Laible, Human Resources Director

Date: December 15, 2023



Michael Slater, Finance Director

Date: December 15, 2023



Paul Bernier, City Attorney

Date: December 15, 2023



Maureen Miller Brosnan, Mayor

Date: December 21, 2023

MEMORANDUM

TO: Jeannine Laible, Human Resources Director
FROM: Elizabeth Hallack, PHR, Personnel Analyst II 
DATE: December 11, 2023
SUBJECT: **Wage Adjustments for Highschool Co-Op, College Co-Op, and Seasonal Clerk**

On January 1, 2024, the minimum wage is set to increase from \$10.10 per hour to \$10.33 per hour. Due to this increase, we are asking that the Civil Service Commission approve a wage increase for the Highschool Co-Op classification so that the starting wage for the position is above minimum wage:

Highschool Co-Op	1 st Year	\$10.10	\$10.35
	2 nd Year	\$10.35	\$10.60

Additionally, this change to the Highschool Co-Op position will impact two additional classifications: College Co-Op and Seasonal Clerk. Historically, the College Co-Op position has been paid slightly above the Highschool Co-Op, so we are requesting a change to keep the differential the same (25 cents per hour in the first year and 50 cents per hour in the second year.) The Seasonal Clerk has an identical pay scale as the College Co-Op, so we are requesting the same increase for that position.

College Co-Op	1 st Year	\$10.35	\$10.60
	2 nd Year	\$10.85	\$11.10

Seasonal Clerk	1 st Year	\$10.35	\$10.60
	2 nd Year	\$10.85	\$11.10

Please note that we currently do not have any employees in the Highschool Co-Op nor Seasonal Clerk positions. We do have one College Co-Op who will be impacted by this change. This request has been approved by the Personnel Review Committee and Mayor Brosnan. The effective date will be upon Council approval.

Per the City of Livonia Charter, CHAPTER V, EXECUTIVE DIVISION, Section 16(b)(1) Powers and Duties of the Commission, the Civil Service Commission is given the authority to "establish and administer..., a schedule of compensation..."

COMMENTS FROM THE HUMAN RESOURCES DIRECTOR:

Concur 

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 17, 2024**

Meeting was called to order at 8:15 p.m. by Council President Brandon McCullough. Present: Rob Donovic, Carrie Budzinski, Laura Toy, Jim Jolly, Vice President Martha Ptashnik, and President Brandon McCullough. Absent: Scott Morgan.

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; Mark Taormina, Planning and Economic Development Director; and Todd Zilincik, City Engineer.

Councilmember Donovic led the meeting with the Pledge of Allegiance.

4. AWARD OF BID: Department of Community Resources, re: for the printing of the City of Livonia's 2024 Connections Magazine, from budgeted funds.

Kristin Houchins, Director of Communications and Community Resources presented the request to Council.

Councilmember Donovic asked if there are any additional changes to be made in the magazine and how many editions will be sent out this year.

Mrs. Houchins indicated there will be 3 editions and there will be glossy pages will be on the city side.

Councilmember Donovic asked how many other magazines the city will pay for this year.

Mrs. Houchins indicated there is only one since the City and Parks and Recreation combined their magazines three years ago. She also explained the Senior Bulletin is designed by Communications, but the Senior Center has a contract for printing.

Councilmember Toy offered an approving motion for the Consent agenda.

DIRECTION:

APPROVING

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

4.

Community Resources December 21, 2023

MEETING DATE

S011724/R021224

PREPARED BY

Kristin Houchins, Interim Director of Community Resources,

AGENDA ITEM

AWARD OF BID: Department of Community Resources, re: for the printing of the City of Livonia's 2024 Connections Magazine, from budgeted funds.

BACKGROUND DETAILS

Connections Magazine Contract 2024 Bid

CONTACTS: Kristin Houchins, Community Resources and Communications
Ted Davis, Parks and Recreation
Chris Jackett, Community Resources and Communications

Nov. 15, 2023 – The 2023 “Connections” magazine printing contract expired following the release of the Nov. 1 edition and was put back out to bid. Staff is proposing awarding the 2024 printing bid to Hearst for the Spring/Summer 2024-Winter 2024-25 editions (ie. one year, three magazine designs). Hearst was the printer for the 2022 and 2023 contracts.

Staff posted the new one-year, three-edition request for proposal Nov. 1 and received three bids Nov. 14, 2023. Several questions and price quotes were requested from potential vendors. The bid pricing for a 64-page edition of “Connections” (including additional glossy pages, but not including postage) can be seen here:

	Hearst	Indiana Printing	Accuform
B: Printing/typesetting costs	\$21,679	\$28,239	\$33,698
Cost to mail to 1,000 non-\$100 residents (who are Kirksey Recreation Center members)		\$188	\$395
Annual cost for three typeset issues	\$65,337	\$85,281	\$102,279

The annual costs of production for some vendors have increased since last year. For example, the \$62,250 annual cost for the former 60-page format with Hearst for 2024 would be a \$582 decrease from 2023 to 2024 after experiencing an \$8,301 increase from 2022 to 2023. This is the third-consecutive year Hearst were the lowest bid. Prices listed here do not include postage, additional copies or the need for additional pages (common for the Spring/Summer edition). Those are included in the bid detail chart on the following pages.

For reference, the bid packets for top-bidders Hearst and Indiana Printing are both attached.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

For Council to award the contract for the publication of "Connections" magazine from Spring/Summer 2024-Winter 2024-25 to Hearst at the rates stipulated in the organization's bid response.

SPECIFIC NAME OF PRODUCT AND NUMBER TO BE PURCHASED (if more than one)

Connections Magazine Printing for three editions

CONTRACT: Amount and/or purchase price and length of contract (with dates if applicable)

\$65,337 for the Spring/Summer 2024, Summer/Fall 2024 and Winter 2024-2025 editions.

DETAILED WORK BEING PERFORMED

Contract includes printing, graphic design and mailing of Connections Magazine.

FISCAL CONSIDERATIONS (Amount requested and Account(s) used. If applicable, Grant Funding information)

\$65,337 from funds budgeted in the
Community Resources account: 101-174-904-000 (50%, \$32,668.50)
and
Parks & Recreation accounts:
101-821-886-110 (25%, \$16,334.25)
208-755-905-000 (12.5%, \$8,167.13)
101-752-904-000 (12.5%, \$8,167.13)

ACCEPTANCE OF BID (Please detail the following: Why accepted, why not lowest bidder, company name, contact person, full address)

Hearst Newspapers
John Dixon, Director of Sales and Operations
22405 18 Mile Road
Big Rapids, MI 49307
(231) 592-8391
john.dixon@hearst.com

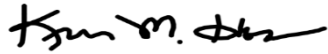
Hearst is our current provider and the lowest bidder.

REASON TO WAIVE BID PROCESS (Emergency, Professional services, No advantage to City and why, Consortium package, etc): Not applicable.

ATTACHMENTS

1. Hearst 2024 Bid Documents
2. Indiana Printing 2024 Bid Documents
3. 2023-11-14_ConnectionsBidResults

APPROVED BY



Date: January 05, 2024

Kristin Houchins, Interim Director of Community Resources



Date: January 09, 2024

Michael Slater, Finance Director



Date: January 09, 2024

Paul Bernier, City Attorney



Date: January 09, 2024

Maureen Miller Brosnan, Mayor

NOTICE TO BIDDERS
PRINTING OF CONNECTIONS MAGAZINE CITY OF LIVONIA, MICHIGAN

Sealed proposals will be received by the City of Livonia, Michigan, as owner, until **2:00 p.m. on NOVEMBER 14, 2023 VIA THE MITN WEBSITE ONLY (WWW.MITN.INFO)**, at which time said proposals will be opened and publicly read. No late bids will be considered.

The public bid opening will be held via Zoom. Bid Opening Access:

By Computer: <https://us02web.zoom.us/j/82294127641>

By Phone: Phone (312) 626-6799

Webinar ID: 822 9412 7641

The City of Livonia seeks proposals for bidding the following:

PRINTING OF CONNECTIONS MAGAZINE

No bidder may withdraw his proposal within sixty (60) days after the date set for the opening thereof. The City reserves the right to reject any or all bids based on past performance or other valid reason and to waive irregularities in bids.

- 1) Instructions to bidders and specifications may be obtained by registering with the Michigan Inter-Governmental Trade Network (MITN) at www.mitn.info.

All addendums will be posted on the MITN website. Any information not obtained from the MITN website should not be relied upon.

Proposals must be submitted on the forms found on the MITN website with no exceptions.

- 2) Acceptance of any bid does not constitute a binding agreement until a written Contract is signed by both parties.

QUESTION DEADLINE: Vendor questions will be received in writing only by the City of Livonia until NOVEMBER 9, 2023. Phone calls will not be accepted. Firms shall submit questions via email to Enna Bachelor, Purchasing Manager at ebachelor@livonia.gov. The City does not guarantee a response to questions received after the question deadline has passed.

ALL PRICING MUST BE SUBMITTED ON THE FORMS PROVIDED BY THE CITY OF LIVONIA.

REMINDERS TO BIDDERS

1. **EXAMINATION OF BID DOCUMENT**-Before submitting a bid, bidders shall carefully examine the specifications and shall fully inform themselves as to all existing conditions and limitations. The bidder shall indicate in the bid the sum to cover the cost of all items included on the bid form.
2. **PREPARATION OF BID**-The bid shall be legibly prepared in ink or typed. If a unit price or extension already entered by the bidder on the Bid and Award form is to be altered, it shall be crossed out and the new unit price or extension entered above or below and initialed by the bidder with ink. The bid shall be legally signed and the complete address of the bidder given thereon.
3. **EXPLANATION TO BIDDERS**-Any explanation desired by a bidder regarding the meaning or interpretation of the Invitation for Bid and attachments must be requested in writing, and with sufficient time allowed for a reply to reach all prospective bidders before. The submission of their bid. Any information given to a prospective bidder concerning the IFB will be furnished to all prospective bidders as an amendment or addendum to the IFB if such information would be prejudicial to uninformed bidders. Receipt of amendments or addenda by a bidder must be acknowledged in the bid by attachment, Oral explanation or instructions given prior to the opening will not be binding.
5. **CASH DISCOUNTS**-Discounts offered for payment within less than thirty (30) days will not be considered in evaluating bids for award. Offered discounts of less than thirty (30) days will be taken if payment is made within the discount period, even though not considered in evaluation of the bid.
6. **WITHDRAWAL OF BIDS**-Bids may be withdrawn in person by a bidder or authorized representative, provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is made prior to the exact time set for receipt of bid. No bid may be withdrawn for at least 60 days after bid opening.
7. **ALTERNATE BIDS**-Bidders are cautioned that any alternate bid, unless specifically requested or any changes, insertions or omissions to the terms and conditions, specifications or any other requirement of this RFP may be considered nonresponsive.

8. LATE BIDS-Any bid received **after** the exact time specified for receipt, will not be considered.

The owner may at any time, by written notice to the contractor, terminate this contract and the contractor's right to proceed with the work, for just cause, which shall include, but is not limited to the following:

- A. Failure to provide insurance and bonds (when called for), in the exact amounts and within the time specified or any extension thereof.
- B. Failure to make delivery of the supplies, or to perform the services within the time specified herein, or any extension thereof.

NOTE:

- 1. City - based firms shall have preference per local bidder preference ordinance, Livonia Code of Ordinances Section 3. 04. 140E.
- 2. Final payment will not be made until final acceptance of work performed has been granted by the City of Livonia.

**FORM OF PROPOSAL
PRINTING OF CONNECTONS MAGAZINE**

Proposal of Hearst Corporation hereinafter called Bidder, organized and existing under the laws of or a resident of the State of Michigan, doing business as Hearst Newspapers a corporation *. Insert as applicable: "a corporation", "a partnership" or "an individual" TO THE CITY OF LIVONIA, MICHIGAN, hereinafter called OWNER:

The undersigned as Bidder hereby declares: that this Bid is made in good faith without fraud or collusion with any person or persons bidding on the same Contract; that the Bidder has read and examined documents included in the Request for Proposal by the City of Livonia, and understands all of the same; that the Bidder or its representative has made personal investigation and has become fully familiar with regard to the conditions to be met in the execution of this Contract, and the undersigned proposes to furnish all labor, materials, tools, power, transportation, and equipment to perform the towing services specified in the Request for Proposal in full accordance with the aforesaid Contract Documents, including any and all Addenda officially issued, their receipt of which is hereby acknowledged:

Addendum No.

Addendum Date

The contract will be recommended for award to the highest ranked bidder demonstrating an ability to meet the requirements set forth in this solicitation.

The contractor shall complete and return all necessary forms with proposal submission.

BIDDER SHALL USE ONLY THE FORMS PROVIDED BY THE CITY OF LIVONIA TO PROVIDE PRICING WITH NO EXCEPTIONS. PROVIDE PRICING ON THE ATTACHED EXCEL SPREAD SHEET AND UPLOAD WITH YOUR BID RESPONSE TO THE MITN WEBSITE.

If the foregoing Bid shall be accepted by the OWNER, the undersigned agrees to enter into the attached form of Agreement within ten (10) days after receiving notice of such acceptance, will furnish the OWNER satisfactory bonds and certificates of insurance coverage, and will complete the Project, at the price and within the time stated in this Bid.

The undersigned further agrees that if the foregoing Bid shall be accepted, work will commence at the date and time set forth after the Contract has been awarded, the Agreement executed, and a Notice to Proceed received.

In submitting this proposal, it is understood that the right is reserved by the OWNER to accept any proposal, to reject any or all proposals, and to waive irregularities in bidding in the interest of the OWNER.

of the OWNER.

Submitted On 11//13/2023

By John Dixon

Street 22405 18 Mile Rd

Signature John Dixon

City/State/Zip

Name and Title of Signatory

Big Rapids MI 49307

Director of Sales and Operations

Telephone Number

Facsimile Number

Contact to whom questions regarding the bid should be directed:

Name: John Dixon

Title: Director of Sales and Operations

Phone 231-592-8391

Email john.dixon@hearst.com

RETURN THE FOLLOWING DOCUMENTS AS A PDF FILE WITH YOUR BID RESPONSE
UPLOADED TO THE MITN WEBSITE:

1. Form of Proposal (2 pages)
2. Price Sheet (Complete Excel Spreadsheet attached to bid)
3. Statement of Qualifications (2 pages)
4. References (1 page)
5. Company Overview

Please provide the documents in the order listed above.

Statement of Qualifications – Printing of “Connections” Magazine

Contractors must answer all questions. If more space is needed to complete a question, attach a separate sheet.

Company Name: Hearst Newspapers

Address 22405 18 Mile Rd Big Rapids MI 49307

Contact Person: John Dixon Title Director of Sales and Operations

Phone No. 231-592-8391 Email john.dixon@hearst.com

Number of years operating under your present name: 125

Number of years present owners have owned the company: This Location 7 years

Number of years of experience the current owner has in providing the type of printing services described herein 125 years.

Have you performed work for the City of Livonia in the last ten (10) years? If so, please specify:

Year of Service	Department Served	Description of Services Provided
2023	Communications	Current printer of this magazine

General nature of work performed by your company:

List the members of the team who will be assigned to manage towing services on behalf of the contractor and the roles they will perform. Attach copies of the resumes of the persons listed below:

Name	Title	Role	Years of Experience
John Dixon	Director	communications	39
Michael Passarelli	Design	Designing the magazine	10
Don Watters	production manager	oversee production	45

What challenges do you foresee?

None. We have printed this product for the last 2 year and it has gone smoothly

What is included in your base price for services? What services will incur additional fees:

Printing, Stitching, trimming, mailing, delivery to the post office. All postal paperowrk is also included.

