

OFFICE OF THE COUNCIL

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LIVONIA, MICHIGAN 48154-3097
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OFFICE OF THE COUNCIL

**MEETING PACKET FOR THE
SPECIAL MEETING OF
JANUARY 6, 2025**

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.

256th SPECIAL MEETING OF THE COUNCIL OF THE CITY OF LIVONIA
Monday, January 6, 2025
Livonia City Hall Auditorium
33000 Civic Center Drive
Livonia, MI 48154
7:00PM

CALL TO ORDER

INVOCATION/PLEDGE OF ALLEGIANCE

ROLL CALL

AUDIENCE COMMUNICATION

UNFINISHED BUSINESS

1. [COMMITTEE OF THE WHOLE MEETING OF DECEMBER 16, 2024](#)
 - a. [The subject matter of City elected position vacancies. \(394-15\)](#)

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 disabilities. Please call (734) 466-2236 or email <mailto:clerk@livonia.gov> as soon as possible 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

1.

Council Office
November 12, 2024

MEETING DATE

COW121624/SPEC010625

PRESENTED BY

AGENDA ITEM

The subject matter of City elected position vacancies. (394-15)

BACKGROUND DETAILS

At the Regular Meeting Minutes of December 14, 2015:

#394-15 RESOLVED, that having considered the request of Councilmember Brandon Kritzman at the Study Meeting held on December 2, 2015, with regard to a resolution to hold a committee meeting in the event a vacancy occurs in an elected position, the Council does hereby refer the subject matter of elected official vacancies to the Committee of the Whole.

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

To hold discussions and conduct interviews to fill the vacant Council position.

ATTACHMENTS

1. COW121624 LTC Council Vacancy
2. 2025 Council Vacancy Interest

APPROVED BY

The following residents have submitted letters of interest for consideration:

[Brandon Kritzman](#)

[Jenny O'Connor](#)

[Nicole Hefty](#)

[Griffin Cartier](#)

[Joeseeph J. Stefanov](#)

[Tyler McCann](#)

[Betsy Calhoun](#)

[Dominic Freda](#)

[Lucas C. McGrail](#)

[James Baringhaus](#)

[Patrick Brockway](#)

[Gerald A. Perez](#)

[John A. Szewc](#)

[Megan Edmonds](#)

[Marlene Katafias](#)

[Emily Keith](#)

[Eileen McDonnell](#)

[Lynda Scheel](#)

[Josh Flack](#)

[Torion Bridges](#)

[Lori Nersesian](#)

[Philip Sattler](#)

[Jacki Graham Karns](#)

[Brian Meagher](#)

[Michael Mullis](#)

[Adam Stathakis](#)

[Steve Alexander](#)

[Joshua Earles](#)

[Kayleigh Reid](#)

[Carl Deal](#)

[Conrad Schwartz](#)

[Nicholas Pickard](#)

[Justin Gooch](#)

[Kylie Nielsen](#)

[Alex King](#)

[Chris Lenoir](#)

[Jacob Butkiewicz](#)

From: [Brandon Kritzman](#)
To: [McCullough, Brandon](#); [Ptashnik, Martha](#); [Toy, Laura](#); [Budzinski, Carrie](#); [Morgan, Scott](#); [Donovic, Rob](#)
Cc: [Kasprowicz, Sara](#)
Subject: City Council Vacancy
Date: Monday, December 16, 2024 6:38:33 PM
Attachments: [image001.png](#)
[City Council Vacancy - Brandon Kritzman.pdf](#)

Good Evening,

I know that you have a lot on your plate at the moment and are preparing for this evening's Committee meeting, so I will keep this short. Following up on previous discussions or email/text exchanges with each of you, I am submitting the attached letter to formally express my interest in being considered for the open position on Council. The attached letter highlights a few items that I feel are relevant and important for your consideration. I look forward to attending this evening and to future discussions that we may have, as well as setting all this aside Wednesday night and celebrating the accomplishments of the year for yourselves and the City of Livonia.

BRANDON KRITZMAN AIA, LEED AP
Principal



30445 Northwestern Hwy Suite 360
Farmington Hills, Michigan 48334
313.696.1299 m 248.583.4990 o
www.detroitarch.com

December 16, 2024

Office of the City Council
33000 Civic Center Drive
Livonia, MI 48154

Council,

I am formally submitting this letter to indicate my interest in the open Council position to complete the vacated term of Jim Jolly. While we all wish him well in his next endeavor, the Council must continue to serve the Community and it does that best with a full Council.

I am heartened to see that there are so many interested candidates and am certain that the next election will bring new voices to the Council. I have no doubt that there are many capable applicants, and I sincerely hope that anyone not selected considers running for election. Certainly, there is something to be said for those positions being filled in an open election by a vote of the citizens. However, with the limited time that remains in the vacated term, I believe there is a measure of wisdom in appointing someone who doesn't have to learn the job, but rather can step in on day one, support existing efforts and contribute to each item.

As you are aware, I previously served on Council in the role that you fill today. I was elected to two consecutive four-year terms and completed those duties at the close of 2019. My service and commitment to the City of Livonia started before my time on Council as I led the effort to design the Fallen Heroes Monument at Larry Nehasil Park and continues today as I serve on the Historic Preservation Commission.

My full Council resume includes a lengthy list of Committee assignments, SEMCOG representation, various appointments, and accomplishments like founding the Greenleaf Commission. I was a strong proponent of the master plan efforts, which we now see as Livonia Vision 21. Professionally, I am a Principal/Owner of Detroit Architectural Group, a full-service architecture firm that provides architectural design and project management services to private and municipal clientele. In part due to this expertise, I was tasked to be the Council representative for the Livonia DPW building project, regularly reporting back to Council on progress, but also in the room to help shape the design, budget and bid process.

Livonia is in the middle of an unprecedented investment in its built infrastructure with the design of a new City Hall & Police Station, expansion of the recreation center to include senior services and exploring a new approach to the civic center campus – each of which will have a lasting impact on the City. It's an exciting time for the Livonia and the Council and I would genuinely appreciate the opportunity to contribute to the success of these projects in any way that may be helpful.

The years since my terms ended have seen many challenges come before Council, both invited and unexpected. That will undoubtedly happen again, and I hope those challenges can continue to be met and overcome in constructive and creative ways, casting aside partisanship, and solving issues with the best interests of all of Livonia in mind, regardless of geography, race, gender and politics.

Sincerely,

Brandon M. Kritzman AIA, NCARB, LEED AP

From: [Jennifer O'Connor](#)
To: [CityCouncil](#)
Subject: Candidate Follow-Up: Jenny O'Connor for Interim City Council Position
Date: Monday, December 16, 2024 11:24:26 PM
Attachments: [JENNY OCONNOR RESUME 2024.pdf](#)

Dear Members of the City Council,

It was a privilege to address you in person during tonight's council meeting. I hope my speech conveyed both my enthusiasm for this role and my deep commitment to Livonia's future.

I am writing to formally submit my resume for consideration for the interim city council position. As a lifelong resident of Livonia with over 20 years of experience in project management, business leadership, and community service, I am eager to contribute my skills and dedication to serve our city during this pivotal year. Attached you will find a copy of my resume. I would be happy to provide a list of character references upon request.

Growing up in Old Rosedale Gardens, attending Grant Elementary, Emerson Middle School, and Franklin High School, I developed a deep connection to Livonia. Throughout my life, I have sought ways to give back—from volunteering on mission trips and serving on church committees to chaperoning field trips and tutoring in my children's classrooms. This commitment to service reflects the values I would bring to the council: integrity, collaboration, and a focus on the greater good.

Professionally, I hold an Associate of Arts degree from Schoolcraft College and a Bachelor of Science in Interior Design from Eastern Michigan University. Over the past two decades, I have led complex, high-stakes projects that require balancing competing priorities, fostering teamwork, and delivering results within budget and on schedule. As Design Director of a millwork company, I work closely with diverse teams—including architects, builders, and clients—to solve challenges creatively, strategically, and collaboratively. These are the same skills I would apply to addressing Livonia's needs, from infrastructure planning to community-focused initiatives.

I understand that stepping into an interim role requires adaptability and teamwork. I am ready to roll up my sleeves, listen intently, and work in partnership with the existing council to serve the residents of Livonia effectively. This position is an opportunity to demonstrate how a fresh perspective can bring value, energy, and innovation to city governance.

I would be honored to contribute my experience and commitment to this council and our community. Thank you for considering my application. I look forward to the opportunity to meet with you and discuss how I can serve Livonia in this role.

Jenny O'Connor

Jenny O Designs, LLC

Design Director | Interior Designer | Project Manager

31601 West Chicago Street | Livonia, MI 48150 | 734.837.2218

[Find Me Here!](#)

[Check out my website!](#)

JennyO.InteriorDesigner@gmail.com



DESIGN DIRECTOR

PROJECT MANAGER

Innovative Designs
Original Graphics
Realistic Renderings



Education

Eastern Michigan University
Ypsilanti, MI
Bachelor's of Science
Interior Design
September 2003-April 2008

Schoolcraft College
Livonia, MI
Associate's Degree
Liberal Arts
September 2000-December 2002

Affiliations

Association for Closet and
Storage Professionals

Cabinet Makers Association

St. Andrew's Society of Detroit

Livonia Democratic Club

Activities

-College Level Continuing Education
Instruction
-Habitat for Humanity
-Community Outreach
-Restoration
-Stewardship
-Floral Design



Experience

Design Director
Burke Architectural Millwork | Livonia, MI
November 2022- Present

- Frontline company leader for both commercial and residential divisions
- Principal Designer
- Design staff supervision
- Business and project management
- Creation/ execution of logistics and procurement processes
- Authoring Standard Operating Procedures
- Expert consultant of hybrid fabrication and installation techniques
- Event Coordination
- Credentialed Registered Storage Designer

Senior Designer
The Interior Group, Inc. | Milford, MI
June 2016- September 2021

- Creative interior design, space planning, and programming
- Material consulting, furniture/finish coordination, and specification
- Project management, including budget/timeline tracking and large-scale installations
- Preparation of purchasing, bid, and construction documents
- Code interpretation and collaboration with architects and contractors
- Mentorship of interns and oversight of design processes
- Expertise in current furniture, materials, and building applications

Interior Designer
University of Michigan | Ann Arbor, MI
July 2007-July 2014

- Creative interior design, space planning, and programming
- Material consulting, furniture/finish coordination, and specification
- Project management, including budget/timeline tracking and large-scale installations
- Preparation of purchasing, bid, and construction documents
- Code interpretation and collaboration with architects and contractors
- Mentorship of interns and oversight of design processes
- Expertise in current furniture, materials, and building applications

Experience Cont'd.

Leasing Consultant
Fairlane Meadow Apartments
Dearborn, MI
October 2006-October 2007

- Apartment Leasing
 - Coordination of move-ins & move-outs
 - Preparation of legal documents
 - Maintenance of current knowledge of standard practices, procedures & housing laws
-

Technical Skills

Fluent In

- Microsoft Windows
- Microsoft Office
- Apple iWork Applications
- AutoCAD 2024 (2D & 3D)
- Photoshop
- InDesign
- SketchUp
- Cabinet Vision
- Hand drafting
- Hand rendered 3D drawings
- Specification of materials, finishes, lighting, furnishings, equipment and fixtures for interior spaces

Working Knowledge of
-Local and federal
building codes & construction
-Spanish

Traditional Skills

- Business & Project Management
- Multi-tasking
- Interpersonal, Organizational, Supervisory & Presentation Expertise
- Detail & Process Savvy
- Strong Leadership
- Ensuring Client Satisfaction
- Effective Communication
- Public Speaking
- Timely Distribution of Deliverables



734.837.2218

JennyO.InteriorDesigner@gmail.com

Thanks!

From: [Nicole Hefty](#)
To: [CityCouncil](#)
Subject: Letter of Intent
Date: Friday, December 13, 2024 12:13:10 PM
Attachments: [NHefty Council Intent Memo.pdf](#)

Greetings Council Members,

Enclosed is my letter of intent as well as my resume in the interest of the open seat on the Council.

Thank you for your consideration and please feel free to reach out if you have any questions or need additional information. I truly look forward to meeting you and will see you Monday evening.

Cheers,

Nicole

Nicole A. Hefty, MPA

<https://www.linkedin.com/in/nicolehefty/>

Nicole A. Hefty, MPA.

 586.350.8765

 NicoleAHefty@gmail.com

 [linkedin.com/in/nicolehefty/](https://www.linkedin.com/in/nicolehefty/)

Nicole A. Hefty

8956 Melrose

Livonia, MI 48150

Livonia City Council

City of Livonia

33000 Civic Center Drive

Livonia, MI 48154

Dear Members of the Livonia City Council,

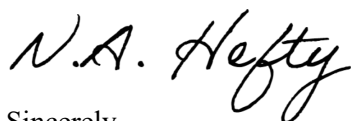
I am writing to formally express my intent to run for the vacant seat on the Livonia City Council. As a career public servant, I am truly excited at this opportunity to make a difference close to home. I have not only earned a Master of Public Administration (MPA) but was also selected this year as a participant in Harvard University's *Senior Executives in Local and State Government* program, which brings 60 rising public servants together for a semester of study, simulations, and networking. Professionally, I served as an appointee under Mayor Hammoud (Dearborn, MI), as the Director of Philanthropy and Grants. In this role, I singularly raised over \$45M and co-raised over \$100M for projects in the city, also leading projects once funds were recognized.

I bring a great deal of experience in the public and nonprofit sector in a variety of roles.

- **Financial Acumen:** Oversaw multi-million dollar project and operational budgets (Dearborn, UM, WMU); created and funded "savings" accounts for large outdated equipment (UM); led zero-based budget activity (YWCA)
- **Community Engagement:** Developed and implemented initiatives that foster trust, collaboration, and inclusivity, such as the Dearborn Housing Quality Improvement Initiative and Black Infant Mortality Collective (now Cradle Kalamazoo, YWCA). Personally ran accessibility shuttle for 3-day Dearborn Homecoming.
- **Policy and Program Development:** Successfully managed projects that align with urban planning, environmental sustainability, and public safety, exemplified by securing funding for traffic calming and greenbelt projects. (PEACE and Warren Ave. Projects, Dearborn)
- **Leadership and Collaboration:** Built partnerships across governmental and non-governmental entities, leveraging collective resources to address community needs effectively. Specifically, when writing very large grants, I worked to pull in other departments' contacts who could contribute funds.

As a resident who sees the potential in our city, I am eager to contribute my skills to ensure Livonia continues to be an ideal place to call home. I believe that I am the missing piece of council that will really drive Livonia's goals into the future!

Thank you for considering my application.



Sincerely,

Nicole A. Hefty, MPA

NICOLE A. HEFTY, MPA.



586.350.8765★ NicoleAHefty@gmail.com

N.Hefty LinkedIn

EDUCATION

Certificate – Senior Execs in Local/State Government *Harvard University 2024*

Master of Public Administration *Western Michigan University 2016*

Bachelor of Arts in Writing *Western Michigan University 2008*

EXPERIENCE

City of Dearborn

Director of Philanthropy and Grants

January 2022 – June 2024

- ★ Strategic fund development – secure grant funding from local, state, federal, and private sources.
 - **Secured \$40 Million** in grant funding over 18 months as a department of 1
 - Introduced two legacy projects that will change the city for generations.
- ★ Municipal project leadership - led \$32 Million public works project.
- ★ IT: Created a Philanthropy Dashboard site to track submitted and funded projects, provide metrics for reporting, and talking points for each funded project.

University of Michigan-Dearborn

Department Administrator – Department of Natural Sciences

September 2018 – October 2021

- ★ Finance - Direct financial operations of an \$8.7 million department budget.
- ★ IT Leadership - Develop and manage departmental web portal, train staff to use software.
- ★ Grants Administration – Manage grant portfolio for 8 disciplines, compliance, and fund maximization.
- ★ Human Resources and Supervision– Coordinated faculty searches, promotion and tenure processes, and equitable hiring and on/off-boarding practices; administered union contract; oversee staff of 7.

Western Michigan University

Adjunct Professional Instructor– School of Public Affairs and Administration

July 2016 – Current

- ★ Curriculum Development – Develop undergraduate courses in public and nonprofit management.
- ★ Classroom Leadership – Conduct classes for diverse student groups, from 20 to 40 individuals
- ★ Subject Proficiency – Preparation to pivot class topics should major political event occur.

Administrator – Center for Research on Instructional Change

February 2016 – August 2018

- ★ Grant Management – Oversight of \$8M grant portfolio of federal and private funds.
- ★ Finance – Maintain line-item budgets for 13+ projects.
- ★ HR –on-boarding of new employees, training of student staff
- ★ Research Support – Participant recruitment; coordination for 50+ campus meetings and 2 all-campus events.

Susan G. Komen Michigan

Mission Coordinator

February 2016 – September 2016

- ★ Research Design – Design and perform qualitative data collection methods for Komen Community Profile—an analysis of service provision across 22 counties that influenced grant awards based on community need.
 - Recruited 45 healthcare professionals to serve as key informants for 60+ minute interviews.
 - Recruited and facilitated focus groups of women to serve as lay informants.
- ★ Grantee Management – Train, communication with grantees; write grants for the organization's operating fund.

Grants Coordinator

February 2015 – February 2016

- ★ Grantee Management –Maintain portfolio of 35 grantees, totaling \$1.5 million.
- ★ Public Speaking and Community Education – Serve as keynote for large events.
- ★ Networking – Recruit medical professionals from 14 counties to serve as key informants.
- ★ Community Engagement – recruit medically underserved women to serve as focus group participants.
- ★ Writing – incorporate quantitative and qualitative research into high-quality document for Komen HQ

YWCA of Kalamazoo

Program-Policy Analyst/ Development Program Analyst

February 2014 – September 2014

- ★ Public Policy: Formulated and articulated YWCA public policy positions through research and presentations.
- ★ IT & Training: Customized a new database to organizational needs, including staff training and management.
- ★ Strategic Planning: Collaborated in drafting and revising the organizational Strategic Action Plan.
- ★ Grant Writing: Authored and ensured compliance for foundation, state, and federal grants.
- ★ Coalition Building: Developed presentations and research for the Black Infant Mortality Initiative (Cradle Kalamazoo).

Contract-Performance Analyst

September 2013- February 2014

- ★ Grant Compliance: Maintained continuous adherence to grant guidelines and coordinated site visits.
- ★ Evaluation: Designed and executed program evaluation processes to improve quality.
- ★ Data Collection: Gathered and analyzed departmental data, presenting it in charts and narratives.
- ★ Operations: Oversaw building security, maintenance, and inspections.
- ★ Fundraising: Led United Way fundraising efforts, receiving the “Overachiever Award” for surpassing goals.

Program Manager of Quality Assurance

August 2011 – September 2013

- ★ Strategic Planning: Guided strategic planning for new program initiatives.
- ★ Quality Management: Implemented service standards in client care across the organization.
- ★ Compliance: Conducted self-audits, evaluated performance, and created action plans to stay compliant.
- ★ Training: Facilitated staff training to embed quality assurance in operations.
- ★ HR Management: Developed and implemented 360-degree Performance Reviews; conducted staff interviews.
- ★ IT/Project Management: Designed and launched a proprietary database for secure client data management.

