

**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



**COMMITTEE MEMEBERS:**

BRANDON MCCULLOUGH, Chair  
ALL COUNCILMEMBERS

33000 CIVIC CENTER DRIVE  
LIVONIA, MICHIGAN 48154-3097  
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**OFFICE OF THE COUNCIL**

**MEETING PACKET FOR THE  
COMMITTEE OF THE WHOLE  
FEBRUARY 26, 2024  
7:00 P.M.**

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**PUBLIC MEETING - COMMITTEE OF THE WHOLE**  
**Monday, February 26, 2024**  
**7:00 PM**

**Location:**

Livonia City Hall, Council Chambers, 2<sup>nd</sup> floor  
33000 Civic Center Drive  
Livonia, MI 48154

**Members:**

Brandon McCullough, Chair  
All Councilmembers

**AGENDA ITEM(S)**

1. The subject matter of the new Senior Citizen Center. (CR 268-23)
2. The subject matter of a proposed budget adjustment to restore funding for the position of Government Affairs Director (CR 40-24)

**AUDIENCE COMMUNICATION**

**THE FOLLOWING HAVE BEEN NOTIFIED AND ARE REQUESTED TO ATTEND:**

Maureen Miller Brosnan, Mayor  
Paul Bernier, City Attorney  
Mike Slater, Finance Director  
Jacob Rushlow, Assistant Director of DPW  
Ted Davis, Superintendent of Parks and Recreation

**THIS IS AN OPEN MEETING AND  
ALL INTERESTED PARTIES ARE WELCOME TO ATTEND.**

Minutes of this meeting will be available for public inspection in the City Clerk's Office not more than eight business days following the date of the meeting.

This meeting will be reported at the **Regular Meeting of February 28, 2024**

LORI L. MILLER, CITY CLERK

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## LETTER TO THE LIVONIA CITY COUNCIL

1.

**Council Office**  
**February 7, 2024**

### MEETING DATE

COW022624/R022824

### PREPARED BY

Sara Kasprowicz, Council Office Manager,

### AGENDA ITEM

The subject matter of the new Senior Citizen Center. (CR 268-23)

### BACKGROUND DETAILS

At the Regular Meeting of October 16, 2023:

President Jolly reported on the Committee of the Whole meeting held on October 4, 2023, regarding an update from the Administration on the efforts to seek grants and other funding for the new Senior Center.

At the Regular Meeting of September 6, 2023:

On a motion by Vice President Toy, seconded by Councilmember Donovic, and unanimously adopted, it was:

#268-23 RESOLVED, that upon the motion by Council Vice President Laura Toy, seconded by Councilmember Rob Donovic, at the Regular Meeting held September 6, 2023, the Council does hereby refer the subject matter of the new Senior Citizen Center to the Committee of the Whole for its report and recommendation.

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

To discuss the subject matter as presented.

### ATTACHMENTS

1. R101623 Senior Citizen Center report out of COW100423
2. COW100423 Minutes
3. COW100423 LTC New Senior Citizen Center
4. R090623 Subject matter of New Senior Citizen Center to COW CR 268-23

### APPROVED BY

***Regular Meeting Minutes of October 16, 2023***

President Jolly reported on the Committee of the Whole meeting held on October 4, 2023, regarding an update from the Administration on the efforts to seek grants and other funding for the new Senior Center. This item will remain in Committee.

**COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, OCTOBER 4, 2023  
7:30PM**

A Committee of the Whole meeting was held on Wednesday, October 4, 2023, at Livonia City Hall in the Council Chambers.

**Committee Members Present:** Jim Jolly, City Council President  
Laura Toy, Council Vice President  
Rob Gjonaj Donovic  
Kathleen McIntyre  
Scott Morgan

**Committee Members Absent:** Scott Bahr  
Brandon McCullough

**City Officials Present:** Maureen Miller Brosnan, Mayor  
Lynda Scheel, City Treasurer  
Eric Goldstein, Assistant City Attorney  
Mike Slater, Finance Director  
Ted Davis, Superintendent, Parks and Recreation  
Jacob Rushlow, Assistant Director, DPW

**Additional attendees:** See attached.

1. **CR 268-23** The subject matter of the new Senior Citizen Center.

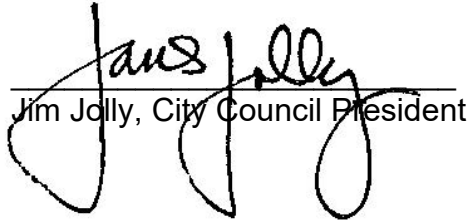
The meeting convened at 7:30 PM

The Administration presented an update on funding to facilitate the New Senior Center Construction, noting the County could potentially fund \$8 million towards the project.