City of Livonia will need to pay the postage on their postal permit

Contact Phone Number during normal business hours.:231-592-8391

Proposed Hours of Operation

DAYS	BUSINESS HOURS
Monday – Friday	8-5

What value added services in addition to those specified can your company provide?

DESCRIPTION OF SERVICE	FEE

COMPANY NAME: Hearst Newspapers

REFERENCES – PRINTING OF CONNECTIONS MAGAZINE
Complete contact information for all references must be provided.

COMPANY NAME: _____

Reference Company Name:
City/State:
Summary of Work Performed:
Dates of Work:
Company Contact Person: Title:
Phone Number: Email:

Reference Company Name:
City/State:
Summary of Work Performed:
Dates of Work:
Company Contact Person: Title:
Phone Number: Email:

Reference Company Name:
City/State:
Summary of Work Performed:
Dates of Work:
Company Contact Person: Title:
Phone Number: Email:

**TYPESET, PRINT AND DELIVER
CITY OF LIVONIA “CONNECTIONS” MAGAZINE**

GENERAL REQUIREMENTS

Bid is for a one (1)-year period – January 2024 to December 2024.

“Connections” magazine to be published up to three (3) times per year: In March (spring/summer), July (fall), November (winter).

Each issue will have a minimum of 60 pages. Add price for additional pages online provided on Form of Proposal (i.e. 64, 68 pages).

Allow adequate turn around time to meet distribution deadlines.

TYPESET AND DESIGN SPECIFICATIONS

Bid shall include all corrections, use of clip art, shading and creative design. Layout would consist of mostly two columns, color. All editorial content will be provided electronically.

Photos and graphics will be provided digitally in JPG, PNG or TIFF format. Must be able to work in all three formats. Bid shall include, if necessary, color correction and creative placement.

City will furnish Microsoft Word text files and PDF files.

City will provide direction and/or examples to model the design of specific pages.

The City requires the return of an electronic copy of each proof with noted revisions in order to verify changes were made.

Bidder will work with the City that will provide completed ad/artwork to printer within a specified time frame to meet bidder’s production deadline.

PRINTING SPECIFICATIONS

Quote shall include color proof, and printing on both version A of 70# gloss text first two page sheets and last two page sheets (ie. eight total printable pages), and version B 70# gloss text front and back cover sheets only (ie. four total printable pages), both 8” x 10” with 50# white offset inside pages on recycled paper with fold stitch, stapled, packaged and delivered to United States Post Office.

42,000 will be printed or additional copies in increments of 1,000 based on need.

Four color required on all pages and covers.

Price for additional eight pages, four-color process and list page positions available for four color.

SORT AND DELIVERY

Set up Carrier Route, sort and deliver to the Post Office.

This procedure involves taking all zip codes (48150, 48152 and 48154) to Merriman branch for weigh-in as well as mailing of approximately 1,000 non-resident “Connections” magazines. Addresses will be provided to printer by Parks and Recreation and then taking 48152 magazines to the Newburgh branch for distribution.

“Connections” Magazine is delivered to approximately 40,500 residents only. All extra issues delivered to the Kirksey Recreation Center.

PLEASE SUBMIT IN TRIPLICATE
FORM OF PROPOSAL
PRINTING OF "CONNECTIONS" MAGAZINE

COMPANY NAME: _____Hearst Newspapers_____

Honorable Members of the City Council
33000 Civic Center Drive
Livonia, Michigan 48154

Council Members:

The undersigned, as bidder, declares that they have familiarized themselves with the type of project desired and have carefully examined the specifications and instructions to bidders, which they understand and accept as sufficient for the purpose and agrees they will furnish to the City of Livonia the specified items and will accept in full payment therefore the following amounts:

AS PER ATTACHED SPECIFICATIONS

Version A Paper weight: 70# gloss text first two and last two page sheets (ie. eight total printable pages), 50# white offset inside pages on recycled paper

Version B Paper weight: 70# gloss text front and back cover sheets (ie. four total printable pages), 50# white offset inside pages on recycled paper

			<u>TOTAL PRICE</u>
Version A	1	Cost of 42,000 copies of 60-page issue (with typesetting/design)	No Bid Page count issue
	2	Cost of 42,000 copies of 64-page issue (with typesetting/design)	\$ 21,679.00
	3	Cost of 42,000 copies of 68-page issue (with typesetting/design)	No Bid page count issue
	4	Cost for additional copies in increments of 1,000	\$ 312.00
	5	Cost to mail non-residents issue, approximately 1,000	\$ 100.00
Version B	6	Cost of 42,000 copies of 60-page issue (with typesetting/design)	\$ 19,215.00
	7	Cost of 42,000 copies of 64-page issue (with typesetting/design)	No Bid page count issue
	8	Cost of 42,000 copies of 68-page issue (with typesetting/design)	\$ 20,650.00
	9	Cost for additional copies in increments of 1,000	\$ 345.00
	10	Cost to mail non-residents issue, approximately 1,000	\$ 100.00

Price shall hold firm for a period of one (1) year from the inception of the contract.

State terms: Net 30 days. If paper price increases by 10% or more during the contract we will need to revise prices.

_____The current trend of paper prices has been a downward since the last contract.

In submitting this sealed bid, it is understood that the City of Livonia reserves the right to reject or accept any or all proposals in whole or in part and waive any irregularities or formalities therein.

Form of Proposal - "Connections" Magazine
City of Livonia, Department of Parks and Recreation

The contractors and their sub-contractors agree that they will not discriminate against any employee or applicant for employment, to be employed in the performance of this contract with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of their sex or age, except when based on a bona fide occupational qualification, or because of their race, color, religion, national origin or ancestry. (Act 453 P.A. 1976 As Amended). The contractor further agrees that they will take affirmative action to insure the applicants are employed and that employees are treated during employment without regard to age, sex, race, creed, color or national origin. Breach of this contract may be regarded as a material breach of contract.

Bidder will identify business entity as individual, or if doing business under assumed name, indicate assumed name, partnership, (naming partners), corporation, foreign or domestic (naming principal officers) and indicate official capacity of person executing proposal and bid.

Date 11/13/2023

Firm Name Hearst Corporation
(If corporation, partnership, or assumed name)

Address 22405 18 Mile Rd
Big Rapids MI 49307

Signature *John P Dixon*
(person executing bid and official capacity)

Print John P Dixon

Phone 231-592-8391 Fax _____

Names of Principal Officers and designate official capacity.
Director of Sales and Operations

If partnership or assumed name, indicate names of owners.

**FORM OF PROPOSAL
PRINTING OF CONNECTONS MAGAZINE**

Proposal of Indiana Printing and Publishing Company, Inc. hereinafter called Bidder, organized and existing under the laws of or a resident of the State of Michigan, doing business as Indiana Printing and Publishing Company, Inc. * Insert as applicable: "a corporation", "a partnership" or "an individual" TO THE CITY OF LIVONIA, MICHIGAN, hereinafter called OWNER:

The undersigned as Bidder hereby declares: that this Bid is made in good faith without fraud or collusion with any person or persons bidding on the same Contract; that the Bidder has read and examined documents included in the Request for Proposal by the City of Livonia, and understands all of the same; that the Bidder or its representative has made personal investigation and has become fully familiar with regard to the conditions to be met in the execution of this Contract, and the undersigned proposes to furnish all labor, materials, tools, power, transportation, and equipment to perform the towing services specified in the Request for Proposal in full accordance with the aforesaid Contract Documents, including any and all Addenda officially issued, their receipt of which is hereby acknowledged:

Addendum No.

Addendum Date

#1

11/13/2023

The contract will be recommended for award to the highest ranked bidder demonstrating an ability to meet the requirements set forth in this solicitation.

The contractor shall complete and return all necessary forms with proposal submission.
BIDDER SHALL USE ONLY THE FORMS PROVIDED BY THE CITY OF LIVONIA TO PROVIDE PRICING WITH NO EXCEPTIONS. PROVIDE PRICING ON THE ATTACHED EXCEL SPREAD SHEET AND UPLOAD WITH YOUR BID RESPONSE TO THE MITN WEBSITE.

If the foregoing Bid shall be accepted by the OWNER, the undersigned agrees to enter into the attached form of Agreement within ten (10) days after receiving notice of such acceptance, will furnish the OWNER satisfactory bonds and certificates of insurance coverage, and will complete the Project, at the price and within the time stated in this Bid.

The undersigned further agrees that if the foregoing Bid shall be accepted, work will commence at the date and time set forth after the Contract has been awarded, the Agreement executed, and a Notice to Proceed received.

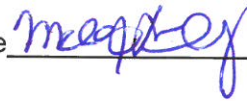
In submitting this proposal, it is understood that the right is reserved by the OWNER to accept any proposal, to reject any or all proposals, and to waive irregularities in bidding in the interest of the OWNER.

of the OWNER.

Submitted On November 10, 2023

By Indiana Printing and Publishing
Company, Inc

Street 775 Indian Springs road

Signature 

Indiana, PA 15701

Michael J. Donnelly, President and Publisher

City/State/Zip

Name and Title of Signatory

724-349-3434

724-717-2321

Telephone Number

Facsimile Number

Contact to whom questions regarding the bid should be directed:

Name: Mike Donnelly

Title: President and Publisher

Phone 724-349-3434

Email MDonnelly@gazetteprinters.com

PLEASE SUBMIT IN TRIPLICATE
FORM OF PROPOSAL
PRINTING OF "CONNECTIONS" MAGAZINE

COMPANY NAME: Indiana Printing and Publishing Company, Inc.

Honorable Members of the City Council
33000 Civic Center Drive
Livonia, Michigan 48154

Council Members:

The undersigned, as bidder, declares that they have familiarized themselves with the type of project desired and have carefully examined the specifications and instructions to bidders, which they understand and accept as sufficient for the purpose and agrees they will furnish to the City of Livonia the specified items and will accept in full payment therefore the following amounts:

AS PER ATTACHED SPECIFICATIONS

Version A Paper weight: 70# gloss text first two and last two page sheets (ie. eight total printable pages), 50# white offset inside pages on recycled paper

Version B Paper weight: 70# gloss text front and back cover sheets (ie. four total printable pages), 50# white offset inside pages on recycled paper

		<u>TOTAL PRICE</u>	<u>Additional 1,000</u>
Version A	1 Cost of 42,000 copies of 60-page issue (with typesetting/design)	\$27,222.00	\$583.00/M
	2 Cost of 42,000 copies of 64-page issue (with typesetting/design)	\$28,239.00	\$605.00/M
	3 Cost of 42,000 copies of 68-page issue (with typesetting/design)	\$29,256.00	\$627.00/M
	4 Cost for additional copies in increments of 1,000	\$ see additional column	
	5 Cost to mail non-residents issue, approximately 1,000	\$188.00	
Version B	6 Cost of 42,000 copies of 60-page issue (with typesetting/design)	\$24,793.00	\$531.00/M
	7 Cost of 42,000 copies of 64-page issue (with typesetting/design)	\$25,810.00	\$553.00/M
	8 Cost of 42,000 copies of 68-page issue (with typesetting/design)	\$26,834.00	\$575.00/M
	9 Cost for additional copies in increments of 1,000	\$ see additional column	
	10 Cost to mail non-residents issue, approximately 1,000	\$188.00	

Price shall hold firm for a period of one (1) year from the inception of the contract.

State terms: Payment due net 30 days

In submitting this sealed bid, it is understood that the City of Livonia reserves the right to reject or accept any or all proposals in whole or in part and waive any irregularities or formalities therein.

FP-1

There is only 1 spot on the MITN site for pricing. We took the 3 page options in version A and added them together.

Version A
\$27,222.00
+\$28,239.00
+\$29,256.00
\$84,717.00

Version B
\$24,793.00
+\$25,810.00
+\$26,834.00
\$77,437.00

Form of Proposal - "Connections" Magazine
City of Livonia, Department of Parks and Recreation

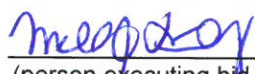
The contractors and their sub-contractors agree that they will not discriminate against any employee or applicant for employment, to be employed in the performance of this contract with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of their sex or age, except when based on a bona fide occupational qualification, or because of their race, color, religion, national origin or ancestry. (Act 453 P.A. 1976 As Amended). The contractor further agrees that they will take affirmative action to insure the applicants are employed and that employees are treated during employment without regard to age, sex, race, creed, color or national origin. Breach of this contract may be regarded as a material breach of contract.

Bidder will identify business entity as individual, or if doing business under assumed name, indicate assumed name, partnership, (naming partners), corporation, foreign or domestic (naming principal officers) and indicate official capacity of person executing proposal and bid.

Date 11/13/2023

Firm Name Indiana Printin and Publishing Company, Inc.
(If corporation, partnership, or assumed name)

Address 775 Indian Springs Road
Indiana, PA 15701

Signature 
(person executing bid and official capacity)

Print Michael J. Donnelly

Phone (724)349-3434 Fax (724)717-2321

Names of Principal Officers and designate official capacity.

Michael J. Donnelly, President and Publisher - Hastie Kinter, Secretary

Joseph L. Geary, Treasurer

If partnership or assumed name, indicate names of owners.

Statement of Qualifications – Printing of “Connections” Magazine

Contractors must answer all questions. If more space is needed to complete a question, attach a separate sheet.

Company Name: Indiana Printing and Publishing Company, Inc.

Address 775 Indian Springs Road Indiana, PA 15701

Contact Person: Mike Donnelly Title President and Publisher

Phone No. 724-349-3434 Email MDonnelly@gazetteprinters.com

Number of years operating under your present name: 133 years

Number of years present owners have owned the company: 32 years but our company has been in the family for 133 years

Number of years of experience the current owner has in providing the type of printing services described herein 40 years.

Have you performed work for the City of Livonia in the last ten (10) years? If so, please specify:

Year of Service	Department Serviced	Description of Services Provided
<u>N/A</u>		

General nature of work performed by your company:

Cold web / Sheetfed printing, bindery, mailing services, and shipping

List the members of the team who will be assigned to manage towing services on behalf of the contractor and the roles they will perform. Attach copies of the resumes of the persons listed below:

Name	Title	Role	Years of Experience
<u>Please see attached</u>			

What challenges do you foresee?

None

What is included in your base price for services? What services will incur additional fees:

All in pricing, any requests outside of specs may incur additional fees.

Until we know what the additional requests would be, we would not be able to price them.

Contact Phone Number during normal business hours.: 724-349-3434

Proposed Hours of Operation

DAYS	BUSINESS HOURS
Monday – Friday	8:00am - 5:00pm (est)

What value added services in addition to those specified can your company provide?

DESCRIPTION OF SERVICE	FEE
We would be happy to provide services outside the specifications but would need the specific request to quote the fees	

COMPANY NAME: Indiana Printing and Publishing Company, Inc.

REFERENCES – PRINTING OF CONNECTIONS MAGAZINE
Complete contact information for all references must be provided.