Program Manager for Transitional Supportive Housing Program

May 2010 – September 2013

- ★ Diversity, Equity, and Inclusion Initiatives – Engage in intensive monthly training on Eliminating Racism, focusing on institutional racism, critical race theory, trauma-informed service, and systemic power structures.
- ★ Client Service in Social Work - Managed a caseload of 120+ survivors of domestic violence/sexual assault.
- ★ Financial Oversight - Administer a \$1.5 million budget, funded through grants from five distinct sources.
- ★ Property Management - Secured and maintained scattered-site housing for survivors; performed inspections.
- ★ Confidentiality - Upheld strict confidentiality of files, case notes, and personal information of survivors.
- ★ Educational Program Development: Created and led educational sessions on tenant rights, home maintenance, personal finance, and self-sufficiency to empower clients.

ACCOLADES AND PRESS

[2023 Notable Leader in Fundraising – Crain’s Detroit](#)

[Secured \\$24.8M grant from Department of Transportation](#)

[Nicole Hefty chosen for Association of Fundraising Professionals Fellowship](#)

[Member of Dearborn Community Fund Board of Directors 2022-2024](#)

[Dearborn PEACE Project breaks ground](#)

FUNDED PROJECTS

solo-written proposals

Year	Project Name	Funding
2024	Lead Line Replacement	\$ 2,000,000
2023	Cradle Dearborn	\$ 2,000,000
2023	Dearborn Housing Quality Improvement Initiative	\$ 3,000,000
2023	Dearborn Industrial Greenbelt	\$ 500,000
2023	COPS Community Policing Microgrant	\$ 88,816
2023	COPS De-Escalation mini grant	\$ 55,955
2023	Warren Road Diet Project	\$ 24,800,000
2022	Fire Blight and Vermin Mitigation	\$ 1,500,000
2022	Dearborn PEACE Project	\$ 9,619,765
2022	Firefighters Charitable Organization – Intern and Cadet Training Gear	\$ 300
2022	Dearborn WORKS	\$ 1,000,000
2022	Camp Dearborn Improvements	\$ 2,000,000
2022	EGLE Scrap Tire Grant	\$ 18,000
2022	Dearborn Recycles	\$ 304,000
2022	National League of Cities Capstone Projects	\$ 500,000
2022	Southeast Michigan Council of Governments – Traffic Calming Pilot	\$ 50,000

From: [Griffin Cartier](#)
To: [CityCouncil](#)
Subject: Application for Open Spot
Date: Monday, November 25, 2024 11:41:10 PM
Attachments: [CopyofGriffin_Cartier_Resume Newest 11.2024.docx](#)

Good Evening Men and Women,

My name is Griffin Cartier and I am interested in running for a spot on city council. I will attach my resume to this email.

With a background in both community volunteering and emergency management, I bring a unique combination of skills and experiences that would make me a valuable asset to a city council. My volunteer work has given me firsthand insight into the challenges and needs of diverse community members, allowing me to advocate for policies that genuinely benefit the people I serve. Through these efforts, I have built credibility and trust within the community, enabling me to act as a bridge between constituents and city leadership.

My expertise in emergency management equips me with the ability to enhance the city's disaster preparedness and resilience. I can contribute to developing and refining emergency plans, assessing risks, and prioritizing investments in safety infrastructure and resources. Additionally, my experience in coordinating across stakeholders during crises translates well into city governance, as it demands teamwork, strategic thinking, and decisive leadership. Having done so with my most recent internship with Brian Kahn.

I also bring valuable skills in collaboration and resource mobilization. Having worked with nonprofits, local businesses, and government entities, I am adept at connecting resources and fostering partnerships to support community initiatives. My commitment to public service, demonstrated through years of volunteering, reflects a deep dedication to improving the lives of others—a quality that aligns seamlessly with the mission of city councils. Together, these experiences position me to address pressing community challenges while fostering a safer, more engaged, and resilient city.

I am looking forward to the next big event in the city; the holiday parade on 12/8.

Thank you for your time reading this email and have a great night,

Griffin Cartier

EMHSD Intern, CERT Member

GRIFFIN CARTIER

Livonia, MI 48154 • 734-718-5245 • griffincartier@gmail.com •

WWW: <https://www.linkedin.com/in/griffin-cartier-1605a62b5/> • WWW: [Bold Profile](#)

Education

Bachelor of Science: Emergency Management, Expected in 05/2025

Madonna University - Livonia, MI

- Awarded 2023-2024 First Team All Conference All Academic Team - Bowling
- Dean's List 2022, 2023, 2024
- Bowling Scholarship Recipient
- Team Manager, Baseball Scholarship Recipient
- St. Francis Academics Scholarship Recipient
- Elected to At-Large Senator for Student Senate in 2023-2024
- Endowed Scholarship Recipient, 2023
- Volunteered at Hospice Care Facility, 2023
- National Society of Leadership and Success

High School Diploma: 06/2022

Benjamin Franklin High School - Livonia, MI 48150

- Extracurricular Activities: Bowling
- Extracurricular Activities: Baseball
- Awarded Student Athlete of the Year 2020-2021 - Bowling
- Awarded Student Athlete of the Year 2021-2022 - Baseball
- Honoree of Resiliency Award 2018-2022
- Extracurricular Activities: Chef in School Restaurant
- cum laude graduate - 3.5gpa
- Awarded Scholar Athlete 2019-2022
- Relevant Coursework: Completed the Fire Academy my senior year 2021-2022
- Volunteered at Special Olympics
- City, Division, Regional, State Champs for Bowling
- City, Division Champs for Baseball

No Degree: Fire Protection And Safety Technology, 05/2022

Schoolcraft College - Livonia, MI

- Named Attendance Officer of the class
- Fire I, II & HAZMAT Ops.
- Volunteered as a helper CPAT Instructor

Professional Summary

Motivated with 2 years of leadership in emergency operations and Emergency Management Preparedness, disaster coordination, critical thinking, and reasoning, policy development and implementation, and response network development. Hard-working and personable team member, able to learn and adapt, think strategically, and communicate well with people from all backgrounds to make positive impressions within the community. Technically savvy professional, proficient in Microsoft Word, Excel, PowerPoint, and other-related computer programs. I have developed many exercises and executed them. I also have worked exercises as a facilitator, Special Assistant to the IC, and as a Liaison Officer on scene.

Skills

Incident Command System

Emergency Response Coordination

Disaster Preparedness Planning

Emergency planning

Interpersonal Communications

Organizational Skills

Exercises

Time Management

Teamwork

Problem-solving

Work History

Firefighter, 05/2024- Current

City of Saint Ignace Fire Department, St. Ignace, MI

- Collaborated with fellow firefighters to execute efficient firefighting strategies, mitigating property damage and loss of life.
- Operated fire hoses, hydrants and extinguishers to eliminate fire and prevent from spreading.
- Maintained optimal readiness for emergency situations by regularly participating in drills and training exercises.
- Participated in community outreach programs to raise awareness of fire prevention and safety measures.
- Collaborated with other emergency responders on scene to establish adequate fire suppression.

Emergency Management Intern, 01/2024 to 06/2024

City Of Livonia EMHSD – Livonia, MI

- Collaborated with diverse stakeholders to develop hazard mitigation strategies that reduced risks associated with natural disasters and other incidents.
- Prepared accurate situation reports for senior leadership.
- Improved emergency response plans.

- Assisted in design and implementation of training programs for first responders, improving their knowledge and skills base.
- Designed two exercises including TTX & Full-Scale Exercise.
- Assisted in developing IAP for Book Stock 2024.
- Assisted in PORTS 2024.
- Participated in multi-agency emergency preparedness exercise, enhancing collaboration and coordination efforts.
- Developed strong relationships with community partners, fostering collaborative approach to emergency management issues.

- Assisted in development of risk assessment.
- Facilitated emergency management training for staff and conducted emergency drills.
- Maintained current understanding of local, state and federal guidelines for emergency response.

Firefighter, 05/2022 to Current

Mackinaw City Fire Department – Mackinaw City, MI

- Collaborated with fellow firefighters to execute efficient firefighting strategies, mitigating property damage and loss of life.
- Operated fire hoses, hydrants and extinguishers to eliminate fire and prevent from spreading.
- Maintained optimal readiness for emergency situations by regularly participating in drills and training exercises.
- Participated in community outreach programs to raise awareness of fire prevention and safety measures.
- Collaborated with other emergency responders on scene to establish adequate fire suppression.

Emergency Coordinator/Supervisor of Operations, 04/2020 to Current

Sully's Sweet Shop – Mackinaw City & Novi, MI

- Improved team productivity with regular communication and progress updates, fostering collaborative work environment.
- Gathered and organized materials to support operations.
- Enhanced customer satisfaction by responding promptly to inquiries and addressing concerns professionally.
- Coached employees through day-to-day work and complex problems.
- Evaluated operational practices and identified improvement opportunities to develop revisions for systems and procedures.

Emergency Management Intern, 05/2023 to 09/2023

Mackinac County EM & 911 – Saint Ignace, MI

- Assisted in design and implementation of training programs for first responders, improving their knowledge and skills base.
- Enhanced situational awareness by maintaining up-to-date records of critical infrastructure vulnerabilities and potential threats.
- Assisted in development of comprehensive emergency management plan for various disaster scenarios.
- Maintained current understanding of local, state and federal guidelines for emergency response.
- Participated in Full Scale Exercise as Special Assistant to IC.

Host, 08/2021 to 05/2022

Coach's Corner Bar & Grill – Livonia, MI

- Handled high-pressure situations with composure, effectively managing large parties or unexpected events during busy shifts.
- Enhanced customer satisfaction by promptly greeting and seating guests upon arrival.
- Increased restaurant efficiency by maintaining an organized host stand, including menus, reservation logs, and seating charts.
- Managed reservations efficiently to accommodate walk-in guests and reduce wait times.
- Accommodated special seating requests for guests to enhance satisfaction.

Cadet, 05/2021 to 05/2022

City Of Livonia Fire Department – Livonia, MI

Sponsored me through the Fire Academy.

Certifications

● EOC/ICS G191

- Skywarn Spotter
- Criminal Justice Agency Security Awareness Level Training 1 & 2
- ICS 100, 200, 300, 400, 700, 800
- IS-906 Workplace Security Awareness
- IS-907 Active Shooter What can you do?
- IS-914 Surveillance Awareness
- IS-916 Critical Infrastructure Security
- IS-242 Effective Communication
- IS-315 CERT & ICS
- IS-317 Introduction to CERT
- IS-393 Introduction to Hazard Mitigation
- IS-75 Military Resources in Emergency Management
- IS-120 Introduction to Exercises
- IS-42 Social Media in Emergency Management
- IS-2200 Basic EOC Functions
- IS-230 Fundamentals of Emergency Management
- IS-235 Emergency Planning
- Vehicle Extrication
- Fire I, II, HAZMAT Ops.

From: [Joe Stefanov](#)
To: [CityCouncil](#)
Subject: Open City Council Seat
Date: Wednesday, December 11, 2024 9:33:06 PM
Attachments: [Joe Stefanov Letter to Livonia City Council - 2024.pdf](#)
[J. Stefanov Resume.pdf](#)

Dear Members of City Council:

I am writing to you to express my interest in filling the vacant seat on city council. I have included a letter of intent and a copy of my resume for your consideration.

I hope you will look favorably upon my application and I look forward to attending the meeting on December 16.

Sincerely
Joseph Stefanov

December 11, 2024

Dear City Council Members:

I am writing to you to express my interest in filling the open seat on the city council. I have work experience at the local and federal levels of government and wish to use it to serve the community and improve the lives of my neighbors.

As a college student, I was employed by the City of Westerville in the public service department. In that role, I assisted the full-time staff with a variety of tasks including the repair of storm and sanitary sewer systems, the manufacture and installation of new street signs, and the maintenance of fire hydrants. During those summers, I learned the extent to which attention to detail matters and how it can greatly enhance the appearance and feel of the city. I believe that the City of Livonia values attention to detail and has incorporated it in its infrastructure maintenance efforts. If selected to fill the open council seat, I would seek to work with the council and administration to continue those efforts.

The second lesson I learned during my time with the city is the importance of the city's front-line employees. A city's police officers, fire fighters, maintenance workers and office staff are its best ambassadors to the community. Since moving to Livonia, I have been impressed by the city's employees and the level of service they provide to the citizens. I believe this is one of Livonia's strongest assets. If appointed to the open council seat, I would work with the council to support a well-trained, courteous and professional staff.

Following college, I accepted a position with my congressman in his district office. For three and a half years, I had the privilege of assisting the district's constituents as they attempted to navigate the various federal agencies. I quickly learned that the majority simply wanted to be heard. They appreciated my willingness to listen to them and advocate on their behalf. If I am selected to serve on Livonia City Council, I will strive to ensure that the citizens feel that they have been heard and that I have done my best to assist them.

As a father and husband, I believe it is important to take an active role in my community. My wife and I chose to purchase a home in Livonia because of its reputation as a great city in which to raise a family. I understand that this reputation is a result of the hard work of many people. If I am given the privilege of serving my community on city council, I will strive to work collaboratively with the council and administration to maintain that standard of excellence.

Thank you for your consideration.

Sincerely,

Joseph J. Stefanov

Joseph J. Stefanov

Jstefanov93@gmail.com

(614) 327-0317 (C)

EXPERIENCE

- | | | |
|----------------|---|-----------------|
| 2023 – Present | St. Joseph the Worker LLC / Dominican Sisters of Mary
<i>Assistant Business Manager & Director of Human Resources</i> | Ann Arbor, MI |
| | <ul style="list-style-type: none">• Develop and deliver new employee orientation programs to introduce company culture, policies, and procedures.• Manage employee benefits plans, including health insurance, retirement plans, and paid time off, ensuring compliance with regulations.• Ensure the organization remains current on employment laws and ensuring the company adheres to regulations regarding hiring, termination, discrimination, and workplace safety.• Maintain employee files, including personal information, employment documents, and performance records.• Assist the Business Manager in the negotiation of various leases and contracts.• Provide recommendations to the General Council on various business decisions. | |
| 2018 – 2022 | Ave Maria Foundation
<i>Special Assistant to the Chairman</i> | Ann Arbor, MI |
| | <ul style="list-style-type: none">• Managed and coordinated scholarship awards and track student retention data for the foundation chairman.• Managed and coordinated purchasing and accounts payable for the organization• Served as liaison between Ave Maria Foundation and local community.• Supervised student interns in daily assignments.• Created regulations and policies governing Ave Maria Volunteer Program.• Served as Scout Coordinator, supervising multiple volunteers across the State of Michigan and metro Toledo.• Developed and implement strategies to assist Ave Maria University with its recruiting efforts throughout the State of Michigan.• Coordinated, planned, and oversaw the Ave Maria Foundation Michigan Fly-In program for prospective students. | |
| 2015- 2018 | Congressman Patrick J. Tiberi
<i>Constituent Caseworker</i> | Worthington, OH |
| | <ul style="list-style-type: none">• Completed correspondence with constituents on behalf of the Congressman.• Performed Congressional Inquiries for the following Federal Agencies: Department of Justice, Department of Veterans Affairs, Department of Defense, Department of Education, Federal Communications Commission, and Internal Revenue Service.• Trained and supervised interns on their daily duties and activities.• Responsible for initial interaction with constituents in a courteous and professional manner.• Responsible for staffing and note taking during meetings.• Attended various functions on behalf of the congressman | |
| 2012-2013 | University of Alabama Police Department
<i>Police Officer</i> | Tuscaloosa, AL |
| | <ul style="list-style-type: none">• Performed daily functions of a law enforcement officer, including routine patrol, traffic enforcement, and community oriented policing.• Provided a safe and secure environment for students, faculty and staff. | |

- | | | |
|-----------|---|-----------------|
| 2014 | City of Westerville Service Department | Westerville, OH |
| 2009-2012 | <i>Seasonal Crew Member</i> | |
| | <ul style="list-style-type: none">• Performed infrastructure maintenance tasks including: catch basin repair, curb replacement, concrete finishing, sanitary sewer cleaning and fire hydrant maintenance.• Created and erected traffic control signage.• Operated aerial lift truck, jack hammer, concrete saw, drill press and various hand tools.• Worked independently and as a member of the maintenance team. | |

EDUCATION

- | | | |
|-----------|--|----------------|
| 2008-2012 | Marshall University | Huntington, WV |
| | Bachelor of Arts Degree, Major, Criminal Justice, Minor, Political Science | |
| | <ul style="list-style-type: none">• Primary academic focus was the study of the criminal justice system and the socioeconomic factors that lead to criminal behavior | |

From: [Tyler McCann](#)
To: [CityCouncil](#)
Subject: Tyler W. McCann - Letter and Resume
Date: Wednesday, December 11, 2024 1:43:23 PM
Attachments: [Outlook-psunneuk.png](#)
[Tyler McCann - Livonia City Council.pdf](#)

Good afternoon,

Attached, please find my resume and a letter outlining my interest in applying for the vacant position on the Livonia City Council.

Let me know if you have any questions or need anything further. Thank you for your consideration.

Best,

Tyler W. McCann

Attorney and Counselor



[\(734\) 421-7333](tel:(734)421-7333) | [\(734\) 812-8333](tel:(734)812-8333)



TMcCann@ProbateMI.com



www.ProbateMI.com



32437 Five Mile Road, Livonia MI 48152

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32437 Five Mile Road, Livonia, MI 48154
Ph: 734 421 7333 ♦ Fax: 734 421 0306
www.ProbateMI.com

Tyler W. McCann
Attorney and Counselor
TMcCann@ProbateMI.com

December 11, 2024

Dear Members of the Livonia City Council:

I'm writing to request your consideration for appointment to the Livonia City Council. I have spent my entire life in Livonia. My family and I put down roots here, and now I own a home in Livonia with my wife, raising two young children and awaiting the arrival of our third. The city's motto, "Families First," resonates deeply with me—these are more than words, they are the reasons I stay and invest in this community.

Professionally, my commitment to Livonia runs just as deep. I serve as a public defender in our 16th District Court, where I see firsthand the issues that affect our residents, from public safety to economic stability. Beyond this, I help run a small business in Livonia, a law firm with my father. In that role, I'm reminded daily of the importance of a vibrant local economy. Small businesses like ours not only power the city's growth, but also foster the close-knit relationships that make Livonia a place where neighbors care about one another.

If appointed, I will focus on two core areas. First, I will work to ensure that Livonia remains a place where small businesses can thrive. A strong small-business community provides jobs, anchors the local economy, and inspires a sense of pride in what Livonia can achieve. Second, I will work to keep our neighborhoods safe. My experience as a public defender has taught me the critical importance of balancing fairness, accountability, and preventive efforts to maintain public trust and security.

This is not a decision I make lightly. I know the time and dedication it takes to hold a position such as this. Further, my dedication will not end when this appointment does. I intend to run in the next election, affirming my long-term commitment to Livonia's future. I ask you to consider what I offer: a lifetime's familiarity with this city, deep family ties, a personal investment as a homeowner and parent, and the perspective of both a local entrepreneur and a public servant.

Thank you for your time and consideration. I would be honored to help shape the decisions that will guide Livonia in the years to come.