The meeting adjourned at 8:29 PM.

**Note:** This item will remain in Committee.

This item is to be placed on the **Regular Meeting Agenda of October 16, 2023**



Jim Jolly, City Council President



## LETTER TO THE LIVONIA CITY COUNCIL

1.

**Council Office**  
**September 18, 2023**

### MEETING DATE

COW100423/R101623

### PREPARED BY

Sara Kasprowicz, Council Office Manager,

### AGENDA ITEM

The subject matter of the new Senior Citizen Center. (CR 268-23)

### BACKGROUND DETAILS

To discuss the subject matter of the new Senior Citizen Center. (CR 268-23)

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

To report the discussion at the Regular Meeting of October 16, 2023.

### ATTACHMENTS

1. R090623 Subject matter of New Senior Citizen Center to COW CR 268-23

### APPROVED BY

***Regular Meeting Minutes of September 6, 2023***

On a motion by Vice President Toy, seconded by Councilmember Donovic, and unanimously adopted, it was:

**#268-23** RESOLVED, that upon the motion by Council Vice President Laura Toy, seconded by Councilmember Rob Donovic, at the Regular Meeting held September 6, 2023, the Council does hereby refer the subject matter of the new Senior Citizen Center to the Committee of the Whole for its report and recommendation.

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|------------------------------------------------------------------------------------------------------------------|
| <p><i>RESOLUTION REQUESTED BY COUNCIL VICE PRESIDENT LAURA TOY<br/>Regular Meeting of September 6, 2023)</i></p> |
|------------------------------------------------------------------------------------------------------------------|

|                |                                                                |
|----------------|----------------------------------------------------------------|
| <b>Motion:</b> | <b>Toy</b>                                                     |
| <b>Second:</b> | <b>Donovic</b>                                                 |
| <b>Ayes:</b>   | <b>McCullough, McIntyre, Toy, Bahr, Donovic, Morgan, Jolly</b> |
| <b>Nays:</b>   | <b>None</b>                                                    |
| <b>Absent:</b> | <b>None</b>                                                    |



## LETTER TO THE LIVONIA CITY COUNCIL

2.

**Council Office**  
**February 7, 2024**

### MEETING DATE

COW022624/R022824

### PREPARED BY

Sara Kasprowicz, Council Office Manager,

### AGENDA ITEM

The subject matter of a proposed budget adjustment to restore funding for the position of Government Affairs Director. (CR 40-24)

### BACKGROUND DETAILS

At the Regular Meeting of February 12, 2024:

On a motion by Councilmember Jolly, supported by Councilmember Morgan and unanimously adopted, it was:

#040-24 RESOLVED, that having considered a communication from the Office of the Mayor, dated January 19, 2024, regarding the subject matter of a proposed budget adjustment to restore funding for the position of Government Affairs Director, the Council does hereby refer this item to the Committee of the Whole for its report and recommendation.

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

To discuss the subject matter as submitted.

### ATTACHMENTS

1. LTC Budget Adjustment for Gov Affairs Director
2. Director of Governmental Affairs & Community Outreach

### APPROVED BY

***Regular Meeting of February 12, 2024***

On a motion by Councilmember Jolly, supported by Councilmember Morgan, and unanimously adopted, it was:

**#040-24** RESOLVED, that having considered a communication from the Office of the Mayor, dated January 19, 2024, regarding the subject matter of a proposed budget adjustment to restore funding for the position of Government Affairs Director, the Council does hereby refer this item to the Committee of the Whole for its report and recommendation.

|                                                                                   |
|-----------------------------------------------------------------------------------|
| <p><b><i>CONSENT AGENDA ITEM 2 (Regular Meeting of February 12, 2024)</i></b></p> |
|-----------------------------------------------------------------------------------|

|                |                                                                |
|----------------|----------------------------------------------------------------|
| <b>Motion:</b> | <b>Jolly</b>                                                   |
| <b>Second:</b> | <b>Morgan</b>                                                  |
| <b>Ayes:</b>   | <b>Budzinski, Morgan, Jolly, Ptashnik, Donovic, McCullough</b> |
| <b>Nays:</b>   | <b>None</b>                                                    |
| <b>Absent:</b> | <b>Toy</b>                                                     |



## LETTER TO THE LIVONIA CITY COUNCIL

2.

**Mayor's Office**  
**January 19, 2024**

### MEETING DATE

S012924/R021224

### PREPARED BY

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

### AGENDA ITEM

**REQUEST TO APPROVE BUDGET ADJUSTMENT:** Office of the Mayor, re: to restore funding for the position of Government Affairs Director.