COMPANY NAME: Indiana Printing

Reference Company Name: <u>Village of Orland Park</u>	
City/State: <u>Orland Park, IL</u>	
Summary of Work Performed: <u>Print, ship, and mail Recreation Program Guide</u>	
Dates of Work: <u>2020-Present</u>	
Company Contact Person:	Title: <u>Jennifer Medema, Graphic Designer</u>
Phone Number: <u>708-403-6296</u>	Email: <u>jmedema@orlandpark.org</u>

Reference Company Name: <u>City of Farmington Hills</u>	
City/State: <u>Farmington, MI</u>	
Summary of Work Performed: <u>Printing and mailing of Special Services Activities Guide</u>	
Dates of Work: <u>2019-Current</u>	
Company Contact Person:	Title: <u>Chris Blunden, Marketing Specialist</u>
Phone Number: <u>313-590-6321</u>	Email: <u>Cblunden@fhgou.com</u>

Reference Company Name: <u>Anne Arundel County</u>	
City/State: <u>Annapolis, MD</u>	
Summary of Work Performed: <u>Pre-press, printing, trimming, folding, and mailing of Reaping Newsletter</u>	
Dates of Work: <u>2016-Present</u>	
Company Contact Person: <u>Kristen Lagana</u>	Title: <u>Program Specialist</u>
Phone Number: <u>410-222-7967</u>	Email: <u>pwlaga22@aaacounty.org</u>

CITY OF LIVONIA
ADDENDUM NO. 1 – PRINTING OF CONNECTIONS MAGAZINE

Date: November 13, 2023
To: Potential Bidders
From: Enna A. Bachelor, Purchasing Manager
Subject: Addendum No. 1 – Printing of Connections Magazine

Addendum No. 1 is being issued to address questions received from potential bidders.

Question No. 1: Is the company that is awarded the print bid doing the design also?

City's Response: The company selected will be doing the design, although there are some specific pages that are pre-designed flyers we'd submit as a PDF to drop in.

For example, this last edition had 12 of 60 pages as PDFs the designer just had to drop onto a page, and then nine additional pages that are laid out by the designer, but are 95% identical from one edition to the next besides updating some dates or prices. So, after the first edition within the contract gets their template set up, there's minimal design work needed on 21 of 60 pages besides quick swap-outs of dates or PDFs.

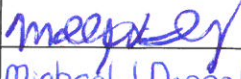
Question 2: Do you use Basecamp or some other similar program, that time stamps and keep all information in order as the changes and graphics are being worked on? We use basecamp with a few other City's that we work with on similar publications.

City Response: We send the initial information over as Word, Excel, PDF, PNG, and JPG files. We typically receive a PDF draft of the magazine from the designer, which I then upload into Adobe for staff to make comments, highlights, and strikethroughs on by a specified date. I export and send that back to the designer (via email or a WeTransfer link, depending on file size), and we repeat that process 1-2 more times until everything is set.

The staff comments/edits are all timestamped in the Adobe file even after I export the PDF and send it. We have not used Basecamp here, but that sounds as if it can be edited in real-time by the designer while staff are also commenting in real-time, which could speed the editing process up further.

All other provisions of the bid remain the same. The bid due date remains the same. Bidders should acknowledge receipt of the addendum with your bid response uploaded to the MITN website.

Addendum No. 1 – Acknowledgement – Printing of Connections Magazine 2024

Company Name	Indiana Printing and Publishing Company, Inc		
Authorized Signature		Date	11/13/2023
Print Name	Michael J. Donnelly	Title	President and Publisher

INDIANA PRINTING & PUBLISHING CO.

Profile

Indiana Printing and Publishing Company, Inc. is a 3rd generation family owned business that was incorporated on July 2, 1890. IPP is nestled in beautiful Western Pennsylvania. Being a family owned business each customer receives personalized attention from design to delivery. We have over 60 employees with an average of 11 years of experience per person! With our vast knowledge and 130 years of experience we pride ourselves in the excellence we deliver to you. We are capable of providing end-to-end services from design to mailing for small or large jobs. Our list of clients range from states, cities, park districts, colleges and universities, corporations, to individuals. We specialize in brochures, class schedules, calendars, catalogs, maps, fliers, posters, letterhead, and business cards. We are open for business 359 days a year. We are closed for the holidays listed below:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Fourth of July	Christmas Day

Subcontractors/Utilization Plan

While our location is remote and not close to a large city, we have refined our printing and shipping process to allow us to remain competitive in pricing. We do not use subcontractors as that process would be very expensive due to our location. This would remove us from the bidding process and being able to give our customers competitive pricing.

Qualifications

With 34 years in the business, you will receive personal attention from the President Mike Donnelly. Our dedicated employees pride themselves on helping to deliver a quality product. The key employees that will be working on your product are:

Operations Manager, Mike Krivonick – 21 years of industry experience
Lead Pressman, Mark Riva – 33 years of industry experience
Distribution Manager, Sam Parris – 25 years of industry experience
Mailing Services, Dave Lockard – 8 years of industry experience
Production Supervisor, Dan Yasick – 8 years of industry experience
Typesetting and Design, Beth Wood – 33 years of industry experience
Controller, Lex Winkelman – 1 year of industry experience
Executive Assistant, Jennifer Williams – 9 years of industry experience

INDIANA PRINTING & PUBLISHING CO.

Services

Pre-press Services	Printing Services	Mailing & Fulfilment Services
Kodak Prinergy PDF workflow	Sheetfed – Five color printing up to 28" x 40"	USPS ® certified software – Full service Intelligent Mail barcode mailing capability
PDF fill submission to our secure FTP server	Digital – 13" x 27"	
Graphic design and typesetting	Web – Cold printing	NCOA and CASS certification
Electronic PDF and hard copy color proofs		Variable data mailing capabilities
Kodak thermal computer-to-plate technology on all web and 40" presses		

Equipment

Printing Equipment	Bindery
Harris VD15 12 unit web press with inline gluing and trimming Goss Urbanite 11 unit web press	Mueller, Bravo-T 6-pocket saddle stitcher/trimmer with cover feeder
Heidelberg CD 102-5+LX	Senator 62" automated cutter
Heidelberg Sorz 102 2 unit 40" sheet fed press	Challenger 61" cutter
Heidelberg Kord 64 1 unit 25" press (2)	Baum folder 20 x 26 with right angle fold
Ricoh 9110 Digital press	Multilith 9 pocket collator / stitcher
	MBO 4/8/16/32 Page Folder

As you can see Indiana Printing and Publishing Company, Inc. is more than qualified to produce and deliver your product at the high quality and excellence that you expect.

Please feel free to contact me if you need any further clarification.

Mike Donnelly
President
724-349-3434
mdonnelly@gazetteprinters.com
775 Indian Springs Road
Indiana, PA 15701

11/14/2023

2024 Connections Magazine Bid Results

	Hearst Newspapers (Pioneer Group; Big Rapids)	Indiana Printing & Publishing (Indiana, PA)	Accuform Printing & Graphics (Southfield)
Version A (New format with eight gloss pages)			
1 Cost of 42,000 copies of 60-page issue	\$ -	\$ 27,222.00	\$ 31,998.00
2 Cost of 42,000 copies of 64-page issue	\$ 21,679.00	\$ 28,239.00	\$ 33,698.00
3 Cost of 42,000 copies of 68-page issue	\$ -	\$ 29,256.00	\$ 33,968.00
4 Cost for additional copies in increments of 1,000	\$ 312.00	\$ 605.00	\$ 698.00
5 Cost to mail non-residents issue, approximately 1,000	\$ 100.00	\$ 188.00	\$ 395.00
Version B (Current format with four gloss pages)			
6 Cost of 42,000 copies of 60-page issue	\$ 19,215.00	\$ 24,793.00	\$ 32,695.00
7 Cost of 42,000 copies of 64-page issue	\$ -	\$ 25,810.00	\$ 34,398.00
8 Cost of 42,000 copies of 68-page issue	\$ 20,650.00	\$ 26,834.00	\$ 34,568.00
9 Cost for additional copies in increments of 1,000	\$ 345.00	\$ 553.00	\$ 698.00
10 Cost to mail non-residents issue, approximately 1,000	\$ 100.00	\$ 188.00	\$ 395.00
Three-issue annual cost 42,000 @ 64 pages + non-res labeling	\$ 65,337.00	\$ 85,281.00	\$ 102,279.00
References:			
	Connections 2022-23 (City of Livonia)	Rec Program Guide (Orland Park, IL)	Budget Book Covers; Laser Checks (City of Livonia)
	Novi Community Education (booklet)	Recycling Newsletter (Ann Arundel County, MD)	Engage (City of Novi)
	WestShore Publishing (weekly newspaper)	Special Services Activities Guide (City of Farmington Hills)	City of Farmington Hills
	Forest Hills Public Schools Community Education (booklet)		City of Detroit Elections
			City of Birmingham
	State terms: Net 30 days. If paper price increases by 10% or more during the contract we will need to revise prices. The current trend of paper prices has been a downward since the last		

HN Page count issue	\$583/M
	\$605/M
HN Page count issue	\$627/M
IPP See additional column	

	\$531/M
HN Page count issue	\$553/M
	\$575/M
IPP See additional column	

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 17, 2024**

Meeting was called to order at 8:15 p.m. by Council President Brandon McCullough. Present: Rob Donovic, Carrie Budzinski, Laura Toy, Jim Jolly, Vice President Martha Ptashnik, and President Brandon McCullough. Absent: Scott Morgan.

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; Mark Taormina, Planning and Economic Development Director; and Todd Zilincik, City Engineer.

Councilmember Donovic led the meeting with the Pledge of Allegiance.

5. REQUEST FOR AUTHORIZATION TO WAIVE THE SEALED BID PROCESS AND PURCHASE FROM SOLE SOURCE PROVIDER: Department of Information Systems, re: for the purchase of ThinkGard Backup and Disaster Recovery Solution, for a period of three years, in an amount not to exceed \$53,114.40 annually, from budgeted funds.

Casey O'Neil, Information Services Director, presented the request to Council.

Vice President Ptashnik offered an approving motion for the Consent agenda.

DIRECTION:	APPROVING	CONSENT
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LETTER TO THE LIVONIA CITY COUNCIL

5.

Information Systems
December 20, 2023

MEETING DATE

S011724/R012924

PREPARED BY

Casey O'Neil, Information Systems Director,

AGENDA ITEM

REQUEST FOR AUTHORIZATION TO WAIVE THE SEALED BID PROCESS AND PURCHASE FROM SOLE SOURCE PROVIDER: Department of Information Systems, re: for the purchase of a ThinkGard Backup and Disaster Recovery Solution, for a period of three years, in an amount not to exceed \$53,114.40 annually, from budgeted funds.

BACKGROUND DETAILS

ThinkGard is a company that specializes in being a complete solution for both backup and disaster recovery for organizations. ThinkGard provides an appliance and software to back up data on-site, as well as encrypted cloud storage, which mirrors this data. ThinkGard also provides regular testing for restoring this data and a written detailed disaster recovery plan specific to the organization. Additionally, in the event a disaster occurs, whether it be compromised data or a natural disaster, ThinkGard will provide system engineering assistance and is able to turn up systems in the cloud to restore services in a timely manner. ThinkGard has proposed their solution to the city for three years, including a 10% discount on their normal service fees. They are also waiving the cost of the 48 terabyte on-site appliance and their implementation fees. Because this solution contributes to our cybersecurity resilience, 50% of our first-year cost will be eligible to be covered by a RAP grant through the city's insurance provider, MMRMA.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

Approve the purchase of a ThinkGard Backup and Disaster Recovery as a Service solution from ThinkGard LLC, 3000 Galleria Circle, Suite 1130 Hoover, AL 35244 for the annual cost of \$53,114.40.

SPECIFIC NAME OF PRODUCT AND NUMBER TO BE PURCHASED (if more than one)

ThinkGard backup and disaster recovery as a service solution.

CONTRACT: Amount and/or purchase price and length of contract (with dates if applicable)

\$53,114.40 annually for 3 years.

DETAILED WORK BEING PERFORMED

ThinkGard is providing a 48 terabyte server with Datto software and assisting us with implementing

a backup schedule both locally and on the cloud. ThinkGard will also provide monthly system restoration testing and will provide a detailed disaster recovery plan for the city.

FISCAL CONSIDERATIONS (Amount requested and Account(s) used. If applicable, Grant Funding information)

The annual cost for the three-year agreement is \$53,114.40, from budgeted funds in account numbers 101-228-986-010 and 401-000-971-000, with \$26,557 to be reimbursed from a RAP grant available from MMRMA.

ACCEPTANCE OF BID (Please detail the following: Why accepted, why not lowest bidder, company name, contact person, full address)

N/A

REASON TO WAIVE BID PROCESS (Emergency, Professional services, No advantage to City and why, Consortium package, etc): There are no other companies we could locate that provide all of these services together, focus 100% on data protection, and are public sector specialists.

ATTACHMENTS

1. S011724 LTC Enterprise Backup Solution
2. Livonia City, MI 48TB BDRaaS Enterprise Backup Solution
3. ThinkGard - BDR Service Description - City of Livonia, MI
4. ThinkGard BDRaaS References – Public Sector
5. Public Sector Testimonial

APPROVED BY



Casey O'Neil, Information Systems Director

Date: December 20, 2023



Michael Slater, Finance Director

Date: December 20, 2023



Maureen Miller Brosnan, Mayor

Date: December 21, 2023

Livonia City, MI 48TB BDRaaS Enterprise Backup Solution

Quote created: December 6, 2023 Reference: 20231206-104744559

Livonia City, MI

33000 Civic Center Drive
Livonia, Michigan 48154
United States

Casey O'Neil

coneil@livonia.gov
(734) 466-2200

Comments

This proposal for the City of Livonia, MI includes pricing for ThinkGard's managed Backup and Disaster Recovery as a Service solution (BDRaaS).

Brittany Rademacher - Sales Executive ThinkGard



Products & Services

Item & Description	SKU	Quantity	Unit Price	Total
Enterprise 48TB Appliance (S5-48 - 512 GB RAM) • CPU Intel Xeon Gold x2 5220R (TOTAL 48c/96t, 2.2GHz) • RAM: 512GB (16x32GB) ECC • Array: 6x18TB SAS RAID 10 • NICs: 2x 10G, 2x 1G • OS Drive: 2x m.2 240GB RAID 1 • Performance Cache: 480GB SATA SSD • Chassis: 2U	S5-48_512	1	\$21,330.00	\$0.00 after \$21,330.00 discount
DataGard 48TB Monthly Services Services Included in Monthly Rate: • 1 Year Time-Based Retention in US-based datacenters (TBR) • Local backups in variable rates to the appliance (5 minutes – 24 hours) • Backup replication – 2 remote bicoastal sites • Daily monitoring & technical support to keep backups running • Assist in file and server recovery • On-Call trouble shooting service • 24/7 assistance in disaster scenario • Annual system testing including cloud test • Full technical DR documentation • 30 days of off-site virtualization after which a fee of \$200.00 per 24 hours will apply.		1	\$59,016.00 / year	\$53,114.40 / year after 10% discount for 3 years
Implementation Services - Enterprise The one-time fee includes: • Optimize & preconfigure appliance(s). • Assistance in installing backup agents on each server. • Initial disaster recovery testing to build technical DR documentation. • Setup of reporting and alerting.	2IP268	1	\$1,000.00	\$0.00 after \$1,000.00 discount

Annual subtotal		\$53,114.40
after \$5,901.60 discount		
One-time subtotal		\$0.00
after \$22,330.00 discount		
Total		\$53,114.40

Signature

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

Casey O'Neil

coneil@livonia.gov

[sig|req|signer1]

Kevin Fuller

kevin@thinkgard.com

[sig|req|signer2]

This quote expires on January 31, 2024

Purchase terms

BACKUP AND DISASTER RECOVERY AGREEMENT TERMS

Term: This Agreement between Client and THINKGARD is effective upon the date signed by the Client, shall remain in force for a period of 3 years (36 Months) and be reviewed yearly to address any necessary adjustments or modifications. Should adjustments or modifications be required that affect the fees paid for the services rendered under this Agreement, said fee adjustment will be negotiated and agreed-to between the Client and THINKGARD in writing. Absent such a written adjustment, the Agreement automatically renews for a subsequent one-year term beginning on the day immediately following the end of the Initial Term unless either party gives the other thirty (30) day's prior written notice of its intent not to renew this Agreement. This Agreement cannot be automatically renewed more than five (5) times.