Regards,

Tyler W. McCann
Attorney and Counselor

Tyler W. McCann - Attorney and Counselor

32437 Five Mile Road, Livonia, MI 48154

734 812-8333

TMcCann@ProbateMI.com

EDUCATION

WESTERN MICHIGAN UNIVERSITY COOLEY LAW SCHOOL

Juris Doctor

Graduated January 2020

- Graduated Magna Cum Laude
 - o Dean's list & Honor Roll (every semester)
 - o Torts II book award (May- 2017)
 - o Mock Trial Finalist (May- 2017)
 - o American Legal History Book Award (Jan- 2018)
 - o Student Mentor for First Term Students (Sept-2018)
 - o Bankruptcy Book Award (Sept-2018)

WESTERN MICHIGAN UNIVERSITY

BACHELOR'S DEGREE

- Major: ENGLISH
- Minor: HISTORY

EXPERIENCE

| MICHIGAN INDIGENT DEFENSE COUNSEL | ATTORNEY | MARCH 2023 TO CURRENT |

- Criminal Defense

| MCCANN LAW | ATTORNEY | APRIL 2022 TO CURRENT |

- Probate, Criminal, and General Litigation

|WARD ANDERSON PORRITT & BRYANT| ASSOCIATE ATTORNEY| OCTOBER 2020 TO APRIL 2022 |

- Insurance Defense and Personal Injury Firm

| LIVONIA LEGAL CENTER| ASSOCIATE ATTORNEY| APRIL TO OCTOBER 2020 |

- Probate Administration, Estate Planning, and Probate Litigation

| UNITED STATES DISTRICT COURT – EASTERN DISTRICT OF MICHIGAN | CLERICAL INTERN FOR HON. SEAN COX | SEPTEMBER TO DECEMBER 2019 |

- Wrote advisory bench memorandums, drafted rulings on motions, and witnessed live trials.

**| WMU COOLEY LAW SCHOOL | CONSTITUTIONAL LAW II TEACHING ASSISTANT |
MARCH TO SEPTEMBER 2019 |**

- Taught group review sessions as well as 1-on-1 tutoring with students in constitutional law II.

| COURT OF APPEALS | RESEARCH EXTERN | MAY TO SEPTEMBER 2019

- Research and writing
- Wrote bench memorandums and advisory opinions on cases looking to appellate review.

| PASTOR AND SON'S CONSTRUCTION | JOB SUPERVISOR | MARCH TO SEPTEMBER 2016

- Supervised construction projects in different states.

| SARAB INC. | CARPENTER/DEMOLITIONS | MAY 2013 - MARCH 2016

- Carpentry, Demolitions, Remodeling, Roofing, Concrete, both residential and business. Trusted to finish job sites professionally and supervise crews.

VOLUNTEER WORK

- Helped Pack and distribute TEFAP (The Emergency Food Assistance Program) to low-income families.
- Various programs and events at Greenmead Historic Village in Livonia MI, for the benefit of children's educational programs.
- Multiple political campaigns at both City and State level (Clerical, Organizing Fundraisers, Poll Work, Making Calls, Door to Door Campaigning)

ORGANIZATIONS

- St. Paul's Lutheran Church
- Irish American Bar Association
- Livonia Bar Association – Vice President
- Wayne County Probate Bar Association

REFERENCES

- Hon. Sean Kavanaugh
 - o 16th District Court Judge
 - o 734-466-2510
- John Pastor
 - o Owner of Pastor and Son's Construction
 - o 734-522-3800
- Hon. Sean Cox
 - o Federal Judge - United States District Court- Eastern District of Michigan
 - o 313-234-2650
- James Beneteau
 - o Small business owner and MMA coach
 - o 734-272-6646

From: daveteds@aol.com
To: [CityCouncil](#)
Subject: City Council vacancy
Date: Wednesday, December 11, 2024 8:13:01 PM
Attachments: [CalhounResume2024.pdf](#)

Dear Livonia City Council Members:

I would like to express my interest in being considered for the one year City Council seat left empty by Jim Jolly's departure. The attached resume describes my varied past and current professional background and civic involvement. These assorted experiences have provided me with real world examples of how to achieve goals and affect positive change. The genuine interest I feel for the place I call home results from experiences as a Livonian of 27 years, and the dedication is personal. My demonstrated interests hinge on quality of life issues that include all residents. I favor a straight talking, get-things-done sort of approach, but one that encompasses my ability to gather and consider various aspects and points of view. Input, after all, is a cornerstone of representation. I believe in transparency, respect for individuals, cost and operations efficiency, and the improvement of our town.

I would welcome the opportunity to serve my community, and I look forward to detailing my perspective and answering any questions on December 16th.

Regards,

Betsy Calhoun

Elizabeth M. Calhoun
33023 Grennada
Livonia, MI 48154

ELIZABETH M. CALHOUN

33023 Grennada
Livonia, Michigan 48154
734/716-0753
Betsy@daveteds.com

SUMMARY

Professional with nonprofit management experience in public and private institutions; dedicated community volunteer serving in multiple capacities.

EXPERIENCE

HISTORIC PRESERVATION COMMISSIONER Livonia, Michigan

2018-present, Chair 2022-present

Promoted best professional practices for cultural resources management. Provided guidance to the city in managing municipal and privately owned historic properties. Participated in implementation of a master plan for historical village. Developed Certificate of Approval application form for historic property owners. Promoted public and property owner education. Obtained professional architectural mini-survey of early 20th c. historic structures in Livonia.

GREENLEAF COMMISSION ON SUSTAINABILITY Livonia, Michigan

Founding Member 2015-present; Secretary 2018-present

Responsible for logistics of sustainability fair held at Madonna University. Helped to implement Electric Vehicle events, bring Simple Recycling service to residents, and advise city on new waste and recycling contract. Collaborated with other city and local groups to integrate commission's mission and presence in the community by providing education and hands-on support.

EDITOR/WRITER/RESEARCHER

c1988-present

Historic Preservation Commission (Livonia, Michigan)
Greenleaf Commission on Sustainability (Livonia, Michigan)
Livonia Youth Symphony (Michigan)
Cobblestone Farm Association (Ann Arbor, Michigan)
New Morning School (Plymouth, Michigan)
Gale Research (Farmington Hills, Michigan)
Washtenaw (County) Historical Consortium (Michigan)
Plymouth Community Crier and all previous employers

Freelance newspaper articles, press releases, correspondence (all types), research, exhibit curation, newsletters, annual reports, proposals, artifact cataloging, National Register of Historic Places listings. Freelance and volunteer editing services for newsletters, letters, proposals, publications, master's theses, and more.

ASSISTANT DIRECTOR/EDUCATION DIRECTOR Plymouth Community Arts Council 1997-2000 Plymouth, Michigan

Administration and community relations, volunteer operations. Responsible for arts education program planning, implementation, and publicity. Coordinated inaugural cultural diversity series of exhibits and adjunct events for schools and the community. Launched and strengthened collaborative liaisons with businesses and other nonprofit organizations. Curated art exhibits and edited organizational newsletter and other documents.

PRESIDENT, BOARD OF DIRECTORS Cobblestone Farm Association 1995-2000 Ann Arbor, Michigan

CHAIR, COLLECTIONS COMMITTEE 1995-2005

Volunteer position working closely with the City of Ann Arbor. Brought significant historic preservation project at historic house site to fruition. Oversaw revision of bylaws and mission statement of nonprofit organization, and initiated its first membership and financial campaign. Implemented professional standards of collections management, museum operations and research documentation. Established a rotating exhibit space as an adjunct to historic interpretation. Assisted City staff in developing new historic furnishing guidelines. Guided executive board in establishing long range development plans.

INTERNSHIP COORDINATOR Historic Hudson Valley Summer 1993 Annandale-on-Hudson, New York

Contract position. Designed and administered a curatorial internship program in fine and decorative arts for a large historic house museum. This entailed all aspects of hiring, training, supervision and evaluation of six college students. Coordinated efforts to catalog decorative and fine art objects and provided in-depth experience for interns in museum collections management, research and documentation. Because of the success of this inaugural endeavor in accomplishing the aims of the board of directors, an ongoing internship project was instituted.

ELIZABETH M. CALHOUN

REGISTRAR

1989-1993

Roosevelt-Vanderbilt National Historic Sites

Hyde Park, New York

Registrar for three National Park Service sites. Processed and accessioned acquisitions. Correspondence, insurance and other records related to acquisitions. Responsible for collections accountability; annual inventories, collections management reports, storage plans, etc. Researched and completed identification, current location, and acquisition of many original artifacts. Research requests. Worked with conservators to develop contracts for artifact preservation. Identified oral history subjects and initiated interviews. Supervised paid staff and college interns. Responsible for development and supervision of internship projects.

MUSEUM TECHNICIAN/CATALOGER

1988-1989

Roosevelt-Vanderbilt National Historic Sites

Hyde Park, New York

Responsible for cataloging the collections of the Eleanor Roosevelt site using the National Park Service's computerized cataloging system. Researched historic location, condition, and provenance of artifacts. Identified and located sources of information to complete documentation on artifacts. Cleaned and performed cyclic maintenance of artifacts in the site's Conservation Lab. Assisted with storage of collections.

CURATORIAL ASSISTANT/INTERPRETER

1986-1988

Senate House State Historic Site

Kingston, New York

Performed duties relating to general museum operations. Responsible for cataloging original archival documents, textiles, costumes and miscellaneous objects. Assisted the registrar in collections care; handling researchers and research requests; museum record keeping; maintaining and reorganizing artifact storage space. Participated in museum education programs.

EDUCATION

Coursework completed for M.A., History, State University of New York at Albany, 1994

Internship requirements completed for Certificate of Advanced Study in Public History

B.A., Art History, State University of New York at New Paltz, 1992.

Undergraduate studies, University of Michigan 1981-1984

OTHER EXPERIENCE

Attendance at numerous workshops (sustainability, cultural resources, arts development, archives management, disaster planning, etc.) and professional conferences, 1987-present.

ASSOCIATIONS

Friends of Livonia Arts (FOLA): 2023-present

National Association of Preservation Commissioners 2021-present

Livonia Equity and Anti-Racism Network (LEARN): 2020-present

Washtenaw (County) Historical Consortium: 2002-2008

Cobblestone Farm Association: President 1995-2000; Board of Directors 1995-2005

Friends of Historic Kingston: Secretary 1989-93; Board of Directors 1987-94; Member 1985-94

Art History Association of SUNY New Paltz: President 1987-88; Member 1985-88

From: [Dominic Freda](#)
To: [CityCouncil](#)
Subject: City Council Vacancy
Date: Wednesday, December 11, 2024 12:21:52 PM
Attachments: [Dominic J Freda Resume 2024.pdf](#)

Good afternoon Council members,

My name is Dominic Freda and I have attached my resume to announce that I will be present on December 16th to run for the vacant seat on Livonia City Council.

If there are any questions please let me know.

Respectfully,

Dominic Freda



DOMINIC J. FREDA

Retired Master Sergeant, USMC

EDUCATION

Stevenson High School, Livonia Michigan
1996 - 2000
3.5 GPA Honor Roll Recipient
Lettered in Track and Field as well as Football

Schoolcraft College, Livonia Michigan
2000 - 2002
General Studies
Fire Academy and EMT Training

WORK EXPERIENCE

Belleville High School Naval Junior Reserve Officer Training Corps,
Instructor
May 2023- Current
9th-12th Grade Student Instruction on Leadership, Discipline, Structure,
and Naval Traditions.

United States Marine Corps, Career Recruiter
2013-2022
Canvassing local area High Schools, Colleges, and Universities
Interacting with populous, administrators, city dignitaries and
municipalities to obtain qualified applicants and documentation to
facilitate their enrollment into the Marine Corps.

As Recruiting Instructor, responsible for the training and continued
education for over 70 Active-Duty Marines, spanning 11 Sub Stations
throughout Michigan and Ohio. Driven to provide advancement of
junior Marines on Mission obtainment.

During my time as Officer Selection Assistant, I recruited, trained,
screened, and evaluated the future Officers of the USMC.

As MEPS Liaison for Recruitment, in charge of ensuring all
documentation was accurate for contracting all Marine Corps
Applicants.

United States Marine Corps, Infantry Unit Leader
2002-2013
Five combat deployments between Afghanistan and Iraq, two
deployments as a Platoon Sergeant, two deployments as a Squad
Leader.
2010 I received a Purple Heart Medal for wounds received during
combat action in Afghanistan.

SPECIAL ACKNOWLEDGEMENTS FROM CITY OF LIVONIA

Key to the City Recipient Under former Mayor Jack Kirksey 2011
Keynote Speaker for City of Livonia Fallen Police Officer Memorial 2023
Civilian Police Academy Graduate, Class of 2024

REFERENCES AND MARINE CORPS BIO

Available upon request

OBJECTIVE

To obtain a position within an organization that will benefit from my knowledge, experience, and specific skill sets. I enjoy being part of a winning team and look forward to growth potential and personal development within the civilian and municipal marketplace.

CONTACT

PHONE:

734-546-2123

EMAIL:
Dominic.j.freda@gmail.com

SKILLS

Leadership
Training
Sales
Teamwork
Organizational

HOBBIES AND INTEREST

Quality Family Time
Traveling to New Places
Exercising
Reading
Sports and Coaching

From: [Lucas McGrail](#)
To: [CityCouncil](#)
Subject: McGrail - council appointment
Date: Tuesday, December 10, 2024 7:47:13 PM
Attachments: [Lucas McGrail_Resume_08_11_2022.docx](#)
[Prof Port template - Issuu rev2.pdf](#)

Good evening

Pursuant to the public discussions about about the 1 year appointment to the city council, I would like to notify you of my request for consideration as an appointee.

Attached you will find my professional CV and a copy of my portfolio.

As you can see from my background, I have a penchant for abstract thinking and problem solving. In my current professional position, I work along side a dozen different govt agencies including the Detroit City Council, Board of Zoning Appeals, and the Construction & Demolition Dept.

Please confirm receipt of this submission and date / time of appearance.

Thank you for your and attention in this matter.

Best Regards,

Lucas C. McGrail, Associate AIA, LEED® AP
Architect & Lecturer
cell 734-718-4810

Lucas C. McGrail, Associate AIA, LEED® AP

9611 Cranston Street • Livonia, MI 48150 • C 734.718.4810 - H 734.367.9028 • thegreenboot@yahoo.com

PROJECT MANAGER / CONSTRUCTION ADMINISTRATOR / ARCHITECT

Architect with a 20+ year record of success overseeing all phases of multimillion-dollar new construction, adaptive reuse / historic preservation, Pre-Engineered Metal Buildings and special classification projects for public, government and private-sector clients. Experience includes managing multiple projects simultaneously, strict contract document adherence and enforcement, and vast working knowledge and expertise in the arenas of architecture, construction methodology, planning & development and demolition. Backed by strong credentials and a proven commitment to on-time, on-budget and high-quality project completions.

Key Skills

- *Architectural Analysis & Problem Solving*
- *Key Liaison between architecture firm, owner and GCs*
- *Public Speaking & Presentation*
- *Contractor & Subcontractor Supervision*
- *Design & Forensic Investigation and analysis*
- *Effective negotiator & facilitator with government officials & departments, clients, contractors & subcontractors*
- *Conflict resolution & mediation*
- *Budgeting & cost control*
- *Construction Permit expediting, Change Order, Contract & Request For Information Management*
- *Oversight & Management of Staff*
- *Site Safety & OSHA Compliance Officer*
- *QA/QC/Field Engineering*
- *State Certified Building Inspector / Plan Reviewer*
- *Bidding & Estimating Experience*
- *PowerPoint, Expedition, ProLog, Quantum, Revit, Autocad, MS Office, Acella, Etc.*

Employer Summary

CITY OF DETROIT (Detroit, MI) — **Building Inspector / Plan Reviewer / Supervisor**, 2013 to present

Hired to provide plan review, code interpretation & enforcement, and site inspection for City of Detroit's Building, Safety Engineering, & Environmental Dept. Act as City's representative during Special Land Use & Board of Zoning Appeals hearings. Perform zoning verifications. Confirm land use and current status of property. Ensure conformance with applicable building codes and zoning ordinance. Perform application reviews of by-right and conditional land use permits, building permits, and change of occupancy / use permits. Coordinate work with internal reviewers and external government agencies. Field investigations of commercial & dangerous buildings & providing related testimony for same. Conduct special investigations and related research. Provide training for continuous education & gov't certification. Supervision of Dangerous Building Division and coordinate work for same.

SELF EMPLOYED (Livonia, MI) — **Architectural Lecturer & Public Speaker / Consultant**, 2009 to present

Hired by multiple local governments, private organizations, and private communities throughout Southeastern Michigan to act as keynote speaker and guest lecturer on the topics of American architecture, adaptive reuse, historic preservation and city planning.

Estimator, designer and construction consultant on residential projects in Southeastern Michigan. Evaluated both new construction and historic structures. Researcher and lobbyist for civic groups. Provided expert testimony in civil lawsuits while enrolled in graduate studies program.

CANNON DESIGN (Washington, DC) — **Construction Administrator / Architecture**, 2008 to 2009

Retained to direct, overhaul and restructure Construction Administration Department and lead CA activities. Improved contractual adherence by 75%. Supervised CA team. Settled performance and contractual issues. Key firm representative at AOC meetings. Team member on project reviews for architectural materials and issues pertaining to project design intent and code compliance. Reviewed and processed RFIs, change orders and contractor invoices (project budgets in excess of \$190M). Member of mentoring team for intern architects.

THE GARRISON COMPANY (Farmington Hills, MI) — **Project Manager**, 2004 to 2007

Managed all phases of adaptive reuse and historical preservation, new construction and PEMB projects (budgets of up to \$22M). Consistent record of projects finishing on-time or ahead of schedule. Directed company-wide modernization of CA activities. Launched and implemented CA software initiative bringing scheduling and contractual record keeping up to industry standards. Supervised project superintendents and project engineers. Successful negotiator between owners and subcontractors.

WALBRIDGE ALDINGER (Detroit, MI) — **Project Engineer / Estimator** 1998 to 2003

Served as project engineer / assistant PM on a diverse range of public & private sector new construction, demolition and renovation projects. Experienced tremendous success interfacing with government departments and officials. Provided cost estimating and feasibility projections and bid submissions for estimating group.

Project Highlights

University and Higher Education Projects (2008 to 2009) • Budgets: \$22M to \$25M

- ◆ Gettysburg College, Gettysburg, PA
- ◆ Sidwell Friends School, Washington, D.C. (Diplomats, including President Obama, send children here)
Led construction administration activities for complex higher education projects which were seeking LEED silver & gold accreditation. CA leadership included management briefings, client relations, risk management, submittal review and enforcement, adherence with contract documents, billing application reviews, RFI review and resolution, site inspections and quality assurance and control.

U.S. Government Projects (2008 to 2009) • Budgets: \$198M

- ◆ Wright Patterson Air force Base (Canton, OH)
- ◆ Veterans' Affairs Offices (Boise, ID)
Planned and developed contractual strategy for overall project. Lead CA project set-up, tracking, monitoring and reporting. Performed fiscal, contractual performance and collections oversight functions. Assisted in the preparation of design work and modifications. Advisor for the implementation of sustainable design features. Coalition builder between contractor, architectural body and governmental departments/owner.