### BACKGROUND DETAILS

Dear City Council,

We are requesting a budget amendment to restore funding to the Government Affairs Director position (Dept. 101-175) effective March 1, 2024, to establish and maintain productive communication between the Administration and members of the City Council, and provide strategic outreach to community groups and stakeholders, as we accelerate the work of Livonia Vision 21.

By way of background, the Government Affairs Director position was left unfunded when the 2023-24 budget was put together last summer and completed in the fall. That decision was driven by fact that the position had been vacant since November 2022. Now that it has been vacant for 14 months, and now that the community has secured funding commitments for construction of the Senior Wellness Center, we have a compelling need to reestablish that position moving forward.

As you will see in the attached job description, this position has several key responsibilities:

- Fostering better, more consistent communication between the Council and Administration, including representation at Council meetings.
- Advancing the goals of Livonia Vision 21 and other community priorities, in coordination with the City Council.
- Providing strategic outreach and responsive connection to community organizations and non-profit entities, focusing on vital initiatives and Livonia Vision 21.
- Improving the support of city board members and commissioners, while managing the appointment process.
- Soliciting and monitoring grant opportunities.

This will be a busy year for our community on many fronts. Restoring this Government Affairs position will ensure that we remain closely connected and responsive to our partners on the City Council and more effectively provide outreach to our community stakeholders.

Funding for this position will come from reallocating funds from other budgeted positions. The cost for the remaining nine months of FY 2024 is \$94,000. Specifically, we are proposing the following

budget transfers:

- There were 2 Clerk Typist positions budgeted for the duties of Marilyn Mootsey and Debra Walter, who provided service to the Council Office, ZBA and Planning. Upon review by the Personnel Review Committee and discussion with the departments, it was determined that 1 Clerk Typist can cover these duties. The budget for the other Clerk Typist will be reallocated to the Government Affairs Director position, in the amount of \$81,000.
- The position of Purchasing Manager is currently vacant. Savings from this short-term vacancy will be reallocated to the Government Affairs Director position, in the amount of \$13,000.

Thank you for your consideration of this request. We look forward to your support.

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

It is respectfully requested that City Council approve budget amendments to increase the budget in account 101-175-702-000 by \$94,000, and decrease the budget in accounts 101-192-702-000 (\$13,000), 101-702-702-000 (\$41,500) and 101-701-702-000 (\$39,500).

**ATTACHMENTS**

1. Director of Governmental Affairs & Community Outreach

**APPROVED BY**



Maureen Miller Brosnan, Mayor

Date: January 19, 2024

## OFFICE OF THE MAYOR

**MAUREEN MILLER BROSAN**  
MAYOR



33000 CIVIC CENTER DRIVE  
LIVONIA, MICHIGAN 48154-3097  
mayor@livonia.gov  
(734) 466-2201

## **Director of Governmental Affairs & Community Outreach**

### **General Description**

Under the direction of the Mayor, the Director of Governmental Affairs & Community Outreach, is responsible for finding opportunities to engage the community and build coalitions to promote the initiatives outlined in Livonia Vision 21, the City's long-range strategic masterplan. The position provides latitude for independent initiative, judgment and decision making, as the director works to establish and maintain productive relationships and effective communication channels with and between Livonia City Council members and City Administration.

Additionally, the Director of Government Affairs is responsible for developing and supporting the city board and commission appointment process and work; monitoring governmental and non-profit grant opportunities; ensuring City support of opportunities and needs for City volunteers and serving as liaison with other local, state, county and federal jurisdictions regarding legislation, its intent and its impact.

### **Primary Responsibilities**

- Identify community partners and build lasting partnerships and strategic initiatives to promote the work of the City of Livonia.
- Serve as a point of contact for and foster positive relationships with the Livonia City Council, community boards, community-based organizations, elected officials' offices, regional organizations (MML, CWW, etc.), universities and other academic institutions.
- Build and manage a robust program that keeps stakeholders informed of, and builds support for, city initiatives.
- Create strategies and action plans for collaborative partnerships with key stakeholders to advance Livonia Vision 21 and other City of Livonia priorities.
- Serve as a conduit to address emerging stakeholder issues and improve coordination and communication between city staff, Council and external partners so key issues are resolved in a timely manner.
- Administer board and commission appointment and development process.

- Track and strengthen legislative initiatives identified as priorities by the Mayor, City Council and administration.

### **Additional Duties**

- Manage City's volunteer service corps program that connects volunteers with community needs, including Day of Service or similar opportunities for employees and community.
- Represent the administration professionally at community events and meetings, dealing effectively with residents, stakeholders and the media, as needed.
- Direct City's volunteer recognition program and events, including recognition for members of boards and commissions.
- Manage Neighborhood Grant program.
- Solicit, monitor and assist in preparing and submitting grant opportunities.