This Agreement may be terminated by the Client upon ninety (90) day's written notice if THINKGARD:

- Fails to substantially complete or satisfy its obligations under this Agreement and does not cure any identified failure within ninety (90) days of receipt of written notice of said failure from the Client;
- Breaches any material term or condition of this Agreement and fails to remedy such breach within ninety (90) days of receipt of written notice of such a breach from the Client; Terminates or suspends its business operations, unless it is succeeded by a permitted assignee under this Agreement.

If either party terminates this Agreement, THINKGARD will, if requested by the Client, assist Client in the orderly termination of services, including timely transfer of the services to another designated provider. Client agrees to pay THINKGARD the actual costs of rendering such assistance. Actual costs could include but are not limited to: Training, data transfer, license transfers or equipment de-installation. If Client terminates this Agreement without cause, Client agrees to pay THINKGARD a termination fee equal the actual hard costs that ThinkGard incurred as result of this early cancellation. Client agrees to allow THINKGARD to assign, delegate, subcontract services to third party competent contractors approved by THINKGARD and client.

Services Provided: An on-site Backup Appliance that acts as a local storage device for data backups and standby server in the event of server and/or workstation failure.

1. Incremental backups sent to the backup appliance once an hour by default.
2. Secure Remote (Off-site) Storage provided at two (2) secure data centers.
3. Day-to-day data restoration of files, file folders, emails or email stores, SQL databases, and SharePoint.
4. Full data recovery from secure data centers with the most recent information stored offsite - in the event of total catastrophe, where the on-site server and backup appliance are lost.
5. Full management, monitoring, and testing of the backup appliance and remote storage.

Security: All data is fully encrypted during transmits off-site and while stored off-site. All data is stored off-site, in encrypted form, on multiple servers in two (2) highly secure data center facilities. (a) Each file is encrypted using 256-bit AES and SSL key-based encryption technology. 256-bit AES encrypted data cannot be read without the corresponding keys – a feature designed to prohibit the misuse of the encrypted data. (b) The on-site backup appliance unit communicates with off-site remote servers using SSL (Secure Socket Layers) technology. As a result, the online backup of data is encrypted twice. It is encrypted at all times using the 256-bit AES encryption, and it is encrypted again while it's being sent over the Internet. (c) Data stored off-site remains encrypted at all times.

Data Deduplication and Compression: Data deduplication and compression occurs prior to data storage and transmit using state-of-the-art technology. This ensures that backups are completed in a shorter timeframe,

less storage space is used on the on-site backup appliance and at the off-site data centers, and needed bandwidth to transfer data off-site remains manageable.

Backup Frequency: Servers can be backed up as frequently as once an hour by default. Retention policies can be customized to create as many archived versions of data and full recovery points as needed. Off-site backup frequency is continuous by default, and may be customized to meet Internet bandwidth limitations. Off-site backup frequency is ultimately dependent upon total data size, data changes, and available Internet bandwidth.

Smart Data Transport: Data transmission can be configured to minimize Internet bandwidth consumption. The on-site backup appliance and propriety off-site data transfer system leverages advanced bandwidth throttling to schedule Internet bandwidth used depending on the time of day, customized for each day of the week. This allows bandwidth to be limited during business hours to maintain network functionality and maximize bandwidth during off-peak hours to efficiently transfer data off-site.

Remote Storage provided at two high availability Data Centers in Pennsylvania and Utah Highly redundant storage in multiple redundant cluster nodes at two (2) redundant bi-coastal data centers. (a) Connectivity provided by multiple providers with automatic failover capabilities. (b) Facilities power is supplemented with both battery backup and diesel generation capabilities. (c) Full physical security at each facility including global biometric authentication access methodology to track all authenticated data center personnel and prohibit the entry of any unauthorized persons. (e) Fire suppression and environmental control provided.

Remote Storage and Base Remote Backup Image Creation (a) Your data is stored (in encrypted form) in two (2) secure off-site data centers, located in Pennsylvania and Utah. (b) The initial backup will be sent via a SATA II drive to the primary remote storage facility. There is an approximate two-week turnaround time to seed the initial backup off-site. Incremental backups will occur during the off-site seeding process and will collapse into the main backup once the off-site transfer is complete.

Recovery Time Objective (RTO): THINKGARD will log all retrieval activities from the Client. (a) THINKGARD will attempt to resolve access, backup, or retrieval problems over the phone on first call within 24-hours of the first request. THINKGARD will restore a file, file folder, email or an entire mailbox, as needed, upon Client's call to the THINKGARD helpdesk (b) In a disaster, where Client loses its entire office, THINKGARD will have a new backup appliance imaged, with the most current backup information (usually, the previous day's data). The new backup appliance will be shipped out via next-business day air transportation to a location of your choice. When the backup appliance arrives, it will be ready for use as a virtual server. (c) The backup appliance can also be used to perform a bare metal restore to dissimilar hardware, which means that when a new server arrives, the backup appliance can be used to restore the most current data to the new server(s) and/or workstation(s), regardless of hardware.

Off-Site Virtualization: In a disaster where Client loses its physical servers and backup appliance, servers and/or workstations may be virtualized off-site. (a) Servers can be virtualized in both off-site data centers. (b) Public IP and/or VPN access will be given to connect to remote virtual machines. Virtual machines can also be accessed using VNC and/or RDP.

Ownership of the Data: The backup data being stored on the backup appliance and at the Data Center remains the sole property of the Client. If the Client chooses to terminate services, THINKGARD will assist Client in the orderly termination of services. This could involve copying the backup image to an external drive, which can be synchronized with the data on the backup appliance. The Client agrees to pay THINKGARD the actual costs of rendering such assistance.

Catastrophe Service: In the event of a catastrophe, fees for the "Disaster Recovery Service" are covered in the Agreement

Interference: The Client shall not, during the term of this Agreement and for twelve (12) months following its termination, solicit to work for the Client any employee of THINKGARD

Warranty: THINKGARD warrants that THINKGARD's work will be performed in accordance with reasonable and customary practices prevailing at the time for its business. (a) As long as the service fees are current, the backup appliance unit shall be fully warranted and no additional charges will be incurred for hardware failure. Firmware and software updates are also included (please note, however, that the backup appliance cannot be modified in any way or the hardware warranty(ies) and THINKGARD's warranties under this Agreement, shall be voided. This includes adding software applications to the backup appliance itself, adding memory and/or hard drives, etc.) (c) Backup appliance replacement parts will be shipped next business day air transportation and prepaid by THINKGARD.

Confidentiality: Each party shall treat the information received from the other party that is designated as confidential ("Confidential Information") as a trade secret and strictly confidential. THINKGARD designates the backed up data and all information relating to the backed up data as confidential. Both parties shall: (i) restrict disclosure of Confidential Information to employees and agents solely on a "need to know" basis; (ii) advise employees and agents of their confidentiality obligations; (iii) use commercially reasonable means to comply with the confidentiality obligations of this Agreement; and (iv) notify the other of any unauthorized possession or use of that party's Confidential Information as soon as practicable after receiving notice of same. Notwithstanding the foregoing, neither party shall be obligated to preserve the confidentiality of any information which: (i) was previously known; (ii) is a matter of public knowledge; (iii) was or is independently developed; (iv) is released for disclosure with written consent; (v) is received from a third party to whom the information was disclosed without restriction.

Equipment and Facilities: Client agrees that THINKGARD may utilize certain items of their equipment and may gain access to certain parts of The Client's facilities. Facility access may be denied for any reason at any time, however if access to facilities is denied, the Client understands that THINKGARD may be unable to perform their duties adequately and if such a situation should exist, THINKGARD will be held harmless.

Passwords: THINKGARD acknowledges that it must have remote access to the backup appliance to perform their duties under this Agreement. Backup data will always be encrypted and not accessible to anyone who does not have the password. If the encryption password is lost, the backup data will be inaccessible.

No Third Party Beneficiary: Neither Party shall subcontract, assign, subrogate or transfer any interest, obligation or right under this Agreement without prior written consent from the other Party, and any such attempt shall be null and void. Except that a board of a governing authority cannot bind their successors in office to contracts beyond their term of office and extension beyond its term is voidable by the successor Board.

Dispute Resolution: This Agreement shall be governed by the state and Federal laws applicable to the State of Michigan, U.S.A.

Force Majeure & Malicious Acts: THINKGARD shall not be liable for any loss, damage or failure due to causes beyond its control, including strikes, riots, earthquakes, epidemics, wars, fires, floods, weather, power failure, telecommunications and/or internet interruptions, the failure or closure of a financial institution, computer malfunctions, acts of God or any other failure, interruption or error not directly caused, or reasonably anticipated, by THINKGARD.

Taxes: Client shall be solely responsible for any taxes or similar charges arising out of this Agreement, including all applicable Federal, State or local sales taxes, customs, duties, use taxes, value-added taxes, excise charges or brokerage fees. Client shall also be solely responsible for assessing and remitting payment for any such items to the appropriate authorities.

Warranty of Representative Capacity: Each Party warrants that its undersigned representative has the authority and capacity to bind that Party to the terms and conditions of this Agreement and understands that each Party has reasonably relied upon such warranty and promises as an inducement to enter into this Agreement.

Severability: If a court or quasi-judicial body subsequently determines that one or more of the provisions of this Agreement is unlawful, then the provisions deemed unlawful, and only those provisions, shall be rendered void and shall be considered severed from the other terms and conditions of this Agreement.

Remedy Upon Client's Payment Default: Client agrees that in the event it defaults on its payment obligations under this Agreement, THINKGARD shall: a) To the extent provided by law have the right to pursue any and all available legal remedies to collect said sums, including through the immediate filing of an action in a court of law in Michigan and/or the federal jurisdiction which includes said United States, Michigan.

Understanding: The undersigned have read and understood each and every provision of this Agreement and agree that, at a minimum, prior to executing this Agreement, they were each given sufficient time and the opportunity to present the Agreement to an attorney for clarification of the meaning and function of each and every provision.

Integrated Agreement: This Agreement embodies the entire understanding of the Parties and all of the terms and conditions with respect to the matters discussed in this Agreement and that the terms are contractual and are not mere recitals. The Parties agree this Agreement supersedes and annuls any and all other or former Agreements, contracts, promises or representations, whether written or oral, expressed or implied, and it may not be altered, superseded or otherwise modified except in a writing signed by the party to be charged.

Immigration: By signing this contract, the contracting parties affirm, for the duration of the Agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Michigan.

Questions? Contact me



Brittany Rademacher

Sales Executive

brittany.rademacher@thinkgard.com

517-420-0434

ThinkGard

3000 Galleria Circle, Suite 1130

Hoover, AL 35244

United States

Backup and Disaster Recovery as a Service

- 1 Year Time-Based Retention in US-based datacenters (1TBR)
- Bicoastal Data Center offsite replication locations
- Ongoing daily monitoring and management of all backup appliances:
 - Customizable local backup schedules per server (from every 5 minutes to 24 hours)
 - Experienced Support team that checks on every appliance daily
 - Initial remediation of backup errors
 - Communication with client if assistance or intervention is needed for production servers
 - Monitor daily mini disaster recovery test via screenshot verifications
 - Telephone and email on-call service available 24/7/365
 - Facilitate test restorations per request with IT staff
 - Annual Disaster Recovery testing, including cloud testing, with a DR Plan deliverable
- Full ThinkGard Support team assistance for any restoration event:
 - 24/7 assistance during all disaster events
 - Work with client to determine the most efficient of eight (8) restoration types available to provide business continuity
 - Server loss incident management: in the event an incident occurs, ThinkGard staff will assist the organization through restoration and recovery.
 - Mounting of backup points for simple file/volume recoveries
 - Local and/or cloud virtualization in the event of server(s) loss
 - Assist in verification of 'clean' servers in the case of a ransomware attack along with identifying and confirming the possible attack window

ThinkGard DRaaS References – Public Sector

Village of Lombard, IL
Kevin Goethals, IT Manager
(630) 873-4740
goethalsk@villageoflombard.org
Years serviced: 2019-present

Randall County, TX
Brandon Grubbs, IT Director
(806) 468-5513
brandon.grubbs@randallcounty.com
Years serviced: 2019-present

The City of Gulf Shores, AL
Marco Bezoari, IT Network Administrator
(251) 968-1769
mbezoari@gulfshoresal.gov
Years serviced: 2015-present

The City of Florissant, Missouri
Steve Weirsmueller, IT Director
(314) 839-6055
fpdit@florissantmo.com
Years serviced: 2018-present

Douglas County, GA
Alex Betancourt, CIO
(404) 825-4217
abetancourt@co.douglas.ga.us
Years serviced: 2015-present

Bryan County, GA
Brian Conley, IT Director
(912) 663-0961
bconley@bryan-county.org
Years serviced: 2015-present

County of St. Joseph, MI
Dustin Bainbridge, IT Director
(269) 467-5509
bainbridged@stjosephcountymi.org
Years serviced: 2019-present

The City of Smyrna, GA
Chris Addicks, IT Manager
(678) 631-5523
caddicks@smyrnaga.gov
Years serviced: 2014-present

Mobile County, AL
Kenny Stewart, Network Manager
(251) 802-2047
kenny.stewart@mobilecountyal.gov
Years serviced: 2017-present

The City of Alabaster, AL
Patrick Johnson, Director of IT
(205) 664-6800
pjohnson@cityofalabaster.com
Years serviced: 2015-present

Hall County, GA
Daniel Sexton, Systems Administrator
(770) 531-6707
dcsexton@hallcounty.org
Years serviced: 2016-present

The City of Borger, TX
Keith Raines, IT Director
(806) 395-6667
kraines@borgertx.gov
Years Serviced: 2019-present

City of New Bern, NC
Lee Jones, Senior IT Analyst
(252)-639-2789
jonesl@newbernnc.gov
Years serviced: 2017-present

Charter Township of Van Buren, MI
Steve Rankin, IT Director
(734) 699- 8900
srankin@vanburen-mi.org
Years serviced: 2022 – present

City of Rowlett, TX
Joey Brock, Director of Technology
(972) 463-3933
jbrock@rowletttx.gov
Years serviced: 2020-present

The City of Calera, AL
James Fuller, IT Director
(205) 668-3874
jfuller@calera.org
Years serviced: 2016-present



The City of Alabaster is a sprawling suburban city located in the Heart of Alabama situated just south of Downtown Birmingham. Over the last ten years Alabaster has experienced remarkable growth at a rate of well over 60%. Those rates figure to continue to make Alabaster one of the state's largest cities and also one of its fastest growing. It's the largest city in Shelby County Alabama with a population close to 33,000; Patrick Johnson, Director of IT, has been with the City of Alabaster for 3 years. Prior to joining Alabaster's IT department he worked in IT for over 27 years for a Value Added Reseller (VAR) who provided technology solutions to businesses. When we met Patrick he was already a huge Datto fan and actually had the best disaster recovery hybrid cloud system in place. So we asked, "Why would anyone who already had such a robust BUDR system want to replace it?"

Why would anyone who already had such a robust BUDR system want to replace it?

Customer: The City of Alabaster
Industry: Public Sector/Government
Location: Alabaster, AL
Solution: DataGard - ThinkGard's Total Data Security

"Not only did ThinkGard exceed our expectations, but they took a product solution that was already great and added that extra flavor to it!!"