Novi, Michigan Police Firing Range (2007 to 2008) • Budgets: \$1.3M

Served as project manager for state-of-the-art, "Green", police firing range and training center. Project included complete site clearing and erection of 1.5 story masonry and precast concrete structure, on-site bio-swale, installation of native and indigenous vegetation, and energy efficient and environmentally sensitive HVAC and building infrastructure.

Golling Chrysler-Jeep-Dodge Alpha Store Project (2005 to 2007) • Budget: \$21.5M

Served as project manager for World's largest car dealership for Daimler – Chrysler Corporation. Project included complete demolition and clearing of 12 acre site, contaminated soil excavation & disposal, erection of 83,000 sq.ft. showroom, service center and administrative offices, construction of on-site retention pond, 11 acre car lot, and related site improvements.

Adaptive Reuse & Historic Preservation Projects (2004 to 2007) • Budgets: \$3M to \$6M

Served as project manager on six multimillion-dollar adaptive reuse / historic preservation projects that included hazardous material abatement, selective demolition, total HVAC & infrastructure replacement, and public lands restoration initiatives in abandoned and derelict buildings. Participated in public relations and marketing efforts.

Detroit Institute of Arts Capital Improvement (2001 to 2003) • Budget: \$ \$109M

Led all phases of complex, internationally recognized art museum project as project engineer including selective demolition, infrastructure / HVAC improvements, erection of new wing, building envelop upgrades and site improvements while keeping 50% of museum open to public. Key project presenter for meetings requiring translation of technical, industry-specific reports into verbal presentations more easily understood by public and owners.

Northwest Airlines DC-10 Maintenance Hanger (1999 to 2001) • Budget: \$22M

Served as assistant project engineer on all phases of complex high steel project including RFI and submittal reviews, site inspections and reporting, build-out of interiors, punch-list walk through and close-out.

J.L. Hudson's Department Store Demolition (1998 to 1999) • Budget: \$11M

Completed diverse, World-record holding demolition project, including inspection and monitoring of hazardous material abatement and removal, progress of conventional demolition and installation and setting of explosives. Acted as team spokesperson in front of media and public for this highly sensitive project.

Education & Certifications

LAWRENCE TECHNOLOGICAL UNIVERSITY (Southfield, MI) – **Masters of Architecture w/ distinction**, 2019
UNIVERSITY OF DETROIT MERCY (Detroit, MI) — **Bachelors of Architecture**, 1998

LEED® AP, Associate member of AIA, member of NCARB
Also Certified in Construction Safety, Confined Space Entry and First Aid/CPR/AED

State of Michigan ACT 54 plan reviewer & building inspector

Publications and Achievements

The Left Bank Magazine, "Detroit Post Map: Postcards to Barcelona"

Detroit Free Press, "The Last Stationmaster"

Metro Times, "The Infiltrators"

Travel and Leisure Magazine, "Detroit Tries Again for a Rebirth"

Hour Magazine, "Train of Thought"

Los Angeles Times, "Broken Windows Into the Past"

Guest Lecturer: Detroit Institute of Arts

Guest Lecturer: City of Livonia, MI

Guest Lecturer: Downriver Council for the Arts, Wyandotte, MI

Guest Lecturer: City of Westland, MI

Guest Lecturer: Rochester Hills Historical Museum

Guest Lecturer: Chicago Architectural Club

Guest Lecturer: Lawrence Tech University, School of Architecture

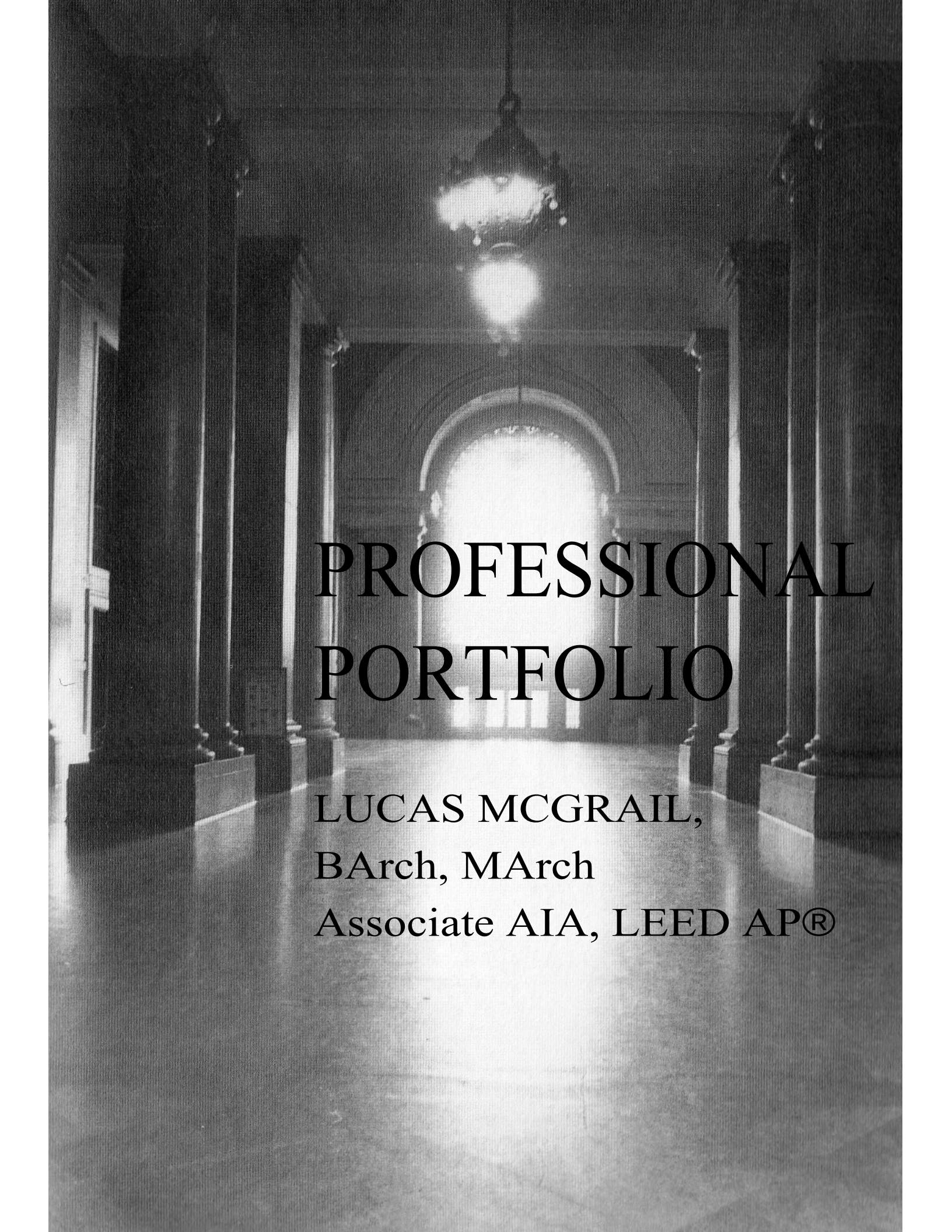
Guest Lecturer: Michigan History Conference

Guest Appearances: National Public Radio, Fox News and documentary films, "Train Station",
"Wagonmasters" & "Checking In"

Founder: Detroit Artifacts Museum

Professional Portfolio

https://issuu.com/lucas.mcgrail/docs/prof_port_template_-_issuu_rev2



PROFESSIONAL PORTFOLIO

LUCAS MCGRAIL,
BArch, MArch

Associate AIA, LEED AP®



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2. Mexicantown Redevelopment
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8. Sidwell Friends School
9. City of Detroit
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WELCOME

FOREWARD

“(We have been taught) that (we) deserve beauty and meaning and must demand it in (our) cities. ... we must answer this demand and never stop challenging ourselves.” – Santiago Calatrava

This professional portfolio is intended to be a written and graphic representation of my experience in the architecture and construction industry but is not inclusive of my entire career but rather it does demonstrate its diverse nature by showcasing some of my most challenging projects in design and construction administration as well as my role in municipal government. This cross section of selected projects are perfect examples of my professional skillset and my ability to conduct myself on a wide variety of project types.

As you will see from my resume and this portfolio, I have never been one to pull back from difficult projects, rather I gravitate towards them with a desire to learn, an intent to contribute, and the drive to complete the work. My tenacity and fortitude afford me the opportunity to embrace design and construction projects that I find more demanding because in my opinion they are more rewarding. As Mr. Calatrava has said, I have not and will not stop challenging myself as an architect or as a professional.

During your review of this portfolio, as well as my CV, it should be observed that one of my strongest abilities is to work on multiple projects simultaneously, while being ever mindful of the budget, the timetable, and the overall intent of the project. Anyone can be successful while managing one project at a time, but it takes someone with my level of professionalism, experience, and patience to manage several large, diverse, and demanding projects concurrently and manage them well.

It is the intention of this portfolio to give a “snapshot” of my professional experience and to show how my penchant for abstract thinking and problem solving nature comes together to contribute to team-based environments and answer broader questions which address not just the length and width of a problem, but its depth as well. Often my projects were not easy but it was the challenge that made them worthwhile. As Theodore Roosevelt once said *“Far and away the best gift life has to offer is the opportunity to work hard at work worth doing.”*

It is among these reasons, in addition to many others, that I feel this portfolio represents my passion, intensity and commitment to architecture and the built environment. Thank you for your time and consideration.

- *Lucas C. McGrail*
Associate AIA, NCARB, LEED AP®

Mexicantown Redevelopment

4200 West Vernor, Detroit MI

As a fourth year senior, the University of Detroit Mercy offered a design studio that focused and specialized in historic preservation and adaptive reuse. The client, the Mexicantown Community Development Corp, approached the university to assist them with how to reuse two properties they had recently acquired. The properties, located on the northwest corner of Scotten & West Vernor Hwy, consisted of a two story masonry structure with retail and commercial space on the first floor and residential rental properties above and a two story residential structure that had originally been designed as a side by side duplex and later converted into a 9 unit building. The structures had become quite dilapidated and would be classified by most as a 'slum' or a 'nuisance' which had become a detriment to the neighborhood as well as Clark Park, found to the south. The commercial space was built to serve primarily as a saloon in the mid to late 20's. The residential structure was constructed in the mid to late 1910's to meet the increase demand for housing during the manufacturing boom of WWI. The primary objective of the MCDC was to solicit ideas and concepts from UD Mercy for adaptive reuse of these structures that would meet their needs. Their requirements were fairly simple: they needed to develop a small business incubator, class rooms, community meeting rooms, welcome center, child care, and an assortment of other function rooms.



Although the other students in the class came up with very interesting and provocative design solutions, many were design in such a manner that in practical terms they were structurally infeasible or extremely cost prohibitive. However, my concept focused on the adaptive reuse of the structures as they were with very little additional structures added on. My concept called for the selective demolition of all non-load bearing interior walls, structural reinforcement of bearing walls to allow for new doors, windows or passageways, and the installation of an elevated pedestrian bridge and similar elements. My motivation was not to be outrageous but to create a design solution that was logical, economically responsible, and that could become the basis for an actual reuse plan.



From top left: existing conditions, exterior; existing conditions, interior during field measurements

Much to the surprise of the other students, the MCDC liked my more modest and realistic concept and asked the University if they may use most of the overall concept in their future planning and redevelopment of these two structures. What was also helpful in conveying my design concept was the many in which I rendered it. While other students use more intricate rendering techniques, I approached the rendering method with much more practical and easy to read documents. My final presentation consisted of drawings reproduced as bluelines, with color pencil accents to accentuate details. Instead of having a jumble of room names, I used a room schedule which made it much easier for the viewer to determine which rooms were where but more importantly, it helped for the data to be more easily read at reduced sizes. Although I received a good grade in this design studio, I drew greater satisfaction from the fact that the client was pleased and quite satisfied with my concept, rendering techniques, felt that I met their criteria, designed a solution that would work within their budget and did not alter the historic characteristic of the streetscape. Based on that feedback I felt my solution was a success.

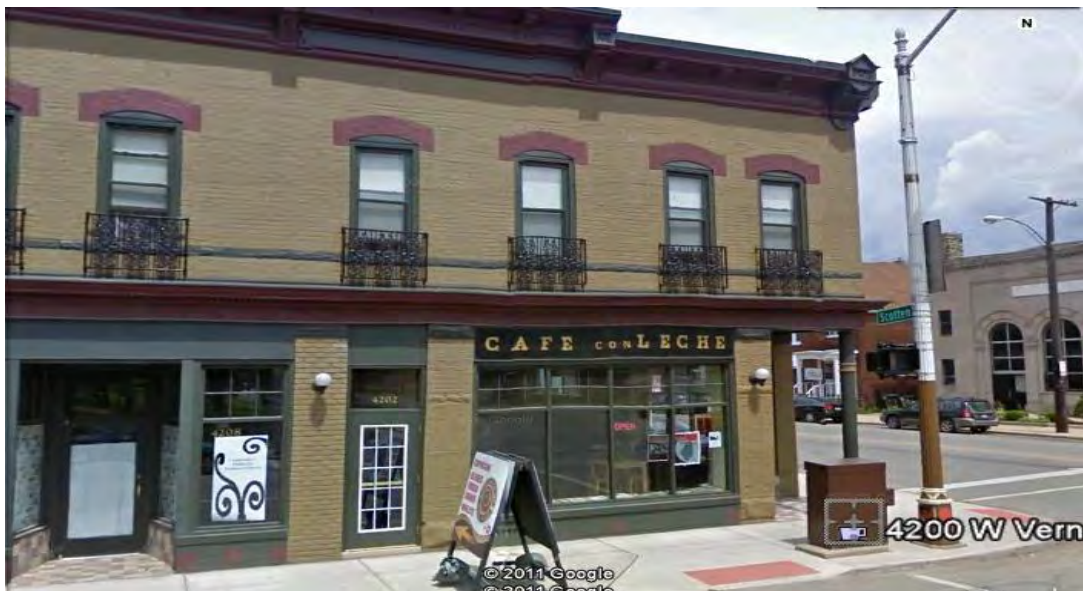
As a final note, although this was an undergrad project for me, it was the first commercial / nonprofit client I ever had and, in 2002, (5 years after I created the design) the Mexicantown Community Development Corp, using my concept as a model, moved forward with the renovation and reuse as described in my project. Between 2005 and 2007, two new businesses opened on the ground level, an addition to the building was constructed at the rear and the two story residential structure was incorporated in to the overall use of the main building. Although it took almost 10 years to do, my overall concept was executed and the site has become an anchor in the community.



From top:

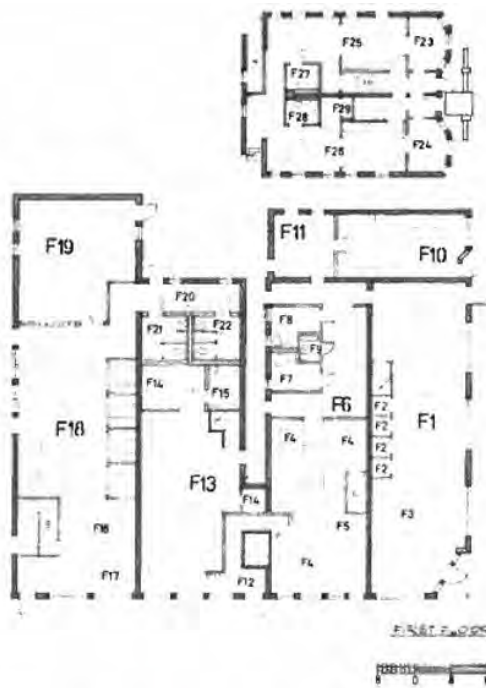
ONE: image of the primary commercial space, Café con Leche, showing the former bar space completely transformed.

TWO: view from West Vernor showing the restored and painted street view of the former saloon.



ROOM SCHEDULE

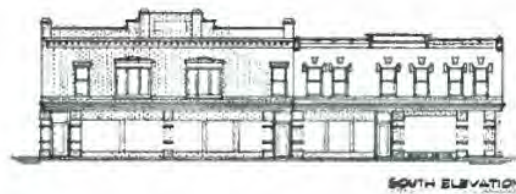
SALES FLOOR	F1
DRESSING ROOM	F2
CASHIER AREA	F3
DISPLAY AREA	F4
CHECK OUT AREA	F5
COMMON CORRIDOR	F6
MENS ROOM	F7
LADIES ROOM	F8
JANITOR'S CLOSET	F9
SHOWROOM	F10
STORAGE	F11
VESTIBULE	F12
SHOWROOM	F13
STORAGE	F14
UNISEX RESTROOM	F15
CASHIER AREA	F16
WAITING AREA	F17
DINNING ROOM	F18
KITCHEN	F19
CORRIDOR	F20
MENS ROOM	F21
LADIES ROOM	F22
RECEPTION	F23
OFFICE	F24
CLASSROOM	F25
EATING AREA	F26
BOYS ROOM	F27
GIRLS ROOM	F28
CLOSET	F29



From top:

LEFT: reproduction of original master plan and restored elevation with proposed land uses.

BOTTOM: view from West Vernor and Scotten showing the restored and painted street view of the former saloon.



FREIGHT YARD

The City of Detroit is home to a vast assortment of pedestrian oriented spaces that range from public to semi-private that provide for an equally wide range of activities from health and recreation to amusement and entertainment.

During my masters of architecture studies, I had the privilege to be a team member for a studio that explored the potential for space making at a site found within the area known as the “Dequindre Cut”. The “cut”, as it is known by locals and non-locals alike, does not have a specific address but is found at: 42° 19' 59.7252" N, 83° 1' 35.7168" W, and the Detroit Riverfront Conservancy describes The Dequindre Cut Greenway as “an urban recreational path that opened to the public in May of 2009. The two-mile greenway was developed through a public, nonprofit and private partnership—comprising the federal government, City of Detroit, the Community Foundation for Southeast Michigan and the Detroit Economic Growth Corporation—

and offers a pedestrian link between the East Riverfront, Eastern Market and several residential neighborhoods in between. Formerly a Grand Trunk Railroad line, the Dequindre Cut is a predominately below-street level greenway that runs parallel to St. Aubin Street, between Mack Avenue and Atwater Street, just north of the riverfront. Well-known for its examples of urban artwork and graffiti, the greenway features a 20-foot-wide paved pathway, which includes separate lanes for pedestrian and bicycle traffic.”

The studio in question that brought me to this project was led by Steven Coy and Phil Cooley as part of the Design and Entrepreneurship course through Lawrence Tech’s School of Architecture. The purpose of this studio was to work with the Detroit Riverfront Conservancy and their architects to create a “permanent” temporary structure at the 2-mile mark on the Cut that would be a means of “place making” which would be an area for multiple uses and experiences for people from across the region. The cost of the project would be paid for by a generous grant from the Knight Foundation who’s only stipulation is that the structure must be constructed from repurposed shipping containers, which in and of itself was quite a challenge.





DIRECTIONS:

Enter the Dequindre Cut at the corner of Wilkins and Orleans in Eastern Market and turn right

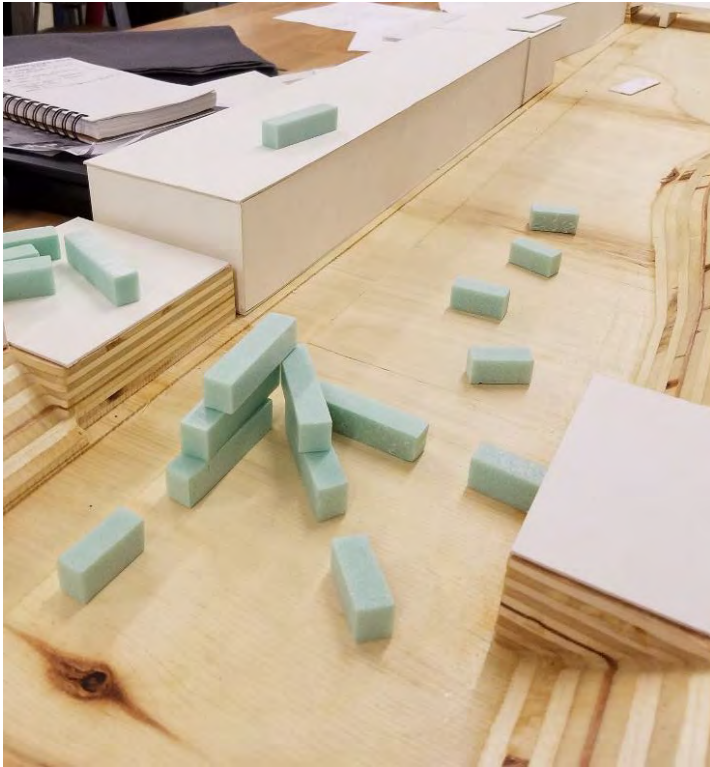
ABOUT THE DEQUINDRE CUT:

The Dequindre Cut Greenway is a former Grand Trunk Railroad line turned into a pedestrian path. Opened in 2009, the Dequindre Cut runs 1.65 miles and connects the Detroit RiverWalk with Eastern Market, Midtown Detroit and neighborhoods in between. The Dequindre Cut is managed and operated by the Detroit RiverFront Conservancy, stewards of the Detroit RiverWalk.



TOP: Massing model “Stepped Stack” and “Fan Stack”. These were my initial ideas for the design solution. “Stepped Stack” with satellite structures was ultimately selected as the basis for the overall concept.

BOTTOM: Massing model “Fan Stack with satellites” was an expansion to the initial concept to include smaller containers as shelters for pop up retail, family events, or weekend fitness workshops.



LEFT: Massing model “Fan Stack with satellites” shown in scale site model. This shows the second version of this concept in context with the surrounding features and the satellite structures, which would be an expansion to the initial concept to include smaller containers as shelters for pop up retail, family events, or weekend fitness workshops



RIGHT: Massing model “Fan Stack with satellites” shown in scale site model, overhead view. This shows the second version of this concept in context with the surrounding features and the satellite structures, which were meant to radiate out from the central hub. The placing of the scaled piece in the scaled model were crucial in realizing spatial relationships and spacing for the overall design.

DJ BOOTH

Located in the second level tiers, this space is used to coordinate music and lighting for special events

MURALS

Local artists make their marks on the bridge abutments and other vertical surfaces

SURFACE

Local Crushed gravel allows for natural drainage and reduction of heat island effect for the surrounding area.

SIGNAGE

Clear and distinct signage immediately identifies the space. Color and contrast allow branding to be seen from a distance.

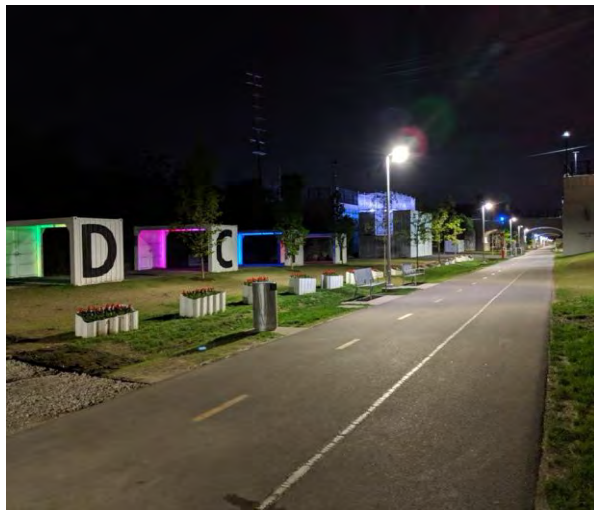
FACADE

For uniformity, all containers were painted white to increase solar reflectance and reduce solar radiation absorption and heat island effect.

EATING AREA

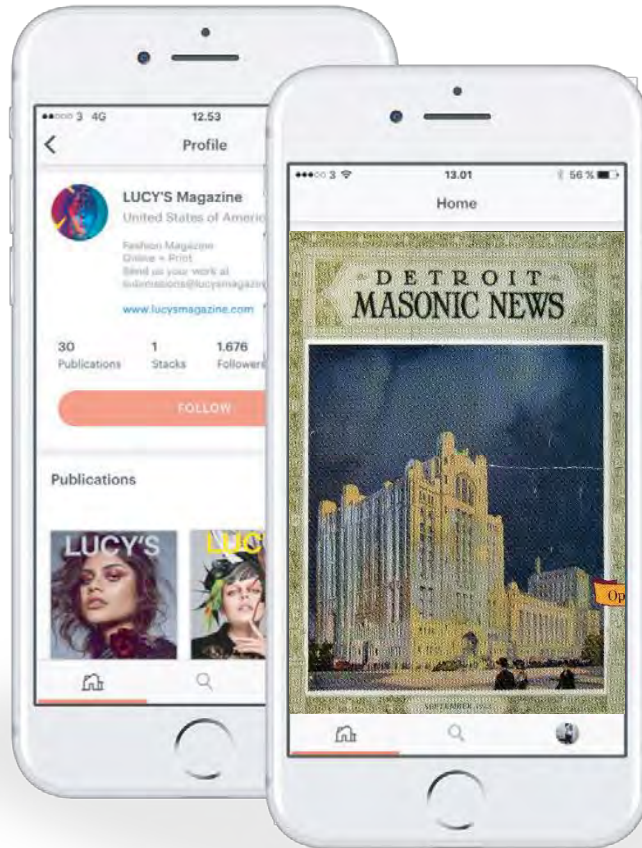
For visitors and guest who are partaking of the food truck service, this area was established by using repurposed lumber and structural timbers.





CLOCKWISE FROM UPPER LEFT: ONE: picnic table area with planting boxes made from cut container pieces. **TWO:** lawn game area for cornhole, horseshoes, or bocce. **THREE:** satellite pavilions at night with rotating LED color lights. **FOUR:** original biking / jogging path with new LED floodlights and view of pavilion branding.

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The Dequindre Cut Freight Yard project is a partnership between the Conservancy, [Build Institute](#), Lawrence Technological University (LTU), Western International High School, [Ponyride](#) and Groundswell Design Group funded by the Knight Foundation, Kresge Foundation, Ford Motor Company, Community Foundation of Southeast Michigan and other local partners. (<https://detroitriverfront.org/DCFY>)

TOP LEFT: The delivery of the first two 40 foot containers at the work shop for marking and cutting.

TOP RIGHT: Architect and master's student Lucas McGrail cutting away mid-section of container

BOTTOM LEFT: The delivery of a 20-foot container arrives to be prepped for pavilion modifications.



ABOVE: The “Hub” of the Freight Yard seen at night after hours. The Hub is comprised of five, 40 foot containers as well as a network of standard construction scaffolding, which facilitates accent lighting and event lighting and sound equipment.

As previously stated, the underlying concept for the Freight Yard was to create a design which could be executed easily, become semi-permanent, and then be disassembled and removed after a set period of time. This project faced challenges on multiple fronts, specifically that although the Detroit Riverfront Conservancy had jurisdiction over the area, it was still owned by a railroad company. Further complicating matters is that the R/R right of way has no official zoning district, therefore there was no way to know for certain that this could get a permit from the City of Detroit. Finally, if the city did issue a permit, it would not be for a temporary use but rather for a permanent structure, regardless of how long it would be on site, which meant it would have to conform to the Michigan Building Code for outdoor recreational structures. One of the reasons I was invited to join this studio was due to the fact that in my career I have worked with pre-engineered metal structures and at the time I was a building inspector and plan reviewer for the City of Detroit specializing in land use and zoning. I had reviewed and consulted on several projects that were using shipping containers and was able to steer the studio in the proper direction before anything became an issue. This was not the first design or construction project that I was involved with that has been erected but it was certainly the most challenging and rewarding.

Scola / DeGeef Residence

62927 Braun Drive, Washington, MI

When these clients met with me, they

had just purchased a parcel of recently subdivided land south of 29 Mile Road but they had absolutely no idea of what they wanted or needed nor how to achieve it. That is the type of challenge I like. The clients informed me of their lot size, showed me the plot map and told me about other houses that they had seen. They shared with me what they liked and didn't like about the homes they had viewed. I began my new client orientation by taking the couple one step further and asking them why they liked or disliked items from the other houses they had seen. Based on those discussions, I was able to get a better understanding of their overall personalities as well as what they needed and wanted. Their only requirements were that the total square footage should be around 3500, that they wanted a 3 bay garage, 3 bedrooms, a basement, a great room and a kitchen with a faceted turret for a breakfast nook. As their architect, I wanted to add elements to those basics that spoke to their personalities and backgrounds. Based on our work together, I determined that they would also need a full basement for a home gym and theater, a large living room with an adjacent dining room for entertaining family, a master bedroom that had a western exposure with a sitting area for reading or watching TV, as well as other amenities found in a house built in this era.

By helping the couple to fully realize their home's identity and incorporating efficient and reasonable room sizing, when my final drawings were completed, the total square footage of the house came in at 3590 which thrilled my clients.



My function on the project was to serve as both architect and interior designer. I informed the clients at the beginning of this commission that although I could design the property, I could not provide them structural or M/E/P drawings. My drawing package was for 'bid purposes only' and would need additional drawings by a registered engineer and skilled trades.

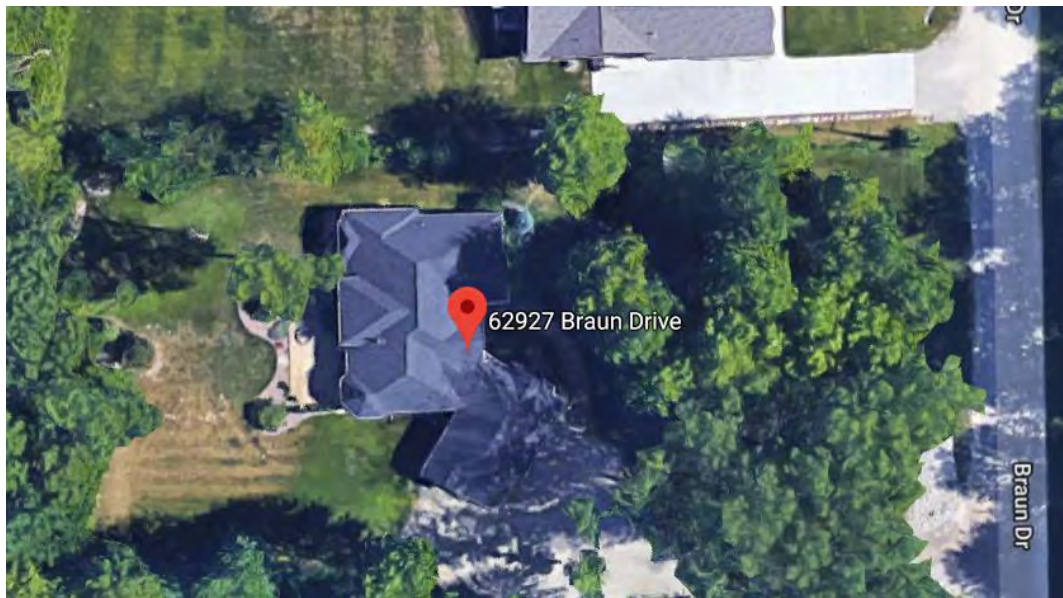
My clients were very pleased with the package provided. The quotes they received based on my drawings were between 5 to 10 percent off of their projected target prices; and, they were able to use my design package as the basis for almost every trade package for the project. About two years after the submission of the bid documents, my clients were residing in their new home.

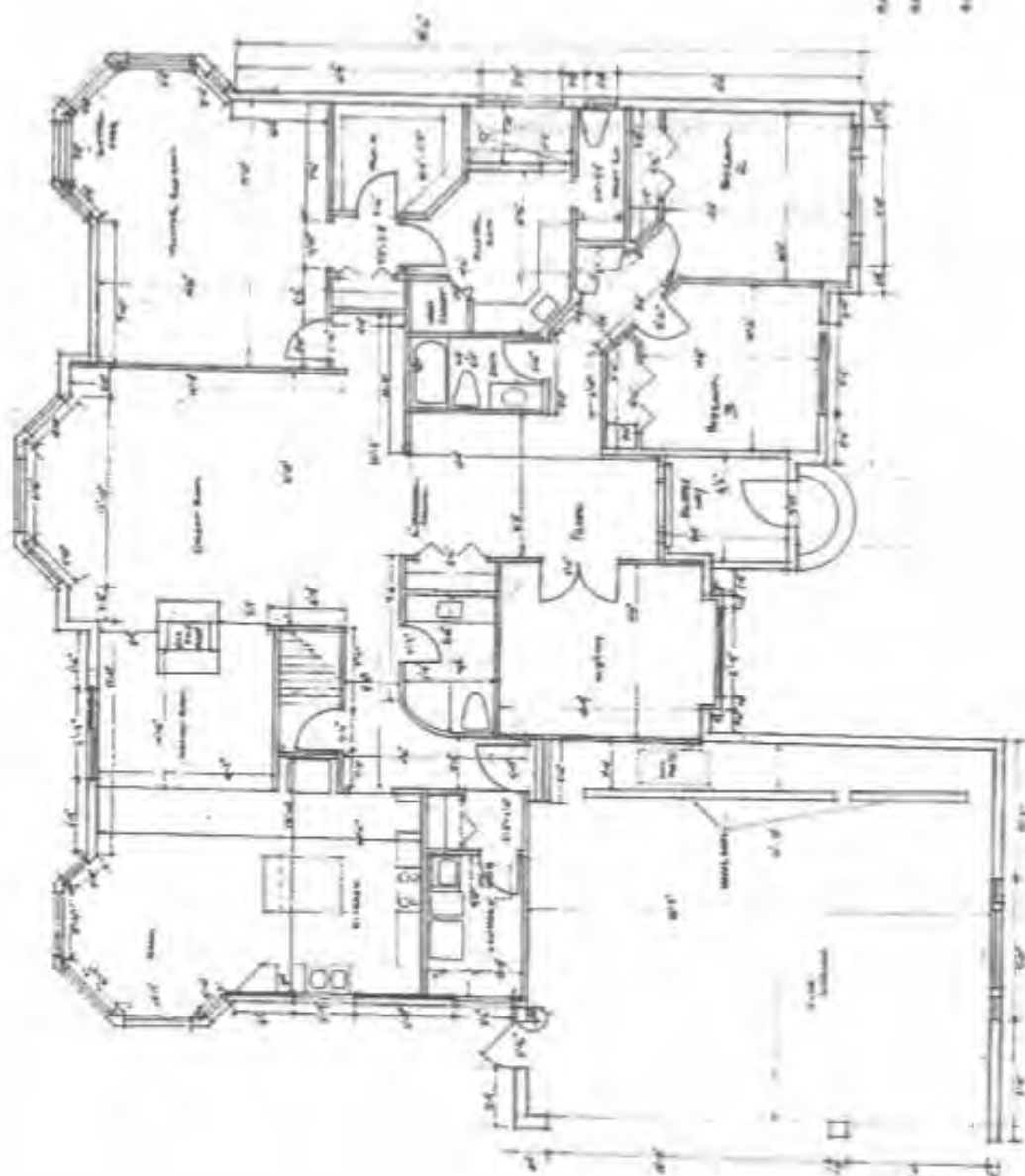
Although I created this package as an independent designer, I accomplished the three major objectives of any architect: client satisfaction, feasible design, and repeat business.



TOP: Copy of proposed plot plan and site plan

BOTTOM: Google Satellite view of the completed project and final landscaping.





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FLOOR PLAN
X-103

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Vinton Building

600 Woodward Ave, Detroit MI

Standing like an elegant sentinel of white

glazed brick and terra cotta, the Vinton Building has called the prestigious corner of Woodward and Congress home since 1917. Designed by Detroit architect Albert Kahn, the building was built by a local general contractor who was the first president of the Construction Association of Michigan, Warren Vinton. Mr. Vinton was extremely successful in Detroit and by 1915 his company required a new headquarters; and, the company selected this location due to its high profile nature on the Woodward corridor and its proximity to all the major downtown districts. One of Kahn's early works, the Vinton Building incorporated many design elements that at the time were unheard of but are commonplace by today's standards. One such example is the floor slabs, which were cast in-place but use what is called a "double T" style, which increases the load bearing capacity. In addition to the floor slab design, the first five floors were designed to have a flexible floor layout. This was determined by the fact that these floors had wire chases cast into the slabs when the concrete was poured. In today's vernacular, they are called "Walker Ducts or bus ducts. These wire chases were laid out on a 6-foot grid with main access ports at every intersection and wire 'stub ups' every two feet. In addition to these pioneering elements, there were several other details that in 1917 were unusual but would be considered visionary in the present day.

The Garrison Company had the primary responsibility to carry out all construction management related responsibilities and perform oversight of the subcontractors.



In an attempt to secure historic tax credits, the brick and terra cotta façades were repaired and restored along with the original 4 foot by 8 foot wooden, double hung windows. The tertiary elevations were cleaned and repaired and new, historically accurate windows were installed in place of the old, extruded steel windows.

This \$4-million-dollar project was comprised of environmental abatement, selective demolition of interior partitions as well as items related to the original function of the building. The scope also included the reconstruction of one elevator and shaft, the construction of a car lift for basement parking, the reclamation of existing building materials (i.e. marble bathroom partitions, lavatory sinks, doors, hardware and tile), leveling of existing concrete floors, masonry and terra cotta restoration, a new roof, and the installation of new HVAC and plumbing systems.



My title was Project Manager and I served as both contractor and client representative in the office and on site. What Garrison was looking for was a professional who not only could understand both the general contractors and the architects, but act as a translator as well as mediator between the two and who also knew how to adapt when the existing conditions didn't match the historical or construction documents.

While serving in this role, I was responsible for (but not limited to) the review and processing of all project submittals, review and submission of RFIs, review and approval of all subcontractor billings, processing of Change Order Request and Construction Change Directives, attending meetings and producing minutes for same, field inspections and reports, and approving or rejecting finished materials and schedules.

Lafer Building

1323 Broadway Ave, Detroit MI

Rising 9 stories above the 1300 block of Broadway Ave in what was once called Detroit's "Great White Way", the Lafer Brothers Wholesale Grocery store stands with great elegance and dignity as part of Detroit skyline. One of only a few buildings designed by Detroit architect, Joseph E. Mills, the Lafer Brothers had the building constructed for the wholesale grocery business. Erected in 1916, the designed called for the structure to be poured in place concrete with steel reinforcement as well as concrete floor slab that were capable of supporting 1500 pounds per square foot. A tremendous load in any era, the specification was necessary due to the large amount of dead loading required by the Lafers so they could use the building for the primary storage of dry goods as well as groceries.