The Challenge

Patrick explained that the city already had a Datto hybrid cloud solution in place through a managed service provider and that he had 100 percent trust in the Datto system but he needed the security of knowing it was getting the attention required from his Managed Service Provider (MSP). So even with complete trust in the brand, he didn't have a partner who had the capability of managing the technology, the time to focus on the solution, or had the expertise to size it correctly so he ended up using 3 different methods to backup. "I had some servers on the Datto, some on network NAS and some not being backed up at all. It was nerve racking because when you have a failure you don't want to have to go to 3 different places to attempt to spin something up or get something back up and running and available to your users. It's very frustrating."

You Gotta have Faith!

"I really had no faith in our system either. I didn't have faith that my backups were running correctly and I didn't have enough time to test them and check them every single day because of the many different methods I had to go through to accomplish that. So, there was always this cloud of mystery of whether or not I was going to have anything if I lost it all. With the worry over coming in on a Monday and the possibility of everything being gone, it became very important for me to get us away from what we were currently doing as quickly as possible. I have to say that during this time we didn't have any issues or failures but there was still that underlying faith that was missing in the system."

Priorities

When we asked Patrick, **why back up & disaster recovery was such a high priority for the city** he explained, "It helps ensure our citizen's protection, safety and trust. Our IT team treats every department in the city as if they were a customer of ours. We are like a little independent company inside of the city and if technology is involved, we want to make sure that each one of our customers are able to do their job. We want to make sure they have proper connectivity and access to the internet and to all of their applications".

"We take care of the Fire and Police Departments, Parks and Recreation, financial servers and network for the Revenue Department and all city-services except for Water. We want everything from email and printing, to monitoring systems for flows and leaks at the sewer department all working. We have a lot of different systems to keep up and running and we have to make sure that anything technology can provide is helping the public. We also keep constant watch to make sure if something fails, that we're right there to provide assistance in getting it back up and running and making sure everyone's applications work. Our ultimate goal is having 100 percent uptime for all of our departments. That's something I'd like to say that we achieve all of the time but sometimes there are controls and factors outside of our ability so we need to have a strong, proven solution."

www.thinkgard.com | (205) 564-2734

"Another goal for us is to be able to introduce new technology and put it into the employee's hands but only when we know it's stable and it works well".

How will you measure your success with this project?

"Success equals happy customers. Our department and our employees are our customers so for us, just so long as they can do their jobs and are able to it without failings in technology, we are succeeding".

Requirements

Patrick says he has 100 percent trust in the Datto Solution. "I wanted Datto and it was a big item on my list. I also wanted a vendor who didn't do anything but backup & disaster recovery *and who* offered an end to end solution. When I found out that ThinkGard used Datto and that they could provide that complete solution, it made the choice easy for me."

"We had Datto before and we wanted something that would work the same, but we needed something that was sized properly to make sure we had the redundancy required. It was the Datto name that brought me to ThinkGard. A lot of people can sell you Datto but they don't come back and do anything else after that. They just sell you a piece of the solution, unlike ThinkGard who includes the monitoring, documentation and testing in their DataGard Solution."

Added Value:

"We needed a single source solution. And the great thing I like about that, is that ThinkGard *never* calls me up to say, "Hey I have a new firewall to sell you or hey, I've got a new workstation for you to look at." I don't have to dread picking up the phone. **I know what I go to them for and they know what they come to me for and we're able to exist very well in that customer/vendor relationship without having to have a lot of noise. That was very important to me.**"

Because there are a lot of great MSP's out there that could have helped, we asked Patrick what influenced his final decision. He said, "The fact that ThinkGard chose Datto as a partner was one of the biggest deciding factors and because ThinkGard's owners chose to bank on all their business by offering one solution. That to me, says a lot about them".

"I like the fact that ThinkGard never calls me up to say, "Hey I have a new firewall to sell you or hey, I've got a new workstation for you to look at." I don't have to dread picking up the phone."

www.thinkgard.com | (205) 564-2734

ThinkGard Marketing contact:

Leslie Leonard, leslie@thinkgard.com

Results

"With ThinkGard managing the solution, writing the DR plan documentation and providing annual testing, I now have faith in our system. Not only did ThinkGard exceed our expectations, but they took a product solution that was already great and added that extra flavor to it!"

In addition, ThinkGard also provides Office 365 archives to the City of Alabaster. Patrick says, "We use it often and have over 150 users on 365 solution. We have people lose something everyday. We don't have to go back every time but we know it's always available to us".

"From a business standpoint ThinkGard's solution fit our budget. Obviously we can't have two complete core SAN solutions but this way we get to have a solution that not only backs us up but it meets our monthly operating costs."

"From an IT standpoint it addresses our needs and it fit our IT team size at the time, which was a whopping one! So it was not something I had to continually watch and test to see what was going on every day. ThinkGard had a team of people that were doing it for me. It allowed me to offer city employees much better service than if I'd had to build it on my own and made it an in-house solution only."

ROI Really?

When we asked if there was a particular ROI for project? His response was, "Not really, but kind of. Since this was a small piece of another solution that we cancelled, it was more of an insurance thing than a return on investment. But, if I had to replace this with something that was homegrown that I did on my own, by the time I did hardware and software, got and it up and running and had to pet it everyday, there's zero doubt in my mind that I'd be spending much more money than I'm spending with ThinkGard right now for the best on both BUDR and Office 365 solutions. So I'd say the ROI for me *is money I didn't have to spend.*"

Buy-in from the City Council

We asked, "How do you get buy-in from your city council to purchase a system like this?" Patrick said, "For most agencies, there's always plenty of buy in when something truly crashes and goes down. Everybody wants to buy-in then! As a matter of fact people would most likely ask, " Why didn't you tell us we needed this in the past?" But fortunately that wasn't the case here. The great thing about the City of Alabaster is that we have a team of people, both the Mayor and the City Council, who actually listen to what we are trying to provide to our citizens. There's no buy-in when you look at something as important as backup & disaster recovery. There's no question about something as important as that. Our mayor and city council both knew that we were not asking for something frivolous, that we're actually asking for stuff that helps everyday!"

How did outcome of this change affect you personally?

"There's the immediate stress relief and well, I've slept much better at night since we implemented ThinkGard's DataGard Solution, that is, until recently. We just had our second baby but the sleepless nights can't be blamed on the backups now. But seriously, I don't have to live with fear on the weekends or fear at night that something's going to happen and I'm going to come in and not have backups."

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 17, 2024**

Meeting was called to order at 8:15 p.m. by Council President Brandon McCullough. Present: Rob Donovic, Carrie Budzinski, Laura Toy, Jim Jolly, Vice President Martha Ptashnik, and President Brandon McCullough. Absent: Scott Morgan.

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; Mark Taormina, Planning and Economic Development Director; and Todd Zilincik, City Engineer.

Councilmember Donovic led the meeting with the Pledge of Allegiance.

6. AWARD OF BID: Department of Parks and Recreation, re: for purchase of Calcium Hypochlorite (chlorine) for the Kirksey Recreation Center pools, Botsford pool, Clement Circle Pools and Shelden pool, from budgeted funds.

Ted Davis, Superintendent of Parks and Recreation presented the request to Council.

Councilmember Toy offered an approving motion for the Consent agenda.

DIRECTION:

APPROVING

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

6.

Parks and Recreation December 8, 2023

MEETING DATE

S011724/R012924

PREPARED BY

Ann Cox, Program Supervisor,

AGENDA ITEM

AWARD OF BID: Department of Parks and Recreation, re: for purchase of Calcium Hypochlorite (chlorine) for the Kirksey Recreation Center pools, Botsford pool, Clement Circle Pools and Shelden pool, from budgeted funds.

BACKGROUND DETAILS

The Department of Parks and Recreation is requesting your approval to purchase Calcium Hypochlorite (chlorine) for the Kirksey Recreation Center Pools, Botsford Pool, Clement Circle Pools, and Shelden Pool.

Specifications were prepared by the Department and posted on the MITN website July 14, 2023 and closed on Aug. 15, 2023 at 2 p.m. with no bids submitted. Specifications were reposted on Oct. 13, 2023 and closed on Nov. 14, 2023 at 2 p.m. One (1) company submitted a bid, which was opened in the presence of the Bid Committee at 2:00 p.m. on Nov. 14, 2023.

	Price/lb. year	Price/lb. year	Price/lb. year	Lbs./year	Cost/year
	1	2	3		
Company					
Aquatic	\$3.13	\$3.13	\$3.44	15,000	1 yr. opt: \$46,950
Source					2 yr. opt: \$46,950
					3 yr. opt: \$ 51,600

A copy of their bid proposal is attached.

Previously we were paying \$2.10/lb. for Accutab with Aquatic Source in a three-year contract. Now that the contract is no longer in effect, we are paying \$3.13/lb. for Accutab with Aquatic Source.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

We are asking Council to award the low bid to Aquatic Source LLC, 190 Summit Street, Brighton, MI 48116 for the price of \$3.13/lb. for the next two (2) years and \$3.44/lb. for year three (3). January 1, 2024-December 31, 2026.

SPECIFIC NAME OF PRODUCT AND NUMBER TO BE PURCHASED (if more than one)

Aquatic Source will provide chlorine under the name of Pulsar. Their bid also included installation of feeders for the municipality pools at no charge.

We anticipate purchasing 15,000 pounds (lbs.) per year of chlorine at \$3.13 per lb. for a total cost of \$46,950 for the first two (2) years and \$3.44 per lb. for a total cost of \$51,600 for the third (3) year.

CONTRACT: Amount and/or purchase price and length of contract (with dates if applicable)

January 1, 2023-December 31, 2026. 15,000 pounds (lbs.) per year of chlorine at \$3.13 per lb. for a total cost of \$46,950 for the first two (2) years and \$3.44 per lb. for a total cost of \$51,600 for the third (3) year.

DETAILED WORK BEING PERFORMED

N/A

FISCAL CONSIDERATIONS (Amount requested and Account(s) used. If applicable, Grant Funding information)

This would be expended from funds budgeted in the following accounts: 208-755-743-000 - Community Center, 208-795-743-000 – Botsford, 208-796-743-000 – Clement Circle, and 208-797-743-000 - Shelden.

ACCEPTANCE OF BID (Please detail the following: Why accepted, why not lowest bidder, company name, contact person, full address)

This is the only bid received.

REASON TO WAIVE BID PROCESS (Emergency, Professional services, No advantage to City and why, Consortium package, etc): N/A

ATTACHMENTS

1. 2024 Pulsar

APPROVED BY



Date: December 11, 2023

Ted Davis, CPRP, Superintendent of Parks and Recreation



Date: December 11, 2023

Michael Slater, Finance Director



Date: December 12, 2023

Maureen Miller Brosnan, Mayor



FORM OF PROPOSAL
CALCIUM HYPOCHLORITE FOR MUNICIPAL POOLS

Bid of AQUATIC SOURCES, LLC hereinafter called *BIDDER*, organized and existing under the laws of or a resident of the State of Michigan, doing business as (*insert as applicable: "a corporation", "a partnership" or "an individual") CORPORATION
TO THE CITY OF LIVONIA, MICHIGAN, hereinafter called *OWNER*:

The undersigned as Bidder hereby declares: that this Bid is made in good faith without fraud or collusion with any person or persons bidding on the same Contract; that the Bidder has read and examined the Notice to Bidders, Instructions to Bidders, Bid, General Conditions, Supplementary Conditions, Agreement, Forms of Proposal, Bond, Specifications and Drawings, as prepared by the City of Livonia, and understands all of the same; that the Bidder or its representative has made personal investigation at the site and has become fully familiar with regard to the conditions to be met in the execution of this Contract, and the undersigned proposes to furnish all labor and materials, and equipment necessary to provide the items specified herein including any and all Addenda officially issued, their receipt of which is hereby acknowledged:

Addendum No.

Addendum Date

If the foregoing Bid shall be accepted by the OWNER, the undersigned agrees to enter into Agreement within ten (10) days after receiving notice of such acceptance, will furnish the OWNER satisfactory bonds and certificates of insurance coverage, and will complete the Project, at the price and within the time stated in this Bid.

The undersigned further agrees that if the foregoing Bid shall be accepted, work will commence immediately after the Contract has been awarded, the Agreement executed, and a Notice to Proceed received.

In submitting this Bid, it is understood that the right is reserved by the OWNER to accept any bid, to reject any or all Bids, and to waive irregularities in bidding in the interest of the OWNER.

Description	Cost Per Pound Year 1 (9 Months)	Cost Per Pound Year 2	Cost Per Pound Year 3 (Optional)
Calcium Hypochlorite (Est. usage: 15,000 lbs. annually) *Manufacturer: <u>PULGAR</u>	\$ <u>3.13</u>	\$ <u>3.13</u>	\$ <u>3.44</u>

***If not bidding Accu-Tab please provide the following information:**

Cost of new feeders: Complete for the sum of \$ 0.00

Cost to remove existing equipment and install new equipment \$ 0.00



FORM OF PROPOSAL
CALCIUM HYPOCHLORITE FOR MUNICIPAL POOLS

Below to be typed or printed in ink

<u>11/14/23</u> Submitted on (date)	<u>AQUATIC SOURCE, LLC</u> By (Company Name)
<u>NICK SHELTON</u> Name of Signatory	<u>190 SUMMIT STREET</u> Address
<u>GENERAL MANAGER</u> Title of Signatory	<u>BRIGHTON, MI 48116</u> City, State, Zip
<u>NSHELTON@AQUATICSOURCE.COM</u> Email Address	<u>248-366-0606</u> Phone Number

Contact person for questions regarding the bid response submitted:

Name BILL BABCOCK Title SALES - OUTSIDE
Phone No. 248-880-0015 Email BBABCOCK@AQUATICSOURCE.COM

Statement of Qualifications

Contractors must answer all questions. If more space is needed to complete a question, attach a separate sheet.

Company Name: AQUATIC SOURCE, LLC

Address 190 SUMMIT STREET, BRIGHTON, MI 48116

Contact Person: BILL BABCOCK Title SALES

Phone No. 248-366-0606 Email BBABCOCK@AQUATICSOURCE.COM

Number of years operating under your present name: 15 YRS

Number of years present owners have owned the company: 3 YRS

Number of years of experience the current owner has in providing the type of described services described herein 40+ years.

Have you performed work for the City of Livonia in the last ten (10) years? If so, please specify:

Year of Service	Department Served	Description of Services Provided
<u>CURRENT VENDOR FOR CAL-HYPO</u>		

General nature of work performed by your company:

COMMERCIAL POOLS

List the members of the team who will be assigned to manage towing services on behalf of the contractor and the roles they will perform. Attach copies of the resumes of the persons listed below:

Name	Title	Role	Years of Experience
<u>CHRISTIE RODRIGO</u>	<u>SERVICE MGR</u>	<u>DAY TO DAY</u>	<u>20+</u>
<u>JOE MELONE</u>	<u>INSIDE SALES</u>	<u>CHEMICAL ORDERS</u>	<u>20+</u>
<u>DAKOTA WARD</u>	<u>PROJECT MGR.</u>	<u>INSTALL POOLS</u>	<u>6+</u>

What challenges do you foresee?

NONE

What is included in your base price for services? What services will incur additional fees:

FULLY FUNCTIONING CAL-HYPO DELIVERY SYSTEMS

NONE

Provide Phone Numbers for Customer contact during normal business hours.: 248-366-0606

Proposed Hours of Operation

DAYS	BUSINESS HOURS
Monday – Friday	8:00 a.m. - 4:00 p.m.

What value added services in addition to those specified can your company provide?