The Garrison Company had the primary responsibility to carry out all construction management related responsibilities and perform oversight of the subcontractors. In an attempt to secure historic tax credits, the brick and terra cotta façade was repaired and restored along with the original wood casement windows. The tertiary elevations were cleaned and repainted in addition to new, historically accurate windows being installed in place of the old, extruded steel windows.

This \$5-million-dollar project was comprised of selective demolition of interior partitions as well as items related to the original function of the building; the scope also included the construction of a new elevator and shaft, reconstruction of two stairwells, leveling and polishing of existing concrete floors and the construction of two living units on floors 2 through 9.

My function on this project was to serve as both contractor and client representative in the office and on site, however my official title was Project Manager for this project. Garrison required a Project Manager who had specific knowledge of historic architecture and could speak the 'languages' of both the designers and the contractors but who also knew how 'vintage' buildings "went together." While serving in this role I was responsible for (but not limited to) the review and processing of all project submittals, review and submission of RFI, review and approval of all subcontractor billings, processing of CCD's, attending meetings and producing minutes for same, field inspections and reports, and approving or rejecting finished materials or products.





**CLOCKWISE FROM
TOP LEFT - ONE:**

Elevated view of Lafer bldg. prior to restoration.

TWO: Ground view of Lafer bldg. façade and windows post restoration.

THREE: Interior view of 9th floor unit with restored windows and polished, stained concrete floor.

My team at Garrison, as well as the subcontractors, appreciated and respected my professionalism, accuracy and my impartial view of the project. On several occasions I was able to call attention to unsafe working conditions as well as the improper sequencing of work or installation of certain building materials that in the end saved time and money. Based on the efforts of me and my team, a building, which represented the work of a forgotten architect and that have been vacant in downtown Detroit for over 15 years, was brought back to life and has become a new anchor for the re-gentrified “Great White Way.”

Gettysburg College – Natatorium

300 N Washington St, Gettysburg, PA

Nestled in a quite part of Southeastern

Pennsylvania, you will find Gettysburg College. Just a few miles from the famous battlefield, the College has a reputation for a solid commitment to their athletics program, quality academics, and the health, fitness and well-being of their entire student body. Cannon Design was given the challenge of designing a building that would act as a standalone structure that would be physically adjacent to an existing structure that housed basketball courts, meeting rooms, staff offices. This \$25-million-dollar project was to house fitness facilities, training rooms, physical therapy rooms, a Natatorium with NCAA regulation pool, state-of-the-art HVAC system, and a multi-angled, faceted glass tower that would be 100 feet tall and house a 60-foot-tall climbing wall/repelling tower.

My function on this project as Construction Administrator was to serve as both architect and client representative in the office and on-site. Additionally, I managed all documents related to the physical construction of the structure. While serving in this role, I was responsible for a myriad of functions including, the review, approval and processing of all project submittals, review and response to Requests for Information, review and approval of all contractor billings, processing of Construction Change Directives, attending all project meetings (design and construction), publishing minutes, field inspections and reports and approving or rejecting finished materials and products.



One of the more notable accomplishments I had on the project was achieved through my in-depth understanding of the construction process. I was able to inform both the client, the University, and Cannon, my employer, of the tardy progress of the general contractor which if left unchecked would lead to project delay, assessment of liquidated damages, and penalty fees charged for scheduling overages. Based upon my timely and accurate reporting of the impending scheduling crisis, I saved Cannon three months of administrative costs and our client, the University, both time, money and embarrassment of not meeting their NCAA responsibilities for the Fall 2009 – Winter 2010 season.



CLOCKWISE FROM TOP LEFT -
ONE: Pool and natatorium bldg. under construction. **TWO:** Pool and natatorium bldg. completed. **THREE:** Interior view of fitness center and training facility

Another substantial contribution I made to the project was in regard to the design. In one of our design team meetings I was able to correct a design flaw associated with the Natatorium. Due to my intimate understanding of building materials, I was able to change the sequencing and erection plan which called for the installation of the long span roof beams prior to the intumescent paint-out process. I knew that the corrosive nature of the Natatorium's chlorine vapors would lead to premature failure of the beams if they were not adequately paint treated prior to installation. When I brought to light the flaw, it saved the team and Cannon millions of estimated dollars down the road in potential litigation, damaged reputation, and loss of related revenue.

Sidwell Friends School – Athletic Facility

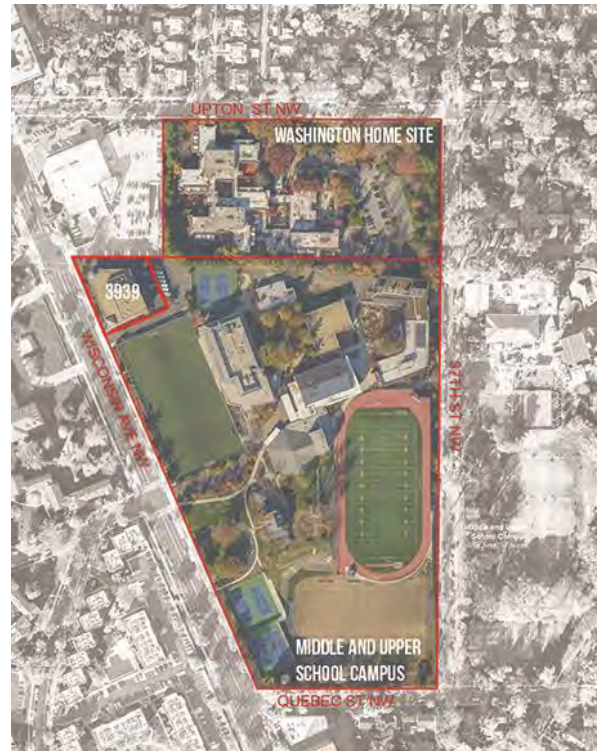
3825 Wisconsin Ave, Washington, DC

Sidwell Friends School can be found just

off of Wisconsin Avenue, cradled by the Cathedral Heights and McLean Gardens neighborhoods of Northwestern Washington, D.C. Just two miles from Georgetown, this world-renown Quaker school, is the institution of choice for many prominent government leaders' families and it has been accepted as an educational leader in its commitment to academics, athletics and health to the physical environment with which it co-exists.

Cannon Design was asked by its long-time client, Sidwell, to design a building that would act as its primary structure for athletics, that would also be environmentally friendly and be able to achieve LEED Gold status.

Additionally, The Friends School required that, due to the limited amount of space on their campus, the 2.5 story complex be built underground. The project required the removal of its existing athletic track and field and the complete excavation of that portion of the campus. What made this portion of work especially challenging was that the project site was less than 75 feet away from their existing grammar school and middle school as well as the almost 110-year-old Sidwell meeting house. Once completed, this \$22.5-million-dollar complex would house basketball courts, classrooms, staff offices, a dance studio, indoor running track and a vegetative roof that would be used for an outdoor running track and a multi-function field for track and field sports, soccer, field hockey, lacrosse, football and rugby. This project was also to include a state-of-the-art HVAC system, a water filtration system related to storm-water management, energy efficient windows and bathroom fixtures, and environmental friendly finishes and materials.



My function on this project was to serve as both architect and client representative in the office and on-site. Although an Architect III within Cannon, my official project title was Construction Administrator. Cannon required an architect who could speak the 'languages' of both the designers and the contractors but who also knew how buildings "went together." While serving in this role, I was responsible for (but not limited to) the review, approval and processing of all project submittals, review and responses to RFIs, review and approval of all contractor billings, processing of CCD's, attending meetings and producing minutes for same, field inspections and reports, and approving or rejecting finished materials or products.



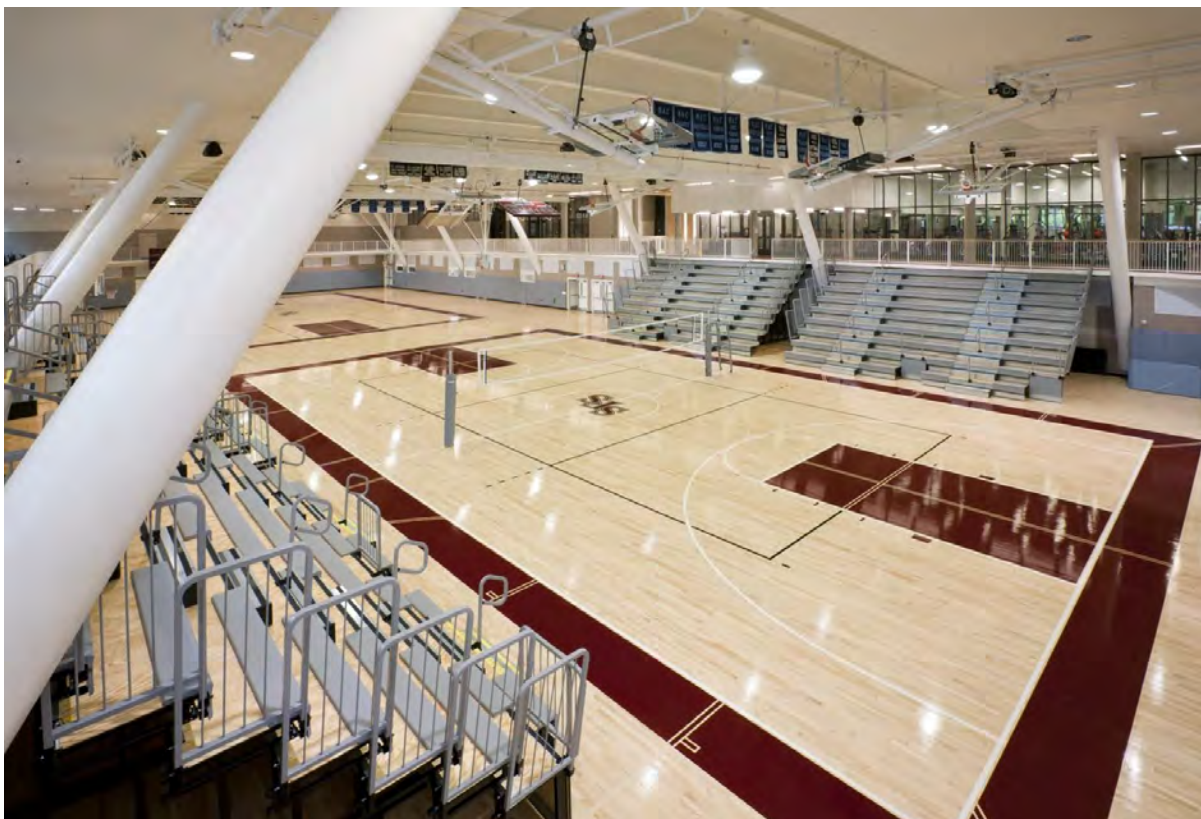
TOP: Upper athletic field, green roof of athletic facility. **LEFT:** Stairs and courtyard to lower entrance and north curtain wall.



This project afforded me the opportunity to contribute to my first LEED accredited design project. It was also directly responsible for my studying and seeking my individual LEED certification. This prestigious and challenging green project was a watershed moment in my growth as an architect. I was able to see first-hand what a commitment to the environment could produce for the client and the long-term health of a project, especially given the complexities and the congestion of the Washington D.C. environment.



TOP: Upper athletic field, green roof of athletic facility. Image show the east elevation of new complex and the challenges that the topography of the site presented. **BOTTOM:** Interior view shows the structural assembly required to carry the dead loading of the green roof and the live loading of people and equipment.

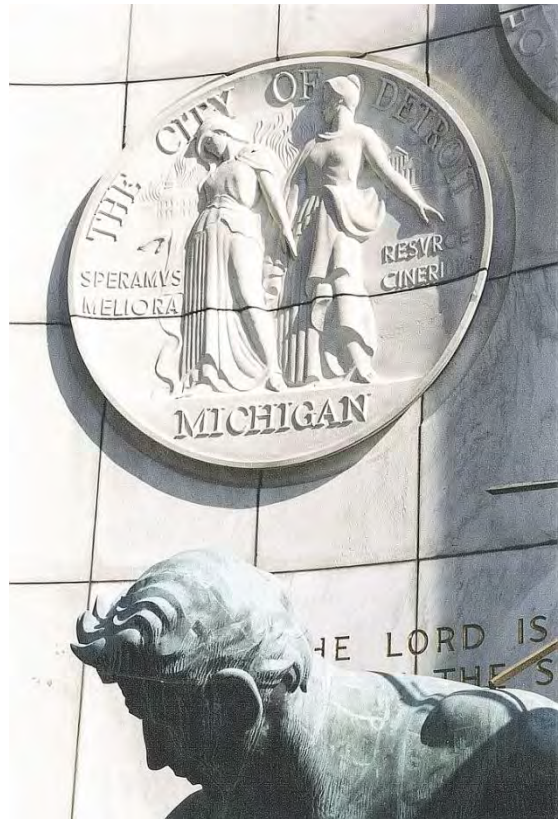


Building Inspector / Plan Reviewer

2 Woodward Ave – Detroit, MI

Starting in April of 2013, I began working as a State of Michigan Act 54 certified building inspector and plan reviewer for the City of Detroit. This career move gave me a unique opportunity to work with the Building, Safety Engineering, and Environmental Department as one of their front line people. For years, this city department had a reputation of being slow to act and indifferent towards customers' needs as well as having a lack of professionalism. When I came on board just three months before Detroit filed for bankruptcy, which was a perfect time in my opinion. The bankruptcy led many people to retire so that they could lock in the pension benefits, others left looking for better opportunities, and some left to try something different. I was brought in for my background in construction, design, project management, and construction administration because as the department was reorganized, new technology was being added to the culture and they wanted people who were more technologically savvy and able to adapt to a changing work environment.

When I started, I was assigned to the permit & plan review division which involves a physical review of permit applications for a variety of components. As a plan reviewer, I was responsible for ensuring that the permit applications were complete but also that the plans conformed to the Michigan Building or Residential Codes (IBC codes) or the Michigan Rehabilitation Code. I was also charged with making certain that the particular land uses proposed conformed to the subject property's Zoning district and related restrictions, such as historic districts, overlay districts, and urban renewal zones. I very quickly developed an innate skill and aptitude for this work that a



former supervisor once described as “unlike anything I’ve ever seen in 12 years of city employment.” This led her to request that I be permanently assigned to the plan review division, which I was. During my time with this division, I worked extensively with commercial and residential customers on a regular, daily basis on a variety of issues such as zoning restrictions, dimensional and developmental standards, land use, plan review process, by right versus conditional land uses, and an assortment of other duties too numerous to mention. Another role I was tasked with at this time was to conduct site inspections of properties that wish to establish conditional land uses and then provide testimony at public hearings on my findings. This was an important requirement so that the

presiding case officer could make an informed decision and formulate an official position on behalf of the city and then present that position to the department's director for endorsement.

As the years progressed, I became a seasoned expert on land use, zoning, and plan review requirements within the city; so much so that often others from different divisions would seek out my counsel and input for issues they or their staff were facing. This only motivated me more to become a greater expert in my role. I learned all the nuances with the Michigan building and residential code, the Detroit Municipal code, and the Zoning ordinance and often knew exactly where to find what I was looking for or knew the answer to someone's question before I even found it in the specific documents.

My success led to other divisions wanting me to perform at the same level for them, so after 4 years, I was transferred to the Property Maintenance division to assist their team with improving the performance of the Dangerous Buildings group. My role with that team was to physically inspect residential, commercial, and industrial properties that had been deemed a danger to public health and safety, then track their progress through the notification or demolition process. My duties would include the inspection of structures that were vacant and open, vacant and secure, fire damaged, and blighted. I was also responsible for inspecting demolition sites for open hole compliance, backfill quality and content, final grading, and the condition of any public right of ways. All of this is related to the new attitude in Detroit to push property owners to be responsible for their properties, to ticket and fine those with blighted properties, to sue habitual offenders, and if necessary condemn structures and demolish them.

My success in this role is made possible by my attention to detail, diligence, and my penchant for abstract thinking. I have been one of the top performers in this group and help to set an example for the new recruits.

SPECIAL ASSIGNMENTS

My record of successful performance of my duties has led to many supervisors to enlist my assistance in special projects. My ability to process large quantities of data and organizational skills prompted a previous supervisor to put me in charge of processing and review all the permit applications for two new housing developments on the east side of Downtown Detroit; DuCharme Place and Orleans Landing. The first which was comprised of 4 housing towers and the second which had 22 buildings comprising 30 residential blocks, a fitness center, and an administration office. The review process that I created was clean, concise, and consistent across the board. My performance on these two projects led to me being designated as the point person for the new Little Caesar's Arena which is home to the Detroit Red Wings and Pistons. My supervisor wanted me in charge because he wished for a detail oriented process and knew I would use the same review process for every package and keep it consistent as with my previous assignments.

My success wasn't limited to the review process. On dozens of occasions, I have been asked to perform and provide detailed research and analysis of existing structures for a variety of reasons such as illegal land use, demolition timelines, existence of underground tanks and structures, potential environmental impacts, and review of antiquated city records, in some instances almost 100 years old, to formulate an opinion or timeline on a structure's life span.

I have also been a guiding light for those who are proposing historical renovation or adaptive reuse of existing building stock, performed compatibility studies for in-fill housing, and been a part of pre-plan and pre-construction consultations for developers who are new to the Detroit market and unfamiliar with our process.

CLOSING REMARKS

Upon your review of this portfolio, I believe that you will see that not only do I have a passion and intensity for the industry but that my commitment to architecture and the built environment is beyond reproach. I trust that with this portfolio in combination with my resume, it presents a clear picture of who I am, what skills I possess, and the level of professionalism I bring to any organization that I work for. Thank you for your time and consideration.

- *Lucas C. McGrail*
Associate AIA, NCARB, LEED AP®
Bachelors of Architecture, 1998; Masters of Architecture, 2019

RESOURCES

CANNON DESIGN

Images of the Sidwell Friends school, Gettysburg College

SIDWELL FRIENDS SCHOOL

Enhanced aerial photograph / map

GETTYSBURG COLLEGE

Images of the Natatorium and related photos

GLASS MAGAZINE

Exterior images of Gettysburg Natatorium tower

DETROIT PUBLIC LIBRARY: BURTON HISTORICAL COLLECTION

Images from cover art and historical Vinton and Lafer Building views

GOOGLE

Satellite images and street views

DETROIT RIVERFRONT CONSERVANCY

Images and map of the Dequindre Cut Freight Yard

A man with grey hair, wearing a dark suit, white shirt, and yellow tie, stands outdoors with his arms crossed. He is positioned in front of a wooden fence and lush green trees and bushes. The background is slightly out of focus, emphasizing the man.

MCGRAIL PROFESSIONAL PORTFOLIO

www.ISSUU.com

From: [Jim Baringhaus](#)
To: [CityCouncil](#)
Subject: City Council Appointment Request - J. Baringhaus
Date: Monday, December 9, 2024 2:34:02 PM
Attachments: [City Council Appointment Letter - James M. Baringhaus.docx](#)

Dear Members of the Livonia City Council:

Attached is my request to be considered for the City Council appointment.

To view my background information, please visit my LinkedIn site. The link is located in the heading of the attached document.

Thank you for considering my application.

Best regards,

Jim

JIM BARINGHAUS
jbaringhaus@gmail.com
734.838.7957

37195 Weymouth Drive
Livonia, Michigan 48152
jbaringhaus@gmail.com
[linkedin.com/in/jimbaringhaus](https://www.linkedin.com/in/jimbaringhaus)

December 9, 2024

Livonia City Council
Livonia City Hall
33000 Civic Center Drive
Livonia, MI 48154

Dear Members of the Livonia City Council:

I am writing to request your consideration for the appointment to the Livonia City Council. I have demonstrated my interest in serving on City Council by running as a candidate in the 2023 election.

My background includes experience in both the public and the private sectors. Over the years, I have had the privilege of serving on the Livonia Vision 21 Master Plan Committee, the Zoning Board of Appeals, and the Greenleaf Commission. I participated in the development and launch of the Greenleaf Commission. As a result, I have developed a strong understanding of municipal operations, governance, and the diverse needs of Livonia residents.

Additionally, I have had the opportunity to collaborate with current city council members. This experience has given me a clear understanding of the council's dynamics, priorities, and the collaborative approach necessary to achieve success. I am confident that my ability to work effectively with current members, as well as my respect for the city's long-standing traditions, would make me a strong asset to City Council.

Furthermore, my business and management background complements the financial and strategic planning responsibilities of the Livonia City Council. I have developed skills in team building, project management, budgeting, operations, and long-term planning, all of which will allow me to contribute to sound decision-making and effective governance.

Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications can contribute to the important work of the Livonia City Council.

Sincerely,

James M. Baringhaus

From: [Patrick Brockway](#)
To: [Kasprowicz, Sara](#)
Subject: Fw: Council Vacancy, Letter of Interest/ Resume
Date: Monday, December 16, 2024 12:39:59 PM
Attachments: [Patrick Lee Brockway Resume City Council Vacancy.pdf](#)
[Patrick Brockway letter of intent.pdf](#)

Good afternoon,

I am sorry for any confusion. Here the original email is below along with the submitted documents.

Thank you for your time,

Patrick Brockway

----- Forwarded Message -----

From: Patrick Brockway <brockwp@yahoo.com>
To: CityCouncil@livonia.gov <citycouncil@livonia.gov>
Sent: Wednesday, November 27, 2024 at 05:53:47 PM EST
Subject: Council Vacancy, Letter of Interest/ Resume

Good evening,

My name is Patrick Brockway and I am providing my resume' as well as a letter of intent in regards to my interest in filling the open Council Position. I look forward to speaking on December 16, 2024.

Please let me know if you require any other information.

Thank you,
Patrick Brockway

Patrick Brockway

brockwp@yahoo.com

734-812-5482

Re: Vacant Livonia Council Seat

To: The Livonia City Council

Upon hearing of the open council seat, I found myself eager to reach out to express my intent to put my name forward for consideration. As a Livonia resident for the majority of my life, I take pride in the city I call home. It is my intent on December 16, 2024 to convey my interest for consideration by the council. Growing up in Livonia, I got to enjoy such fun activities such as Livonia Youth Soccer and experience fun events like the marshmallow drop. I was an active member in Livonia Civil Air Patrol Squadron and my first job was as a paperboy for the Livonia Observer. These activities within the city helped to shape me into the man I am today. I also had the privilege to attend grade school and college within Livonia, most recently completing my Master's Degree in Criminal Justice Leadership and Intelligence at Madonna University. I believe my analytical mindset would be an asset to the council. As a federal government employee with 13 years of experience, I know what it means to make tough decisions even when it is not popular, and I know how important that is to providing services for residents.

Please consider this my letter of intent to put my name forward to fill the vacant position.

Thank you,

Patrick Brockway

Patrick Lee Brockway

14612 Melrose

Livonia, Michigan 48154 United States

Mobile: (734) 812-5482

Email: brockwp@yahoo.com

Availability:

Job Type: Permanent

Work Schedule: Full-time, Shift work

Desired Locations:

ALL, Michigan, United States

Work Experience:

Management Analyst

Department of Veterans Affairs (This is a federal job)

477 Michigan Ave

Detroit, MI

10/2024 - Present

Salary: \$85,339.00 USD

Hours per week: 40

Series: 0343 Management And Program Analysis

Grade: 11

Duties, Accomplishments and Related Skills:

-Develops and employs advanced qualitative and quantitative techniques to analyze and measure the effectiveness, efficiency, and productivity of organizational programs. Complies, develop, and organizes narrative and statistical information using generally advanced methods, techniques, and precedents requiring considerable adaptation and/or interpretation for application to administrative functions.

-Develops recommendations for program officials and supervisors that is complete and accepted by operating components. Develops new or modified work methods, systems variations, and evaluates administrative operations that promote efficiency and cost savings. Recommends and submits organizational change guidance, procedures, and documents. Reviews, implements, assess, and improve training requirements for assigned VA employees.

-Provides higher management with reports, evaluated information, budgetary proposals, and similar products necessary for effective direction of administrative operations. Participates in discussions, meetings, conferences, and conference calls with agency administrators, senior subject matter and technical personnel, and other federal agency officials to secure and investigate facts; present conclusions, recommendations, and alternatives; obtain concurrence; develop alternate courses of actions; and mutually resolve problems.

-Prepares for the division leadership review and signature, assorted memorandums, letters, division bulletins, and other written communications. Tracks Division progress with respect to

goals and facilitates work or program reviews to improve Division results; prepares for the division leadership review and signature, assorted memorandums, letters, division bulletins, and other written communications.

Interprets findings resulting from studies that are independently developed. Completes analyses of data and identifies administratively significant findings. Examines and evaluates operations in meeting established goals and objectives. Prepares status reports for review at all levels.

Evaluates the effectiveness of administrative functions, training, and operations.

-Prepares written media release for publication in various VA, VBA, and local newspapers, and/or other publications at the direction of the Director. Develops a network relationship with the state and private veterans' organizations to broaden the scope of outreach and increase the community awareness of the role VA plays in being a resource to that community.

-Speaks to members of the Armed Forces, State and local officials that represent the agency on media programs involving matters of interest to veterans.

Supervisor: Reba Dudansky (734-751-9699)

Okay to contact this Supervisor: Yes

Veteran Service Representative (Authorizer)

Department of Veterans Affairs (This is a federal job)

477 Michigan Ave

Detroit, MI

12/2023 - 10/2024

Hours per week: 40

Pay Plan: GS - General Schedule (Ch. 51, 5 U.S.C.).

Grade: 11

Duties, Accomplishments and Related Skills:

Completing analyses of data regarding claims for benefits and identifying administratively significant findings.

Making legal determinations on the adequacy of claims made by veterans for VA benefits associated with dependency, drill pay, return to active duty, incarceration, and separation pay.

Complies, develops, and organizes narrative and statistical information using generally advanced methods, techniques, and precedents requiring considerable adaptation and/or interpretation for application to administrative functions related to claims processing.

Conduct Record reviews and updates as needed as part of claims processing.

Made determinations for benefits qualifications for over 2500 claims.

Collect evidence missing from documents as needed. This includes contacting Veterans directly via phone or by letter.

Reviewing applications and files of record to locate missing information.

Make the determination to the completeness of applications as cited in 38 Code of Federal Regulations M-21 regulations.

Analyzing and collecting data for submission to supervisors and authorizers.
Communicating both written and orally with other departments and leadership
Prepare documents in a clear and concise manner for review.

Review past claims for completeness and correctness.
Gathering and interpreting data in order to solve complex claim applications.

Applying laws and regulations as they relate to benefit applications.

Drafts thorough and well-written grants and denials of applications, citing specific regulations and/or documentary evidence, as well as applicable case law, policies, and precedents relied upon.
Conduct Audits of past claims for correctness.

Conducting telephone interviews with Veterans in order to gather required evidence in order to process claims for benefits.
Serve as an advocate for Veterans and their beneficiaries in their dealings with other VA elements and organizations that affect their claims.

Ensuring compliance with records security for sensitive personally identifiable information.
Review and approve work for technical accuracy, clarity, thoroughness, and sensitivity of notification.

Use electronic data processing (EDP) systems for inputting data related to claims adjudication, processing, monitoring, and correspondence preparation.

Completes analyses of data and identifies administratively significant findings regarding claims

Ensure notices of decisions are prepared with an empathetic tone and are complete and phrased in terms that the claimant can understand.

Participates in discussions, meetings, conferences, and conference calls with agency administrators, senior subject matter and technical personnel, and other federal agency officials to secure and investigate facts; present conclusions, recommendations, and alternatives; obtain concurrence; develop alternate courses of actions; and mutually resolve problems.

Speaks to members of the Armed Forces, State involving matters of interest to veterans.

Awards

July 2024 Motown Award

Supervisor: Matthew Donnelly (734-262-0986)

Okay to contact this Supervisor: Yes

Veteran Service Representative

Department of Veteran Affairs (This is a federal job)

Detroit Regional Office

477 Michigan Ave
Detroit, MI

12/2020 - 12/2023

Hours per week: 40

Series: 0996 Veterans Claims Examining

Pay Plan: GS - General Schedule (Ch. 51, 5 U.S.C.).

Grade: 10

Duties, Accomplishments and Related Skills:

Making legal determinations on the adequacy of claims made by veterans for VA benefits associated with dependency, drill pay, return to active duty, incarceration, and separation pay.

Conduct Record reviews and updates as needed as part of claims processing.

Made determinations for benefits qualifications for over 2500 claims.

Collect evidence missing from documents as needed. This includes contacting Veterans directly via phone or by letter.

Reviewing applications and files of record to locate missing information.

Make the determination to the completeness of applications as cited in 38 Code of Federal Regulations M-21 regulations.

Analyzing and collecting data for submission to supervisors and authorizers.

Communicating both written and orally with other departments and leadership.

Prepare documents in a clear and concise manner for review.

Review past claims for completeness and correctness.

Gathering and interpreting data in order to solve complex claim applications. Applying laws and regulations as they relate to benefit applications.

Drafts thorough and well-written grants and denials of applications, citing specific regulations and/or documentary evidence, as well as applicable case law, policies, and precedents relied upon.

Conduct Audits of past claims for correctness.

Conducting telephone interviews with Veterans in order to gather required evidence in order to process claims for benefits.

Serve as an advocate for Veterans and their beneficiaries in their dealings with other VA elements and organizations that affect their claims.

Ensuring compliance with records security for sensitive personally identifiable information. Review and approve work for technical accuracy, clarity, thoroughness, and sensitivity of notification.

Use electronic data processing (EDP) systems for inputting data related to claims adjudication, processing, monitoring, and correspondence preparation.

Ensure notices of decisions are prepared with an empathetic tone and are complete and phrased in terms that the claimant can understand.

Currently on Authorizer detail as of December 2023

Supervisor: Phillip Guerin ((857) 930-9718)

Okay to contact this Supervisor: Yes

Expert Security Training Instructor
Transportation Security Administration (This is a federal job)

Detroit Metro Airport

North Terminal

Romulus, MI

6/2018 - 12/2020

Salary: \$56,116.00 USD Per Year

Hours per week: 40

Series: 1802 Compliance Inspection And Support

Pay Plan: SV - Transportation Security Administration Employees Other Than Executives

Grade: G

Duties, Accomplishments and Related Skills:

LEADERSHIP Coordinating with Assistant Training Instructors, Master Training instructors, and Training Specialists, to facilitate instruction within established policies and procedures. Act as an SME (Subject Matter Expert) to the screening checkpoints. Research multiple resources, regulations, operating instructions, history, precedent decisions, and other references to follow the correct course of action. Guide new officers through initial training. Train new training instructors, including instruction on Online Learning Center data entry. Conduct Quality Assessment of training instructors. Contribute to reviews and edits of Standard Operating Procedures with airport leadership. Works independently on projects with minimal supervision. Motivates self and others to achieve excellence. Advising staff on methods and procedures. Effectively manage team differences to achieve mission goals.

TRAINING All training pertains to adults. Performs training instruction within established guidelines and standards in support of nationally developed training programs including New Hire Training, Mission Essentials Training application, supporting recurrent training needs, and conducting return to duty and remediation training with checkpoint Transportation Security Officers. Provides mentoring/coaching to address identified training needs. Conducts on-spot and covert audits in regards to the application of Standard Operating Procedure. Facilitating procedural training daily in regards to PSEs (Pat-downs/IWD/Bag checks). Maintained personnel training records for 400+ officers. Processed records destruction per security regulations.

Administer and score all training related tests and providing remediation training when needed. Provide both overt and covert security effectiveness training. Rapidly adapting to new information. Deals with new or unforeseen obstacles. Conducting new employee orientation.

ORAL COMMUNICATION Creating lines of communication between management and the training department to ensure consistency in the delivery of new training material. Ensuring that required materials for training are in place before class. If required, coordinate among other training staff to move the logistics needed. Make clear convincing oral presentations. Coordinate office workflow and logistics. Explain new policy and procedures to officers as it is implemented. Formulates and recommends courses of action regarding security issues. Teach officers how to utilize TSA's online learning center (OLC). Coordinated open lines of communication with multiple parties (airport stakeholders, leadership).

WRITTEN COMMUNICATION: Presenting new screening procedures to FSD staff. Use effective listening techniques. Clarifies information as required. Review and create various reports about training-related activities. Thorough and precise when citing regulations and procedures. Review material regarding the security effectiveness of officers based on compiled data. Created memos and generated reports. Verified accuracy of information. Access level of access to grant certain administrative privileges. Provide direct and continuing assistance to TSA /Customs personnel and officials of other Federal agencies in identifying individuals who pose a threat to national security and public safety. Prepares for the Agency leadership review and signature, assorted memorandums, letters, division bulletins, and other written communications. Regional progress concerning goals and facilitates work or program reviews to improve Division results; prepares for the division leadership review and signature, assorted memorandums, letters, division bulletins, and other written communications.

Completed analyses of training data and identifies administratively significant findings. Examines and evaluates operations in meeting established goals and objectives. Prepared status reports for review at all levels. Evaluated the effectiveness of administrative functions, training, and operations.

Developed recommendations for program officials and supervisors that are complete and accepted by operating components. Developed new or modified work methods, and systems variations, and evaluated administrative operations that promote efficiency. Recommended and submitted organizational change guidance, procedures, and documents. Reviews, implements, assesses, and improve training requirements for assigned DHS employees

Developing and employing advanced qualitative and quantitative techniques to analyze and measure the effectiveness, efficiency, and productivity of organizational training programs.

SCREENING DUTIES Screen passengers and their carry-on luggage/cargo to ensure that no prohibited or otherwise dangerous items reach the aircraft. Interpret and apply federal, agency, and TSA personnel policies, processes and procedures to prevent unauthorized access to the sterile area of a Cat X airport.

Supervisor: Donald Williams (2025258297)

Okay to contact this Supervisor: Yes

Master Security Training Instructor
Transportation Security Administration (This is a federal job)

Detroit Metro Airport
Macnamara Terminal
Detroit, MI

9/2016 - 6/2018

Salary: \$48,571.00 USD Bi-weekly

Hours per week: 40

Series: 1801 General Inspection, Investigation, Enforcement, And Compliance Series

Pay Plan: SV - Transportation Security Administration Employees Other Than Executives

Grade: F

Duties, Accomplishments and Related Skills:

LEADERSHIP

Coordinating with Assistant Training Instructors and Training Specialist, to facilitate instruction within established guidelines and standards. Act as a SME (subject Matter Expert) to the screening checkpoints. Guide new officers through initial training. Help train new training instructors, including instruction on Online Learning Center data entry. Providing Quality assessment of new trainers' instruction style. Contribute to reviews and edits of Standard Operating Procedures with airport leadership. Provide additional training related instruction when asked by fellow instructors.

TRAINING

All training pertains to adults. Performs training instruction within established guidelines and standards in support of nationally developed training programs including New Hire Training, Mission Essentials Training application, supporting recurrent training needs, and conducting return to duty and remediation training with checkpoint Transportation Security Officers.

Provides mentoring/coaching to address identified training needs. Conducts on-spot and covert audits in regards to the application of Standard Operating Procedure. Facilitating procedural training daily in regards to PSEs (Pat-downs/IWD/Bag checks). Manage classroom dynamics, resolving classroom problems, and coordinating needed support and materials; monitoring and evaluating training for appropriate adjustments and recommending enhancements; maintaining communication with management and supervisors concerning training issues that may reveal security screening weaknesses or vulnerabilities. Administer and score all training related tests and providing remediation training when needed. Responsible for training of Canine Expedited Screening and ATLAS.

COMMUNICATION

Creating lines of communication between management and the training department to ensure consistency in the delivery of new training material. Ensuring that required materials for training are in place prior to class. If required, coordinating amongst other training staff to move the logistics needed. Coordinate with checkpoint supervision on the training needs of their officers. Explain new policy and procedures to officers as it is implemented. Teach officers how to utilize TSA's online learning center (OLC). Coordinated open lines of communication with multiple parties (airport stakeholders, leadership). Presenting new screening procedures to FSD staff.

Utilize a variety of technology (e.g., iPhone, iPad, laptop, radio) to perform core work functions. Develops new or modified work methods, systems variations, and evaluates administrative operations that promote efficiency and cost savings. Recommends and submits organizational change guidance and procedures.

CUSTOMER SERVICE

Engage passengers in a friendly yet authoritative manner. Attempt to verbally defuse potentially volatile situations with unruly or difficult passengers or employees. Resolve simple, informal complaints by passengers and employees. Assist individuals with negotiating the various steps of the screening process when necessary (elderly, handicap-able, families with small children). Be approachable but at the same time demonstrate command presence. Answer questions in a timely manner. Adjust teaching style to reflect the various learning styles. Encourage and motivate all officers to be the best they can be. Interact with traveling public to respond to inquiries, establish a calm environment

SCREENING DUTIES

Screen passengers and their carry-on luggage/cargo to ensure that no prohibited or otherwise dangerous items reach the aircraft. Interpret and apply federal, agency, and TSA personnel policies, processes and procedures to prevent unauthorized access to the sterile area of a Cat X airport. Apply skills as a certified travel document checker (TDC) to recognize fraudulent and expired documentation. Respond to various levels of alarms. Monitor breaks, lunches, and training schedules. Provide on the spot answers concerning Standard Operating Procedures in regards to everyday and rare checkpoint situations. Utilize risk-based security techniques and intelligence information, support ATLAS exercises, and to act as a visible deterrent to potential terrorist threats or criminal activity and to align training to mitigate known threats. Evaluate potential threats, call for canine assistance when appropriate.

EQUIPMENT

Utilize Smiths AT x-ray machine, Explosive Trace Detection equipment, walk-through metal detectors, handheld metal detectors, Known Crew Members Scanners and L3 ATR body scanners. Perform daily calibration, verification, and initial set up of advanced checkpoint technology. Record input/output through the WTMD. Certified in OSARP on 9400 EDS, Smiths AT Full X-ray, Itermiser DX Explosive Trace Detection.