[illegible]

REFERENCES - COMPANY NAME: AQUATIC SOURCE, LLC

Reference Company Name: ANN ARBOR YMCA	
City/State: ANN ARBOR / MI	
Summary of Work Performed: COMMERCIAL POOL WORK	
Dates of Work: CURRENT	
Company Contact Person:	Title: CHRIS BIGGS
Phone Number:	Email: CBIGGS@ANNARBORYMCA.ORG

Reference Company Name: DETROIT METRO YMCA'S	
City/State: DE MICHIGAN	
Summary of Work Performed: COMMERCIAL POOL WORK	
Dates of Work: CURRENT	
Company Contact Person:	Title: DAN FADE
Phone Number:	Email: DFADE@YMCADETROIT.ORG

Reference Company Name: WAUKEGON LAKE CONSOLIDATED SCHOOLS	
City/State: WAUKEGON LAKE / MI	
Summary of Work Performed: COMMERCIAL POOL WORK	
Dates of Work: CURRENT	
Company Contact Person:	Title: BILL CHATFIELD
Phone Number:	Email: WILLIAMCHATFIELD@WLCSD.ORG

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 17, 2024**

Meeting was called to order at 8:15 p.m. by Council President Brandon McCullough. Present: Rob Donovic, Carrie Budzinski, Laura Toy, Jim Jolly, Vice President Martha Ptashnik, and President Brandon McCullough. Absent: Scott Morgan.

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; Mark Taormina, Planning and Economic Development Director; and Todd Zilincik, City Engineer.

Councilmember Donovic led the meeting with the Pledge of Allegiance.

7. REQUEST FOR AUTHORIZATION TO WAIVE THE SEALED BID PROCESS AND PURCHASE FROM SOLE SOURCE PROVIDER: Department of Parks and Recreation, re: for insecticide, fungicide, pesticide, herbicide and fertilizer needed for the 2024 golf season to maintain Fox Creek, Whispering Willows and Idyl Wyld golf courses, from budgeted funds.

Ted Davis, Superintendent of Parks and Recreation presented the request to Council.

Councilmember Donovic asked what the fertilizer does.

Doug Ware, Golf Course Superintendent, explained it is a full year fertilizer and is applied to the tee boxes and greens weekly and the fairways are done several times a year.

Vice President Ptashnik asked if this includes the algaecides for the ponds.

Tom Welch,

Vice President Ptashnik offered an approving motion for the Consent agenda.

DIRECTION:	APPROVING	CONSENT
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LETTER TO THE LIVONIA CITY COUNCIL

7.

Parks and Recreation December 12, 2023

MEETING DATE

S011724/R012924

PREPARED BY

Ann Cox, Program Supervisor,

AGENDA ITEM

REQUEST FOR AUTHORIZATION TO WAIVE THE SEALED BID PROCESS AND PURCHASE FROM SOLE SOURCE PROVIDER: Department of Parks and Recreation, re: for insecticide, fungicide, pesticide, herbicide and fertilizer needed for the 2024 golf season to maintain Fox Creek, Whispering Willows and Idyl Wyld golf courses, from budgeted funds.

BACKGROUND DETAILS

The Department of Parks and Recreation requests your approval to purchase golf course chemicals for the 2024 season for Fox Creek, Whispering Willows and Idyl Wyld golf courses.

Specifications were prepared by the Parks and Recreation Department and TJW staff for insecticide, fungicide, pesticide, herbicide, and fertilizer needed for the golf season to maintain the courses.

Attached for Council's review are product quantities, sole source information, and where each product will be utilized.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

We request authorization to purchase these chemicals from Harrell's, LLC, P.O.Box 935358, Atlanta, GA 31193 in the amount of \$96,482.12

We request that City Council waive the formal bidding process in accordance with the provisions set forth in Section 3.04.140.E.3 of the Livonia Code of Ordinances, as amended, and no advantage to the City would result from competitive bidding.

SPECIFIC NAME OF PRODUCT AND NUMBER TO BE PURCHASED (if more than one)

Various chemicals and quantities.

CONTRACT: Amount and/or purchase price and length of contract (with dates if applicable)

No contract required

DETAILED WORK BEING PERFORMED

N/A

FISCAL CONSIDERATIONS (Amount requested and Account(s) used. If applicable, Grant Funding information)

\$96,482.12 from funds available in the following accounts - 584.773.776.000, 584.774.776.000 and 584.775.776.000

ACCEPTANCE OF BID (Please detail the following: Why accepted, why not lowest bidder, company name, contact person, full address)

N/A

REASON TO WAIVE BID PROCESS (Emergency, Professional services, No advantage to City and why, Consortium package, etc): This is a Sole Source purchase.

ATTACHMENTS

1. 2024 Harrell's chemical purchase

APPROVED BY



Date: December 12, 2023

Ted Davis, CPRP, Superintendent of Parks and Recreation



Date: December 13, 2023

Michael Slater, Finance Director



Date: December 21, 2023

Maureen Miller Brosnan, Mayor



January 1, 2022

Harrell's, LLC
P.O Box 807
Lakeland, FL 33802

To Whom It May Concern,

Harrell's, LLC is proud to be the exclusive formulator and distributor of all Harrell's branded products:

- **Harrell's MAX®** and **Bio-MAX®**– Liquid Foliar Nutritionals including 18-3-6 with UMAXX®, Potassium plus Calcium 4-0-8, Minors, Root Enhancer and N30 Plus, 12-0-0.
- **Harrell's SprayMAX®** – Adjuvants and Colorants including PAR® SG
- **Harrell's HydroMAX®** – Soil Surfactants including Fleet® and Symphony®
- **Harrell's ProtectMAX®** - Solutions against plant diseases including Title Phyte®, Propiconazole and Quinclorac.

These products are proprietary products of Harrell's, LLC that are manufactured by Hocking International Laboratories. Harrell's branded products are formulated with soluble nutrients which allow for foliar and root uptake. When applied at recommended application rates, nutrient loss into the environment is minimized.

Sincerely,

Jack R. Harrell, III
Senior Vice President R&D, Sales and Marketing
Harrell's, LLC



January 1, 2023

Harrell's, LLC
P.O Box 807
Lakeland, FL 33802

To Whom It May Concern,

Harrell's is proud to be the exclusive United States owner, formulator, and distributor of all POLYON® branded products which includes POLYON® NPK, POLYON® Kmag, POLYON® SOP, POLYON® MOP, and POLYON® MAP.

Any fertilizer products containing POLYON® controlled-release fertilizer purchased from the United States must be purchased from Harrell's, LLC or its authorized distributor. This includes all nitrogen, phosphorous, potassium and minor elements which have been coated with POLYON® fertilizer.

Sincerely,

A handwritten signature in black ink that reads "JR Harrell III". The signature is stylized with a large "JR" and a cursive "Harrell III".

Jack R. Harrell, III
Senior Vice President R&D, Sales and Marketing
Harrell's, LLC



December 5, 2023

City of Livonia
33000 Civic Center Drive
Livonia, MI 48154

Re: Request for Information Regarding Syngenta Crop Protection, LLC's Agency Program

To Whom it May Concern,

The purpose of this letter is to provide you with some clarity regarding the Syngenta Crop Protection, LLC ("Syngenta") agency program for certain products, including products for use in the turf, ornamental, and vegetation management markets.

Syngenta secures the services of Sales Agents to negotiate sales of certain products to golf courses and other customers in Syngenta's name and for Syngenta's account pursuant to a Sales Agent Agreement between Syngenta and the Sales Agent. Sales Agents solicit orders, bill customers, and provide other services to facilitate the sales of Syngenta products. The Sales Agent's proximity to customers enables Syngenta to reach a broader group and ultimately to provide better service to these customers before and after sales are made.

As you might expect, customers are free to purchase products from any Syngenta Sales Agent they choose. We encourage our customers to utilize a conveniently located Sales Agent and/or one that provides superior service as the products will be invoiced on behalf of Syngenta at the same price regardless of the customer's choice of Sales Agent.

Sales Agents are required to offer Syngenta products sold pursuant to the Agency Agreement prices set by Syngenta. Because Syngenta does not differentiate pricing among its customers for these products, all customers are able to purchase these products for the same price and on the same payment terms.



Harrell's LLC
P.O. Box 935358
Atlanta, GA 31193-5358
(863) 687-2774 FAX (863) 904-1545
W.A.T.S (800) 282-8007

Ship To: CITY OF LIVONIA GOLF DIVISION
IDYL WYLD GOLF COURSE
35780 FIVE MILE RD
LIVONIA, MI 48154

Bill To: CITY OF LIVONIA GOLF DIVISIO
36000 SEVEN MILE ROAD
LIVONIA, MI 48152

Quote	
Order Date	11/7/2023
Page	1 of 1
Cust #	CITLIV
Salesperson	222
P.O. Number	
MICHIGAN	

Item/Quote	Description	Quantity	U/M	Unit Price	Ext. Price
200083	41-0-0 Polyon Mini, 50 Lb (R040)	56	50 lb	\$68.95	\$3,861.20

Req Arrival Date: 12/11/2023 - Week Of

Delivery Comments:

TERMS & CONDITIONS

Seller retains title to above listed merchandise until fully paid for. If account is not paid within 30 days from billing date, I agree to pay a finance charge of 1.5% per month which is an annual percentage rate of 18% applied to the previous balance without deducting current payments and/or credits appearing on this statement. I further agree to pay attorney's fees and other collection costs incurred if I shall default in the payment hereof.

Subtotal	\$3,861.20
*Estimated Taxes/State Fees	\$0.00
Order Total	\$3,861.20



Harrell's LLC
P.O. Box 935358
Atlanta, GA 31193-5358
(863) 687-2774 FAX (863) 904-1545
W.A.T.S (800) 282-8007

Ship To: CITY OF LIVONIA GOLF DIVISION
IDYL WYLD GOLF COURSE
35780 FIVE MILE RD
LIVONIA, MI 48154

Bill To: CITY OF LIVONIA GOLF DIVISIO
36000 SEVEN MILE ROAD
LIVONIA, MI 48152

Quote	
Order Date 11/7/2023	Page 1 of 1
Cust # CITLIV	Salesperson 222
P.O. Number	
MICHIGAN	

Item/Quote	Description	Quantity U/M	Unit Price	Ext. Price
CHIP26019	Chipco 26019 Flowable 2.5 Gal	4 2.5GAL	\$233.52	\$934.08
200233	Harrell's Max Minors, 2.5 Gal	12 2.5GAL	\$45.00	\$540.00
822610	Harrell's 12-0-0 6%Fe, 3%Mn (CL 3B) 2.5 Gal w/Uma	11 2.5GAL	\$47.00	\$517.00
HPMTPF-2.5	Harrell's ProtectMAX Title Phyte 2.5 Gal Systemic F	12 2.5GAL	\$147.00	\$1,764.00
HPMCLT-6L	Harrell's ProtectMAX Chlorothalonil 6 L 2.5 Gal (H	6 2.5GAL	\$148.00	\$888.00
HPMPRO	Harrell's ProtectMAX Propiconazole 2.5 Gal	5 2.5GAL	\$211.70	\$1,058.50
HPMAZO	Harrell's ProtectMAX Azoxy 2SC 1 Gal (HA)	3 Gallon	\$440.00	\$1,320.00
820440	Harrell's Bio Max 4-0-0 2.5 Gal	22 2.5GAL	\$155.00	\$3,410.00
822160	Harrell's N30+ w/Umaxx & SE 2.5gal	22 2.5GAL	\$90.28	\$1,986.16
N-FLEXPAY	North Flexpay All NON Agency	1 Each	\$0.00	\$0.00
DIM2EW	Dimension 2 EW 2.5 Gal (CL 3B) (Q-A)	1 2.5GAL	\$620.00	\$620.00
PODIUM	Podium (CL 3A) 1 Gal	5 Gallon	\$160.00	\$800.00
MALLET	Mallet 2F Insecticide 2.5 Gallons (HA)	2 2.5GAL	\$199.88	\$399.76

Req Arrival Date: 3/18/2024 - Week Of

Delivery Comments:

TERMS & CONDITIONS

Seller retains title to above listed merchandise until fully paid for. If account is not paid within 30 days from billing date, I agree to pay a finance charge of 1.5% per month which is an annual percentage rate of 18% applied to the previous balance without deducting current payments and/or credits appearing on this statement. I further agree to pay attorney's fees and other collection costs incurred if I shall default in the payment hereof.

Subtotal	\$14,237.50
*Estimated Taxes/State Fees	\$0.00
Order Total	\$14,237.50



Harrell's LLC
P.O. Box 935358
Atlanta, GA 31193-5358
(863) 687-2774 FAX (863) 904-1545
W.A.T.S (800) 282-8007

Ship To: CITY OF LIVONIA GOLF DIVISION
IDYL WYLD GOLF COURSE
35780 FIVE MILE RD
LIVONIA, MI 48154

Bill To: CITY OF LIVONIA GOLF DIVISIO
36000 SEVEN MILE ROAD
LIVONIA, MI 48152

Quote	
Order Date 11/7/2023	Page 1 of 1
Cust # CITLIV	Salesperson 222
P.O. Number	
MICHIGAN	

Item/Quote	Description	Quantity U/M	Unit Price	Ext. Price
VELIST	Velista WDG 22 Oz (HA) NO NY (Agency)	4 22 Oz-L	\$286.00	\$1,144.00
POSTXT-2.5	Posterity XT 2.5 Gal (Agency) (T)	7 2.5GAL	\$640.00	\$4,480.00
CONCER<	Concert II 2.5 Gal <75gal (CL 3B) (Agency)	2 2.5GAL	\$267.50	\$535.00
PRIMAX	Primo MAXX (CL 3A) (HA) Gal (Agency)	2 Gallon	\$317.00	\$634.00
DACACT	Daconil Action (CL 3B) 2.5 Gal (Agency)	6 2.5GAL	\$265.00	\$1,590.00
SECACT-2.5	Secure Action 2.5 Gal Agency (CL 3B) (HA) No CA	1 2.5GAL	\$1,742.50	\$1,742.50
N-FLEXSYN	North Syngenta Flexpay Agency	1 Each	\$0.00	\$0.00

Req Arrival Date: 3/18/2024 - Week Of

Delivery Comments:

TERMS & CONDITIONS

Seller retains title to above listed merchandise until fully paid for. If account is not paid within 30 days from billing date, I agree to pay a finance charge of 1.5% per month which is an annual percentage rate of 18% applied to the previous balance without deducting current payments and/or credits appearing on this statement. I further agree to pay attorney's fees and other collection costs incurred if I shall default in the payment hereof.

Subtotal	\$10,125.50
*Estimated Taxes/State Fees	\$0.00
Order Total	\$10,125.50



Harrell's LLC
P.O. Box 935358
Atlanta, GA 31193-5358
(863) 687-2774 FAX (863) 904-1545
W.A.T.S (800) 282-8007

Ship To: CITY OF LIVONIA GOLF DIVISION
WILLOW
20500 Newburgh Rd
LIVONIA, MI 48152

Bill To: CITY OF LIVONIA GOLF DIVISIO
36000 SEVEN MILE ROAD
LIVONIA, MI 48152

Quote	
Order Date 12/4/2023	Page 1 of 1
Cust # CITLIV	Salesperson 222
P.O. Number	
MICHIGAN	

Item/Quote	Description	Quantity U/M	Unit Price	Ext. Price
HPMAZO	Harrell's ProtectMAX Azoxy 2SC 1 Gal (HA)	4 Gallon	\$440.00	\$1,760.00
HPMCLT-6L	Harrell's ProtectMAX Chlorothalonil 6 L 2.5 Gal (	14 2.5GAL	\$148.00	\$2,072.00
HPMTEB	Harrell's ProtectMAX Tebuconazole 2.5 Gal (HA)	2 2.5GAL	\$308.00	\$616.00
200233	Harrell's Max Minors, 2.5 Gal	24 2.5GAL	\$45.00	\$1,080.00
820440	Harrell's Bio Max 4-0-0 2.5 Gal	24 2.5GAL	\$155.00	\$3,720.00
820443B	Harrell's Iron, Mn, & Mg 2.5 Gal (Q-A)	24 2.5GAL	\$42.78	\$1,026.72
822160	Harrell's N30+ w/Umaxx & SE 2.5gal	24 2.5GAL	\$68.00	\$1,632.00
HPMTPF-2.5	Harrell's ProtectMAX Title Phyte 2.5 Gal Systemic	24 2.5GAL	\$147.00	\$3,528.00
HPMFLU	Harrell's ProtectMAX Fluazinam 2.5 Gal (HA)	3 2.5GAL	\$1,265.00	\$3,795.00
HPMPRO	Harrell's ProtectMAX Propiconazole 2.5 Gal	6 2.5GAL	\$211.70	\$1,270.20
200083	41-0-0 Polyon Mini, 50 Lb (R040)	57 50 lb	\$70.00	\$3,990.00
815003	32-0-10 w/.067% Acele & .17% Dimen MINI 50 Lb	5 50 lb	\$105.00	\$525.00

Req Arrival Date: 3/18/2024 - On or Before

Delivery Comments: Complete quote for suggested fairway and greens program

TERMS & CONDITIONS

Seller retains title to above listed merchandise until fully paid for. If account is not paid within 30 days from billing date, I agree to pay a finance charge of 1.5% per month which is an annual percentage rate of 18% applied to the previous balance without deducting current payments and/or credits appearing on this statement. I further agree to pay attorney's fees and other collection costs incurred if I shall default in the payment hereof.

Subtotal	\$25,014.92
*Estimated Taxes/State Fees	\$0.00
Order Total	\$25,014.92



Harrell's LLC
P.O. Box 935358
Atlanta, GA 31193-5358
(863) 687-2774 FAX (863) 904-1545
W.A.T.S (800) 282-8007

Ship To: CITY OF LIVONIA GOLF DIVISION
WILLOW
20500 Newburgh Rd
LIVONIA, MI 48152

Bill To: CITY OF LIVONIA GOLF DIVISIO
36000 SEVEN MILE ROAD
LIVONIA, MI 48152

Quote	
Order Date	12/8/2023
Page	1 of 1
Cust #	CITLIV
Salesperson	222
P.O. Number	
MICHIGAN	

Item/Quote	Description	Quantity U/M	Unit Price	Ext. Price
ASCRNTY	Ascernity Fungicide 1 Gal (CL3B) (HA) (Agency)	2 Gallon	\$497.00	\$994.00
BRISKW	Briskway 1 Gal (CL 3B) (HA) (Agency)	1 Gallon	\$1,457.00	\$1,457.00
TUQUE-2.5	Tuque exoGEM 2.5 Gal Agency HA	4 2.5GAL	\$725.00	\$2,900.00
POSTER-105	Posterity 105 Fl Oz (Agency) (HA) (CL 3B)	4 105 Floz	\$1,704.00	\$6,816.00

Req Arrival Date: 3/18/2024 - Week Of

Delivery Comments: Final Syngenta quote Willows

TERMS & CONDITIONS

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Subtotal	\$12,167.00
*Estimated Taxes/State Fees	\$0.00
Order Total	\$12,167.00



Harrell's LLC
P.O. Box 935358
Atlanta, GA 31193-5358
(863) 687-2774 FAX (863) 904-1545
W.A.T.S (800) 282-8007

Ship To: CITY OF LIVONIA GOLF DIVISION
FOX CREEK GOLF COURSE
36000 SEVEN MILE RD
LIVONIA, MI 48152

Bill To: CITY OF LIVONIA GOLF DIVISIO
36000 SEVEN MILE ROAD
LIVONIA, MI 48152

Quote	
Order Date 12/4/2023	Page 1 of 1
Cust # CITLIV	Salesperson 222
P.O. Number	
MICHIGAN	

Item/Quote	Description	Quantity U/M	Unit Price	Ext. Price
ASCRNTY	Ascernity Fungicide 1 Gal (CL3B) (HA) (Agency)	3 Gallon	\$497.00	\$1,491.00
POSTER-105	Posterity 105 Fl Oz (Agency) (HA) (CL 3B)	3 105 Floz	\$1,704.00	\$5,112.00
TUQUE-2.5	Tuque exoGEM 2.5 Gal Agency HA	2 2.5GAL	\$725.00	\$1,450.00
DACACT	Daconil Action (CL 3B) 2.5 Gal (Agency)	4 2.5GAL	\$265.00	\$1,060.00

Req Arrival Date: 12/4/2023 - On or Before

Delivery Comments:

TERMS & CONDITIONS

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Subtotal	\$9,113.00
*Estimated Taxes/State Fees	\$0.00
Order Total	\$9,113.00



Harrell's LLC
P.O. Box 935358
Atlanta, GA 31193-5358
(863) 687-2774 FAX (863) 904-1545
W.A.T.S (800) 282-8007

Ship To: CITY OF LIVONIA GOLF DIVISION
FOX CREEK GOLF COURSE
36000 SEVEN MILE RD
LIVONIA, MI 48152

Bill To: CITY OF LIVONIA GOLF DIVISIO
36000 SEVEN MILE ROAD
LIVONIA, MI 48152

Quote	
Order Date 11/7/2023	Page 1 of 1
Cust # CITLIV	Salesperson 222
P.O. Number	
MICHIGAN	

Item/Quote	Description	Quantity	U/M	Unit Price	Ext. Price
HPMTB	Harrell's ProtectMAX Tebuconazole 2.5 Gal (HA)	4	2.5GAL	\$308.00	\$1,232.00
820440	Harrell's Bio Max 4-0-0 2.5 Gal	24	2.5GAL	\$155.00	\$3,720.00
822160	Harrell's N30+ w/Umaxx & SE 2.5gal	22	2.5GAL	\$90.00	\$1,980.00
N-FLEXPAY	North Flexpay All NON Agency	1	Each	\$0.00	\$0.00
HPMCLT-6L	Harrell's ProtectMAX Chlorothalonil 6 L 2.5 Gal (H	14	2.5GAL	\$148.00	\$2,072.00
HPMTPF-2.5	Harrell's ProtectMAX Title Phyte 2.5 Gal Systemic F	22	2.5GAL	\$147.00	\$3,234.00
HPMFLU	Harrell's ProtectMAX Fluazinam 2.5 Gal (HA)	2	2.5GAL	\$1,265.00	\$2,530.00
200233	Harrell's Max Minors, 2.5 Gal	26	2.5GAL	\$45.00	\$1,170.00
HPMAZO	Harrell's ProtectMAX Azoxy 2SC 1 Gal (HA)	1	Gallon	\$440.00	\$440.00
820443B	Harrell's Iron, Mn, & Mg 2.5 Gal (Q-A)	26	2.5GAL	\$48.00	\$1,248.00
HPMPRO	Harrell's ProtectMAX Propiconazole 2.5 Gal	8	2.5GAL	\$211.70	\$1,693.60
883018	25-0-15 100% Poly 41 SOP Mini 50 Lb	40	50 lb	\$52.96	\$2,118.40
815003	32-0-10 w/.067% Acele & .17% Dimen MINI 50 Lb	5	50 lb	\$105.00	\$525.00

Req Arrival Date: 4/15/2024 - Week Of

Delivery Comments: Fox eop quote

TERMS & CONDITIONS

Seller retains title to above listed merchandise until fully paid for. If account is not paid within 30 days from billing date, I agree to pay a finance charge of 1.5% per month which is an annual percentage rate of 18% applied to the previous balance without deducting current payments and/or credits appearing on this statement. I further agree to pay attorney's fees and other collection costs incurred if I shall default in the payment hereof.

Subtotal	\$21,963.00
*Estimated Taxes/State Fees	\$0.00
Order Total	\$21,963.00

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 17, 2024**

Meeting was called to order at 8:15 p.m. by Council President Brandon McCullough. Present: Rob Donovic, Carrie Budzinski, Laura Toy, Jim Jolly, Vice President Martha Ptashnik, and President Brandon McCullough. Absent: Scott Morgan.

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; Mark Taormina, Planning and Economic Development Director; and Todd Zilincik, City Engineer.

Councilmember Donovic led the meeting with the Pledge of Allegiance.

1. REQUEST TO WAIVE THE DRIVEWAY ORDINANCE REQUIREMENT: Kunal Bindra, re: to waive City Ordinance 12.04.205 (1), Curb cuts, from a maximum of twenty-five (25) feet to twenty-seven (27) feet.

Todd Zilincik, City Engineer, presented the request to Council.

Kunal Bindra, 14428 Dooley Drive, explained the reason for the request. He indicated his contractor said he got the permit through the city to extend the approach, but he has since found that he did not.

Councilmember Donovic mentioned there was a situation like this at a prior meeting. He verified the resident will still need a permit even if an approving motion is offered.

Mr. Zilincik indicated the permit is required to be sure they have not buried any sanitary, water or shut off valves that are critical to maintain our infrastructure and to assure the concrete is 6 inches thick.

Councilmember Jolly asked Mr. Bernier if we are doing anything to penalize contractors that are doing work without permits.

Mr. Bernier referred the question to Mr. Zilincik who indicated the fines doubled and if it is a recurring problem they will be prosecuted and be assessed a \$500.00 fine.

Councilmember Jolly said he would feel better approving this if the permit and inspection had already been done.

Councilmember Jolly offered an approving motion for the Regular agenda but stated the permit and inspection must be done before the next meeting.

Vice President Ptashnik asked Mr. Zilincik if the sidewalk was replaced as well or just the driveway around the sidewalk.

Mr. Zilincik said the driveway and approach were widened after original plans were approved by Engineering.

DIRECTION:

APPROVING

REGULAR



LETTER TO THE LIVONIA CITY COUNCIL

1.

Council Office
December 28, 2023

MEETING DATE

S011724/R012924

PREPARED BY

Sara Kasprowicz, Council Office Manager,

AGENDA ITEM

REQUEST TO WAIVE THE DRIVEWAY ORDINANCE REQUIREMENT: Kunal Bindra, re: to waive City Ordinance 12.04.205 (1), Curb cuts, from a maximum of twenty-five (25) feet to twenty-seven (27) feet.

BACKGROUND DETAILS

An email from the resident was received on November 21, 2023. The explanation of the request reads as follows:

Before I had this done the contractor I hired said he already got his permit to do the work that's the only reason I allowed him to go ahead and do the job.

The reason I needed this extension done is because I have the corner lot and my driveway is facing towards the shorter side to the road plus when I moved in this driveway was very narrow which makes it difficult to park my vehicles without being so close damaging them. I don't park them in the garage because I will be having my tools and items for work in there.

I have attached a image showing my driveway now You can see where the jeep is parked that's what I had extended. I will be having my truck work car and also my fiancés car parked on the driveway.

Please let me know you received this email thank you
Kunal Bindra

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

To approve request as submitted.

ATTACHMENTS

1. S010324 Req to move item to S011724 - Kunal Bindra
2. S010324 LTC Req to waive ord 14428 Dooley
3. 14428 Dooley Drive - driveway photo
4. 14428 Dooley Drive - Approved Grade Certificate 6-27-23
5. 14428 Dooley Drive - Unauthorized Approach Widening - Lyndon Park
6. 14428 Dooley Drive - Grade Cert Inspection Photos 6-23-23
7. S010323 Req to waive driveway ord req - Kunal Bindra - 14428 Dooley Drive

APPROVED BY

From: [Kunal Bindra](#)
To: [Kasprowicz, Sara](#)
Subject: Re: City Council Study Meeting of Jan. 3, 2024, Item 1
Date: Thursday, December 28, 2023 2:45:58 PM

Yes that would be better

Thank you
Sent from my iPhone

On Dec 28, 2023, at 1:39 PM, Kasprowicz, Sara <skasprowicz@livonia.gov> wrote:

The next meeting you can appear is on January 17th, would that work better?

[<CitySeal100x100_8f7d9122-2022-4a3b-86d9-f05a096c6a3c.png>](#)
Sara Kasprowicz
Program Supervisor
City of Livonia | City Council Office
(734) 466-2250
skasprowicz@livonia.gov
www.livonia.gov

[<Livonia-Logo-250_2521acb0-d42c-429b-900f-b59ac98c1049.png>](#)

[<SocialLink_Facebook_32x32_15fe2196-de42-486f-ac8c-bd89c9da8fd7.png>](#)

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[<SocialLink_Youtube_32x32_9b8afb50-3b86-4678-b53d-7e423a9d8771.png>](#)

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From: Kunal Bindra <kunalbindra8@gmail.com>
Sent: Thursday, December 28, 2023 2:03 PM
To: Kasprowicz, Sara <skasprowicz@livonia.gov>
Subject: Re: City Council Study Meeting of Jan. 3, 2024, Item 1

Hey Sara,

Will there be another meeting happening ? I had to go out of town for a work project
Sent from my iPhone

On Dec 28, 2023, at 9:39 AM, Kasprowicz, Sara <skasprowicz@livonia.gov> wrote:

Good Morning,

The City Council Study agenda of January 3rd is attached, your request is #1. The meeting will be held in the City Hall Auditorium, beginning at 8p.
It is highly recommended that someone is in attendance to answer any questions Council may have regarding your item.
See you then,
Sara

Sara Kasprowicz
Program Supervisor
City of Livonia | City Council Office
(734) 466-2250
skasprowicz@livonia.gov
www.livonia.gov

[<CitySeal100x100_8f7d9122-2022-4a3b-86d9-f05a096c6a3c.png>](#)

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[<SocialLink_Youtube_32x32_9b8afb50-3b86-4678-b53d-7e423a9d8771.png>](#)

This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential, and/or exempt from disclosure under applicable laws. If the reader of the message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone and/or reply to this e-mail message. Thank you.

<S010324.pdf>



LETTER TO THE LIVONIA CITY COUNCIL

1.

Council Office
December 1, 2023

MEETING DATE

S010324/R011724

PREPARED BY

Sara Kasprowicz, Council Office Manager,

AGENDA ITEM

REQUEST TO WAIVE THE DRIVEWAY ORDINANCE REQUIREMENT: Kunal Bindra, re: to waive City Ordinance 12.04.205 (1), Curb cuts, from a maximum of twenty-five (25) feet to twenty-seven (27) feet.

BACKGROUND DETAILS

An email from the resident was received on November 21, 2023. The explanation of the request reads as follows:

Before I had this done the contractor I hired said he already got his permit to do the work that's the only reason I allowed him to go ahead and do the job.

The reason I needed this extension done is because I have the corner lot and my driveway is facing towards the shorter side to the road plus when I moved in this driveway was very narrow which makes it difficult to park my vehicles without being so close damaging them. I don't park them in the garage because I will be having my tools and items for work in there.

I have attached a image showing my driveway now You can see where the jeep is parked that's what I had extended. I will be having my truck work car and also my fiancés car parked on the driveway.

Please let me know you received this email thank you
Kunal Bindra

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

To approve request as submitted.

ATTACHMENTS

1. 14428 Dooley Drive - driveway photo
2. 14428 Dooley Drive - Approved Grade Certificate 6-27-23
3. 14428 Dooley Drive - Unauthorized Approach Widening - Lyndon Park
4. 14428 Dooley Drive - Grade Cert Inspection Photos 6-23-23
5. S010323 Req to waive driveway ord req - Kunal Bindra - 14428 Dooley Drive

APPROVED BY



UNIT 36 WAYNE COUNTY CONDOMINIUM SUBDIVISION PLAN No. 1189 A.K.A. "LYNDON PARK" SUBDIVISION, PART OF THE SOUTH 1/2 OF SECTION 24, T. 1 S., R. 9 E., CITY OF LIVONIA, WAYNE COUNTY, MICHIGAN. AS RECORDED IN LIBER 57239, PAGE 1265, WAYNE COUNTY RECORDS.

STORM SEWER
SANITARY SEWER
WATER MAIN
UNDERGROUND UTIL

PROP. GRADE
AS-BUILT

JUN 26 2023

**CITY OF LIVONIA
ENGINEERING DEPT.**

APPROVED

DATE 6-27-23

SIGNED

BENCHMARK NAVD88:
HYDRANT ARROW
LOT 35
ELEVATION: 637.82

NOTES:
ENGINEERING PERMIT #:
22-760

PLOT PLAN #:
13521

BUILDING PERMIT #:
PB22-0911

NOTES:

"I HEREBY CERTIFY THAT THE MEASUREMENTS SHOWN ON THE PLAN AS AS-BUILT WERE TAKEN ON 06-13-23 AND ARE ACCURATE TO THE APPROPRIATE STANDARD OF PROFESSIONAL CARE FOR THE PURPOSE OF THIS PLAN"

SIDEWALK DETAIL

P.P. DATE: 03-31-2022*
G.C. DATE: 06-23-2023**

SCALE: 1" = 20'
SURVEY NO.: 2020.14LP-36

ADP

PREPARED FOR:
LYNDON PARK HOMES, LLC

31333 W. 13 MILE RD., SUITE 200
FARMINGTON HILLS, MI 48334

PH: (248) 538-7000

*04-20-22 REV PER CITY

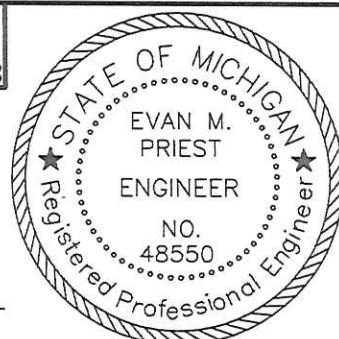
06-29-22 SIDE DRIVE

ENGINEERS & SURVEYORS

MLP
AND ASSOCIATES, INC.

40655 KOPPERNICK ROAD
CANTON, MICHIGAN 48187
PHONE (734) 459-8560
FAX (734) 459-2585

By: [Signature]
Registered Professional Engineer



From: [Hall, Troy](#)
To: [Kasprowicz, Sara](#)
Cc: [Lear, David](#); [Hanna, Jerome](#); [Banko, Steven](#)
Subject: FW: Unauthorized Approach Widening - Lyndon Park - 14428 Dooley Drive
Date: Monday, November 20, 2023 11:47:14 AM
Attachments: [Approved Grade Certificate 6-27-23.pdf](#)
[Grade Cert Inspection Photos 6-23-23.pdf](#)

Sara,

Homeowner at 14428 Dooley Drive (Kunal Bindra 313-802-6730) in the new Lyndon Park development had his driveway approach widened without appropriate permits and inspections, and the approach is wider than allowed by Ordinance. The homeowner is interested in seeking a variance on this requirement. I told him to call the City Council Office to start this process. Within the past year or so we had a similar situation at the address 37912 Mason Avenue.

Feel free to contact me with any questions.

Regards,

Troy Hall, P.E.
Civil Engineer II
City of Livonia | Engineering
(734) 466-2576
THall@livonia.gov

From: Hall, Troy <THall@livonia.gov>
Sent: Wednesday, November 8, 2023 9:56 AM
To: Banko, Steven <SBanko@livonia.gov>; Hanna, Jerome <JHanna@livonia.gov>; Stroble, Robert <rstroble@livonia.gov>
Cc: Zilincik, Todd <tzilincik@livonia.gov>; Lear, David <DLear@livonia.gov>; Dickie, John <jdickie@livonia.gov>
Subject: Unauthorized Approach Widening - Lyndon Park - 14428 Dooley Drive

All,

I noticed our first unauthorized drive approach widening at Lyndon Park Condos yesterday (see attached photo). 14428 Dooley Drive (Lot #36) received grade certificate approval on 6-27-23 (see attached). The drive approach was measured to be about 20'-wide at that time. The drive approach is currently 27'-wide (25' maximum). This work was completed without a permit and inspection. Widening the approach also requires the replacement of sidewalk to achieve 6" thickness, which was not completed.

I will contact Windmill Homes about this, but I imagine this work was likely ordered by the new homeowner. I will request that the additional concrete placed within the right-of-way shall be

removed. The homeowner may widen to 25' width, but they will need to obtain an Engineering Permit, replace sidewalk as needed, and get the appropriate inspections.

Troy Hall, P.E.

Civil Engineer II

City of Livonia | Engineering

(734) 466-2576

THall@livonia.gov

Grade Certificate Inspection
Permit #22-760
Lyndon Park - Unit 36
14428 Dooley Dr.
Inspection on 6/23/23



Grade Certificate Inspection
Permit #22-760
Lyndon Park - Unit 36
14428 Dooley Dr.
Inspection on 6/23/23



Grade Certificate Inspection
Permit #22-760
Lyndon Park - Unit 36
14428 Dooley Dr.
Inspection on 6/23/23



Grade Certificate Inspection
Permit #22-760
Lyndon Park - Unit 36
14428 Dooley Dr.
Inspection on 6/23/23



Grade Certificate Inspection
Permit #22-760
Lyndon Park - Unit 36
14428 Dooley Dr.
Inspection on 6/23/23



Grade Certificate Inspection
Permit #22-760
Lyndon Park - Unit 36
14428 Dooley Dr.
Inspection on 6/23/23



Grade Certificate Inspection
Permit #22-760
Lyndon Park - Unit 36
14428 Dooley Dr.
Inspection on 6/23/23



Grade Certificate Inspection
Permit #22-760
Lyndon Park - Unit 36
14428 Dooley Dr.
Inspection on 6/23/23



Grade Certificate Inspection
Permit #22-760
Lyndon Park - Unit 36
14428 Dooley Dr.
Inspection on 6/23/23



From: [Kasprowicz, Sara](#)
To: [Kunal Bindra](#)
Subject: RE: Test
Date: Tuesday, November 21, 2023 2:17:03 PM
Attachments: [CitySeal100x100_87d9122-2022-fa3b-86d3-05a096c6a7c.png](#)
[Livonia466x250_c941629-05c4-436c-80d3-3d9878c1d075.png](#)
[SocialLink_Facebook_32x32_150x105-6c51-c86f-a6b3-ba02c5a856f7.png](#)
[SocialLink_Instagram_30x32_80x80ab-c68f-7882-3f12-547d1a90a32f.png](#)
[SocialLink_Twitter_32x32_90d8f05b-3a06-4678-8534-7e137a58f771.png](#)

Hi Kunal,

I received your email and will add it with photos to the information provided to Council.

Your request will be on the Study agenda of January 3 and the meeting will take place at 8p in the City Hall Auditorium. I will send the agenda when it is approved by the Council President.

Have a nice holiday,

Sara



Sara Kasprowicz
Program Supervisor
City of Livonia | City Council Office
(734) 466-2250
skasprowicz@livonia.gov
www.livonia.gov



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From: Kunal Bindra <kunalbindra8@gmail.com>

Sent: Tuesday, November 21, 2023 12:39 PM

To: Kasprowicz, Sara <skasprowicz@livonia.gov>

Subject: Re: Test

Hey Sara

We talked on the phone earlier today regarding my driveway extension that I did.

Before I had this done the contractor I hired said he already got his permit to do the work that's the only reason I allowed him to go ahead and do the job.

The reason I needed this extension done is because I have the corner lot and my driveway is facing towards the shorter side to the road plus when I moved in this driveway was very narrow which makes it difficult to park my vehicles without being so close damaging them. I don't park them in the garage because I will be having my tools and items for work in there.

I have attached a image showing my driveway now

You can see where the jeep is parked that's what I had extended. I will be having my truck work car and also my fiancés car parked on the driveway.

Please let me know you received this email thank you

Kunal Bindra



Sent from my iPhone

On Nov 21, 2023, at 12:37 PM, Kasprowicz, Sara <skasprowicz@lyonia.gov> wrote:

Sara Kasprowicz

[<CitySeal100x100_877d9122-2022-4a3b-86d9-f05a096c6a3c.png>](#) Program Supervisor
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[<Livonia-Logo-250_2521acb0-d42c-429b-900f-b59ac98c1049.png>](#)

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[<SocialLink_Twitter_32x32_a844deab-cb87-48f2-9175-647012b70cfe.png>](#)

[<SocialLink_Youtube_32x32_9b8afb50-3b86-4678-b53d-7e423a9d8771.png>](#)

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**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 3, 2024**

Meeting was called to order at 7:00 p.m. by Council President Brandon McCullough. Present: Vice President Martha Ptashnik, Rob Donovic, Carrie Budzinski, Scott Morgan, Laura Toy, Jim Jolly, and President Brandon McCullough. Absent: None.

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; Mark Taormina, Planning and Economic Development Director; Todd Zilincik, City Engineer; Don Rohraff, Director of Public Works; and Chief Goralski, Police Department.

Vice President Ptashnik led the meeting with the Pledge of Allegiance.

10. PROPOSED AMENDMENT TO THE LIVONIA CODE OF ORDINANCES, AS AMENDED: Department of Law, re: to Title 3, Chapter 04 (Financial Procedures), Section 200, to add per diem language.

Paul Bernier, City Attorney, presented the request to Council.

Councilmember Jolly asked if the per diem is a flat amount given for meals or if it is a reimbursement system.

Mr. Bernier indicated it is a per diem so individual receipts are not necessary.

Vice President Ptashnik offered an approving motion for the Regular agenda.

DIRECTION

APPROVING

REGULAR



LETTER TO THE LIVONIA CITY COUNCIL

10.

Law

November 27, 2023

MEETING DATE

S010324/R011724

PREPARED BY

Brenda Smyser, Program Supervisor,

AGENDA ITEM

PROPOSED AMENDMENT TO THE LIVONIA CODE OF ORDINANCES, AS AMENDED: Department of Law, re: to Title 3, Chapter 04 (Financial Procedures), Section 200, to add per diem language.

BACKGROUND DETAILS

Attached for your review and consideration are proposed changes to Section 200 of Title 3, Chapter 04 of the Livonia Code of Ordinances ("Code") which adds per diem language to the existing ordinance.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

First Read

ATTACHMENTS

1. 3.04.200 - Expense reimbursement 111523
2. Per Diem Rates

APPROVED BY

Paul Bernier, City Attorney

Date: November 27, 2023

Maureen Miller Brosnan, Mayor

Date: December 08, 2023

**AN ORDINANCE AMENDING SECTION 200 OF TITLE 3,
CHAPTER 04 (FINANCIAL PROCEDURES) OF THE LIVONIA
CODE OF ORDINANCES, AS AMENDED.**

THE CITY OF LIVONIA ORDAINS:

Section 1. Section 200 of Title 3, Chapter 04 of the Livonia Code of Ordinances, as amended, is hereby amended to read as follows:

3.04.200 Expense reimbursement conditions and per diem. A. All officers and employees of the city shall each month file with the director of finance, in writing, an accurate and complete report of all expenses incurred or paid by them on behalf of the city during the preceding month. The council may, in its discretion, permit an extension of sixty days for the submission of any such report where it finds that the report has been delayed for reasons beyond the control of the person submitting the report. Such reports shall be supported by invoices, receipts and such other evidence as may be required by the rules of procedure under this chapter.

B. All officers and employees of the city shall be allowed, for the use of their own motor vehicle while on city business, the sum of thirty-two point five (32.5) cents per mile effective August 1, 1998, and on August 1st of each year thereafter, the allowance rate shall be equal to that allowed by the United States Department of Treasury Internal Revenue Service, for the next succeeding twelve month period, as certified by the finance director, unless otherwise provided for by contract or agreement between the city and employee organizations; provided, however, that the council may, from time to time, provide by resolution that particular officers and employees may elect to receive a fixed sum per month as determined by the council, in lieu of the aforementioned sum per mile, to be effective as of December 1, 1967.

C. All officers and employees of the city who attend an overnight, off-premises, city sponsored event, seminar or training are eligible for a meal per diem for the days necessary for the event. Per diem for first and last day of travel shall be limited to the meals eaten while out of town.

All officers and employees of the city who attend a daily, off-premises, city sponsored event, seminar, or training which lasts 8 hours or more and is more than 5 miles from the city boundaries are eligible for a lunch per diem.

If a meal or meals are provided without cost to the officers or employees of the city at a city sponsored event, seminar or training, a per diem allowance for that meal shall not be paid by the city.

The per diem rate shall be the same as provided by the U.S. General Services Administration (GSA) for the geographic area of the City of Detroit, County of Wayne, State of Michigan at the time of the city sponsored event.

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this ordinance full force and effect.

Section 3. Should any portion of this ordinance be held invalid for any reason, such holding shall not be construed as affecting the validity of any of the remaining portions of this ordinance.

FY 2023 Per Diem Rates for Michigan

Max lodging by month (excluding taxes.)

Primary Destination	County	2022 Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Ann Arbor	Washtenaw	\$118	\$118	\$118	\$118	\$118	\$118	\$118	\$134	\$134	\$134	\$134	\$118
Detroit	Wayne	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$133
East Lansing / Lansing	Ingham / Eaton	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106
Grand Rapids	Kent	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114
Holland	Ottawa	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$122	\$122	\$120	\$120	\$120
Kalamazoo / Battle Creek	Kalamazoo / Calhoun	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$104
Mackinac Island	Mackinac	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$180	\$180	\$114
Midland	Midland	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119
Muskegon	Muskegon	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$130	\$130	\$130	\$98
Petoskey	Emmet	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$226	\$226	\$132
Pontiac / Auburn Hills	Oakland	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117
South Haven	Van Buren	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$121	\$121	\$121	\$98
Standard Rate	Applies for all locations without specified rates	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98
Traverse City	Grand Traverse	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$234	\$234	\$125



U.S. General Services Administration

FY 2023 Per Diem Rates for Michigan

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Ann Arbor	Washtenaw	\$69	\$16	\$17	\$31	\$5	\$51.75
Detroit	Wayne	\$64	\$14	\$16	\$29	\$5	\$48.00
East Lansing / Lansing	Ingham / Eaton	\$64	\$14	\$16	\$29	\$5	\$48.00
Grand Rapids	Kent	\$64	\$14	\$16	\$29	\$5	\$48.00
Holland	Ottawa	\$64	\$14	\$16	\$29	\$5	\$48.00
Kalamazoo / Battle Creek	Kalamazoo / Calhoun	\$64	\$14	\$16	\$29	\$5	\$48.00
Mackinac Island	Mackinac	\$74	\$17	\$18	\$34	\$5	\$55.50
Midland	Midland	\$59	\$13	\$15	\$26	\$5	\$44.25
Muskegon	Muskegon	\$64	\$14	\$16	\$29	\$5	\$48.00
Petoskey	Emmet	\$64	\$14	\$16	\$29	\$5	\$48.00
Pontiac / Auburn Hills	Oakland	\$64	\$14	\$16	\$29	\$5	\$48.00
South Haven	Van Buren	\$64	\$14	\$16	\$29	\$5	\$48.00
Standard Rate	Applies for all locations	\$59	\$13	\$15	\$26	\$5	\$44.25

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
	without specified rates						
Traverse City	Grand Traverse	\$64	\$14	\$16	\$29	\$5	\$48.00