AWARDS

2017 TOPS Rating-Achieved Excellence

Award for 5 years of Government Service-Sept 17

Unsung Hero Award-Dec 2017

TSO of the Quarter-Jan 2018

Training Staff of the Quarter-Apr 2018

Supervisor: Donald Williams (202-525-8297)

Okay to contact this Supervisor: Yes

Lead Transportation Security Officer

Transportation Security Administration (This is a federal job)

Metro Airport

Macnamara Teriminal
Detroit, MI

9/2015 - 9/2016

Salary: \$45,810.00 USD Per Year

Hours per week: 40

Series: 1802 Compliance Inspection And Support

Pay Plan: PA - Attorneys And Law Clerks

Grade: F

Duties, Accomplishments and Related Skills:

LEADERSHIP

Set and adjust rotation of lane positions. Answer questions from both new and veteran officers regarding standard operating procedure. Look up policy when officers have questions about new checkpoint procedures. Resolve routine checkpoint problems. Take initiative when tasks need to be accomplished. Take command of entire checkpoint when Supervisor is not available. Provide mentoring/coaching to address identified training needs. Monitor and evaluate training and provide feedback on needed adjustments. Perform on the spot audits to ensure understanding and compliance of screening processes. Supporting recurrent training needs/ remediation training as needed.

TRAINING

All training pertains to adults. Performs training instruction within established guidelines and standards in support of nationally developed training programs including new officer training, mission essentials training application, supporting recurrent training needs, and conducting return to duty and remediation training with checkpoint Transportation Security Officers. As directed, provides mentoring/coaching to address identified training needs. Conducts on-spot and covert audits in regards to the application of Standard Operating Procedure. Facilitating procedural training daily in regards to PSEs (Pat-downs/IWD/Bag checks).

COMMUNICATION

Explain divesting procedures to passengers on a daily basis. Inform passengers of their options of screening and if necessary communicate with other officers to ensure that proper screening guidelines are met. Advise passengers of the procedures and their rights during a standard pat-down. Interact with passengers from various nationalities, often overcoming language barriers. Adapt training materials to meet requirements; conducting local training in accordance with training standards. Explain new policy and procedures to officers as it is implemented. Teach officers how to utilize TSA's online learning center (OLC).

CUSTOMER SERVICE

Engage passengers in a friendly yet authoritative manner. Attempt to verbally defuse potentially volatile situations with unruly or difficult passengers or employees. Resolve simple, informal complaints by passengers and employees. Assist individuals with negotiating the various steps of the screening process when necessary (elderly, handicap-able, families with small children). Be approachable but at the same time demonstrate command presence. Answer questions in a timely manner.

SCREENING DUTIES

Screen passengers and their carry-on luggage/cargo to ensure that no prohibited or otherwise dangerous items reach the aircraft. Interpret and apply federal, agency, and TSA personnel policies, processes and procedures to prevent unauthorized access to the sterile area of a Cat X airport. Apply skills as a certified travel document checker (TDC) to recognize fraudulent and expired documentation. Respond to various levels of alarms. Monitor breaks, lunches, and training schedules. Provide on the spot answers concerning Standard Operating Procedures in regards to everyday and rare checkpoint situations.

EQUIPMENT

Utilize Smiths AT x-ray machine, Explosive Trace Detection equipment, walk-through metal detectors, handheld metal detectors, Known Crew Members Scanners and L3 ATR body scanners. Perform daily calibration, verification, and initial set up of advanced checkpoint technology. Record input/output through the WTMD.

Collateral Duty:

-FSD DESIGNEE ASSISTANT TRAINING INSTRUCTOR (May 2016- Present) 40 hours per week/80% per week

See below for tasks currently being performed as FSD designee ATI

- ASSISTANT TRAINING INSTRUCTOR (September 2012- November 2013) 16-24 hours per week/ 20%-25% per week

Utilized Online learning Courses (OLC) to input training results and TRX scores for two airport Terminals. Conducted training courses for AIM utilization, and Advanced TDC (Travel Document Checker) Resolutions. Conduct training classes for various established and newly implemented security programs. Document and record training data for over 500 officers. Conduct remediation training for officers failing their Annual Proficiency Re-certifications. Tutoring officers on various security functions including ATR, X-Ray, ETD Itermiser DX utilization. Acted as SME (subject matter expert) regarding on the spot procedural questions from managers on checkpoints. Assist STIs/ESTIs (Security Training Instructors) on a daily basis. Perform general office work (copying, email, spreadsheets, and Word docs). Assisted with the training department administrative support (e.g., Online Learning Center (OLC) entry, training resource room facilitation, roster management, conducting testing, and ensuring evaluations are done); assisting with training logistics support components (e.g., coordinating needed supplies and materials); managing classroom dynamics; resolving routine classroom problems. Assisted with PASS Practical Skills Observation

Supervisor: Cyndi Smith (734-942-3115)

Okay to contact this Supervisor: Yes

SUPERVISORY TRANSPORTATION SECURITY OFFICER

Transportation Security Administration (This is a federal job)

DTW Metro Airport
McNamara Terminal
Detroit, MI

7/2014 - 9/2015

Salary: \$50,232.00 USD Per Year

Hours per week: 40

Series: 1802 Compliance Inspection And Support

Pay Plan: PA - Attorneys And Law Clerks

Grade: G

Duties, Accomplishments and Related Skills:

LEADERSHIP

Set and adjust rotation of lane positions. Answer questions from both new and veteran officers regarding standard operating procedure. Look up policy when officers have questions about new checkpoint procedures. Participate in activities designed to identify security threats through appropriately deployed technology or techniques as directed by Headquarters, FSD or Assistant Federal Security Director (AFSD). Review and analyze assessment reports and testing results with specific attention to identifying unusual trends and actions that appear to have the potential for developing a security/safety problem. Take initiative when tasks need to be accomplished. Responsible for quarterly/ yearly TOPS ratings. Instilled in officers, the mission of protecting the nations transportation security systems, to ensure freedom of movement to people and commerce.

TRAINING

Performed daily training instruction within established guidelines and standards in support of nationally developed training programs including new officer training, mission essentials training application, supporting recurrent training needs, and conducting return to duty and remediation training with checkpoint Transportation Security Officers. As directed, provided mentoring/coaching to address identified training needs. Maintained and secured personnel records. Maintained roster of outstanding training due, and coordinated with staff to ensure completion prior to due dates. Taught and trained adults and utilized varying instructional methods in both a classroom and checkpoint setting. Research and interpret an extensive spectrum of sources, including regulations, operating instructions, legislative history, past decisions, and other legal references in order to follow the correct course of action.

COMMUNICATION

Explain divesting procedures to passengers on a daily basis. Inform passengers of their options of screening and if necessary communicate with other officers to ensure that proper screening guidelines are met. Advise passengers of the procedures and their rights during a standard pat-down. Communicate with 15-20 officers via whisper radios to ensure that positive control of both passengers and luggage is maintained. Interact with passengers from various nationalities, often overcoming language barriers. Examines and evaluates operations in meeting established goals and objectives. Prepares status reports for review at all levels. Evaluates the effectiveness of training and administration.

CUSTOMER SERVICE

Engage passengers in a friendly yet authoritative manner. Attempt to verbally defuse potentially volatile situations with unruly or difficult passengers or employees. Resolve simple, informal complaints by passengers and employees. Assist individuals with negotiating the various steps of the screening process when necessary (elderly, handicap-able, families with small children). Be approachable but at the same time demonstrate command presence. Answer questions in a timely

manner.

SCREENING DUTIES

Screen passengers and their carry-on luggage/cargo to ensure that no prohibited or otherwise dangerous items reach the aircraft. Interpret and apply federal, agency, and TSA personnel policies, processes and procedures to prevent unauthorized access to the sterile area of a Cat X airport. Apply skills as a certified travel document checker (TDC) to recognize fraudulent and expired documentation. Providing overt including at high visibility activities, to detect and reduce identified security threats/vulnerabilities. Respond to various levels of alarms. Monitor breaks, lunches, and training schedules. Respond to threats, violations or potential violations and security incidents as directed by the Federal Security Director (FSD) or appropriate authority. Provide direct and continuing assistance to TSA/Customs personnel and officials of other Federal agencies in identifying individuals who pose a threat to national security and public safety.

EQUIPMENT

Utilize Smiths AT x-ray machine, Explosive Trace Detection equipment, walk-through metal detectors, hand-held metal detectors, and L3 ATR body scanners. Perform daily calibration, verification, and initial set up of advanced checkpoint technology. Obtain the input/output numbers, as well as set/remove the Quote level for USP for walk-through metal detectors.

Collateral Duty: SAFETY ACTION COMMITTEE (Recently appointed). Responsible for safety compliance on checkpoints and general work areas. Inspects work areas for compliance of federal safety regulations. Expeditiously respond to injury notifications. Compile reports using standard procedural guidelines. Make recommendations based on observations of past actions. Prepare written reports detailing findings. Verbally conveying observations to TSA management and stakeholders as required.

AWARDS

2014 TOPS Rating- Exceeds Excellence
EPMP Rating 2015- Exceeds Excellence

Multiple Bravo AWARDS for LEADERSHIP, CUSTOMER SERVICE, and MISSI
Supervisor: TSM Joe Chlebowski (734-942-2997)
Okay to contact this Supervisor: Yes

LEAD TRANSPORTATION SECURITY OFFICER

Transportation Security Administration (This is a federal job)

Detroit Metro Airport DTW
McNamara Terminal
Detroit, MI

12/2012 - 7/2014

Salary: \$42,988.00 USD Per Year

Hours per week: 40

Series: 1802 Compliance Inspection And Support

Pay Plan: PA - Attorneys And Law Clerks

Grade: F

Duties, Accomplishments and Related Skills:

LEADERSHIP

Set and adjust rotation of lane positions. Answer questions from both new and veteran officers regarding standard operating procedure. Look up policy when officers have questions about new checkpoint procedures. Take initiative when tasks need to be accomplished. Take command of entire checkpoint when Supervisor is not available.

TRAINING

All training involved teaching/instructing adults in both a classroom and checkpoint (laboratory) setting. Performed training instruction within established guidelines and standards in support of nationally developed training programs including new officer training, mission essentials training application, supporting recurrent training needs, and conducting return to duty and remediation training with checkpoint Transportation Security Officers. As directed, provided mentoring/coaching to address identified training needs. Conducted on-spot and covert audits in regards to the application of Standard Operating Procedure. Facilitated procedural training daily in regards to PSEs (Pat-downs/IWD/Bag checks).

COMMUNICATION

Explain divesting procedures to passengers on a daily basis. Inform passengers of their options of screening and if necessary communicate with other officers to ensure that proper screening guidelines are met. Advise passengers of the procedures and their rights during a standard pat-down. Communicate with 15-20 officers via whisper radios to ensure that positive control of both passengers and luggage is maintained. Interact with passengers from various nationalities, often overcoming language barriers.

CUSTOMER SERVICE

Engage passengers in a friendly yet authoritative manner. Attempt to verbally defuse potentially volatile situations with unruly or difficult passengers or employees. Resolve simple, informal complaints by passengers and employees. Assist individuals with negotiating the various steps of the screening process when necessary (elderly, handicap-able, families with small children). Be approachable but at the same time demonstrate command presence. Answer questions in a timely manner.

SCREENING DUTIES

Screen passengers and their carry-on luggage/cargo to ensure that no prohibited or otherwise dangerous items reach the aircraft. Interpret and apply federal, agency, and TSA personnel policies, processes and procedures to prevent unauthorized access to the sterile area of a Cat X airport. Apply skills as a certified travel document checker (TDC) to recognize fraudulent and expired documentation. Respond to various levels of alarms. Monitor breaks, lunches, and training schedules.

EQUIPMENT

Utilize Smiths AT x-ray machine, Explosive Trace Detection equipment, walk-through metal detectors, handheld metal detectors, and L3 ATR body scanners. Perform daily calibration, verification, and initial set up of advanced checkpoint technology. Obtain the input/output numbers, as well as set/remove the Quote level for USP for walk-through metal detectors.

Collateral Duty: Assistant Training Instructor (September 2012- November 2013) 16-24 hours per week/ 20%-25% per week

Utilized Online learning Courses (OLC) to input training results and TRX scores for two airport Terminals. Assisted with PASS Practical Skills Observations (PSOs). Conducted training courses for AIM utilization, and Advanced TDC (Travel Document Checker) Resolutions. Conduct training classes for various established and newly implemented security programs. Document and record training data for over 500 officers. Conduct remediation training for officers failing their Annual Proficiency Re-certifications. Tutoring officers on various security functions including ATR, X-Ray, ETD Itermiser DX utilization. Acted as SME (subject matter expert) regarding on the spot procedural questions from managers on checkpoints. Assist STIs/ESTIs (Security Training Instructors) on a daily basis. Perform general office work (copying, email, spreadsheets, and Word docs). Assisted with the training department administrative support (e.g., Online Learning Center (OLC) entry, training resource room facilitation, roster management, conducting testing, and ensuring evaluations are done); assisting with training logistics support components (e.g., coordinating needed supplies and materials); managing classroom dynamics; resolving routine classroom problems.

AWARDS

Letter of appreciation from the Assistant Federal Security Director, for dependability- March 2013

Certificate of Recognition-Pass 2012 Level 5 Performance

TOPS Rating- Exceeds Excellence

Customer Service Award(s)- September/December 2013

Supervisor: Wiliam Hole (734-942-2997)

Okay to contact this Supervisor: Yes

TRANSPORTATION SECURITY OFFICER

Transportation Security Administration (This is a federal job)

Detroit Metro Airport DTW

McNamara Terminal

Romulus, MI

9/2011 - 12/2012

Salary: \$15.17 USD Per Hour

Hours per week: 25

Series: 1802 Compliance Inspection And Support

Pay Plan: PA - Attorneys And Law Clerks

Grade: D

Duties, Accomplishments and Related Skills:

LEADERSHIP

Take the initiative to adjust rotation of lane positions when there are not enough personnel to run each spot. Answer questions from both new and veteran officers regarding standard operating procedure. Look up policy when officers have questions about new checkpoint procedures. Take initiative when tasks need to be accomplished.

COMMUNICATION

Explain divesting procedures to passengers on a daily basis. Inform passengers of their options of screening and if necessary communicate with other officers to ensure that proper screening guidelines are met. Advise passengers of the procedures and their rights during a standard pat-down. Communicate with 15-20 officers via whisper radios to ensure that positive control of both passengers and luggage is maintained.

CUSTOMER SERVICE

Engage passengers in a friendly yet authoritative manner. Attempt to verbally defuse potentially volatile situations with unruly or difficult passengers or employees. Resolve simple, informal complaints by passengers and employees. Assist individuals with negotiating the various steps of the screening process when necessary (elderly, handicap-able, families with small children). Be approachable but at the same time demonstrate command presence. Answer questions in a timely manner.

SCREENING DUTIES

Screen passengers and their carry-on luggage/cargo to ensure that no prohibited or otherwise dangerous items reach the aircraft. Interpret and apply federal, agency, and TSA personnel policies, processes and procedures to prevent unauthorized access to the sterile area of a Cat X airport. Apply skills as a certified travel document checker (TDC) to recognize fraudulent and expired documentation.

EQUIPMENT

Utilize Smiths AT x-ray machine, Explosive Trace Detection equipment, walk-through metal detectors, handheld metal detectors, and L3 ATR body scanners. Perform daily calibration, verification, and initial set up of advanced checkpoint technology. Obtain the input/output numbers, as well as set/remove the Quote level for USP for walkthrough metal detectors.

AWARDS

Letter of appreciation from the Assistant Federal Security Director, for dependability- May 2012/August 2012

On-the-Spot Award for exemplary dedication- May 2012

TSA Unsung Hero Award- April 2012

Supervisor: Janeen Tylutki (734-942-2928)

Okay to contact this Supervisor: Yes

SECURITY SUPERVISOR (LIEUTENANT)

William Davis & Associates

11844 Hubbard

Livonia, MI

2/2008 - 9/2011

Salary: \$9.90 USD Per Hour

Hours per week: 40

Duties, Accomplishments and Related Skills:**LEADERSHIP**

Monitored three eight-hour shifts for complete twenty four hour security coverage of the contract site. Identified, distributed and balanced workload and tasks among employees in accordance with established workflow and skill level as needed.

TRAINING AND SUPERVISION

February 2008- September 2011-Trained approximately 18-20 new officers. Was in charge of all continuous job related training for the work site (40 hours a week/ 5-7 days a week including being on call to answer questions). Taught and trained adults and utilizing various instructional methods in a classroom or laboratory(worksite) setting. Settled workplace confrontation between officers, administered remediation when necessary. Independently supervised 5 to 6 officers. Managed a diverse workforce and lead others, including planning and assigning work, improving and controlling performance, selecting employees, and promoting EEO, human relations, and employee participation. Represented facility security in management meetings. Provided roster management, conducted testing, and ensured evaluations were ; assisted with training logistics support components (e.g., coordinating needed supplies and materials) Wrote memos and updates to the post orders as they changed. Checked submitted security logs for accuracy and consistency. Conducted security training regarding established company guidelines. Conducted on-spot audit for standard operation procedure compliance. Conducted remediation with officers who did not perform their duties up to specification. Adapted and developed training materials to meet work site specific requirements; conducting local training in accordance with training standards. Conducted all New Hire Training. Maintained communication with management and supervisors concerning issues with training that may reveal security-screening weaknesses or vulnerabilities. Administered and scored training tests.

COMMUNICATION/CUSTOMER SERVICE

Explained sign in/out procedures to visitors. Used strong interpersonal skills when answering incoming calls from suppliers and customers, ensured to provide as much information as possible to assist with their needs. Advised, using strong command presence, individuals that trespassed on company property that they needed to leave. Maintained communication with management regarding any issue that may have revealed a weakness or vulnerable area of security screening that was discovered in the course of duties. Used strong decisive analytical reasoning when coordinating with local law enforcement officers (LEO's) and fire fighters during incidents. Made advisement to building management on potential security weaknesses and recommendations to fix them. Resolved both informal and formal grievances from employee/client.

DUTIES

Maintained a secure visitor lobby. Observed and reported any unusual behavior of individuals on the premises. Checked identification of individuals requesting entry into the building. Used set guidelines to ensure only those permitted were allowed entry into secure areas. Arranged for escort of non-company visitors and vendors. Routed phone calls to over 300 employees using a telephone switch board. Performed daily security inspections of various safety systems. Set and updated procedural guidelines. Ensured that daily shifts are covered by security personnel. Acted as liaison between Davis Headquarters and TRW Automotive Farmington Hills, MI. Performed both foot and mobile patrols on the premises. Monitored CCTV. Filed incident reports with management, often gathering information from several information sources at once. Performed all these tasks with little or no supervision.

EQUIPMENT

Utilized CCTV Pelco security cameras, Win-Pak ID software suite, Windows operating systems, copier/fax machines, and telephone switchboards. Ensured that all equipment and technology used on a day-to-day basis was calibrated/operational.

Supervisor: Mark Oblinger (734-422-0515)

Okay to contact this Supervisor: Yes

Education:

Madonna University Graduate School Livonia, MI United States

Master's degree 5 / 2024

GPA: 4.0 of a maximum 4.0

Credits Earned: 30 Semester Hours

Major: Criminal Justice Leadership and Intelligence

Ferris State University Big Rapids, MI United States

Bachelor's degree 8 / 2008

Credits Earned: Semester Hours

Major: Criminal Justice **Honors:** Summa Cum Laude

Schoolcraft College Livonia, MI United States

Associate's degree 7 / 2008

Credits Earned: Semester Hours

Major: Liberal Arts

Schoolcraft College Livonia, MI United States

Associate's degree 12 / 2006

Credits Earned: Semester Hours

Major: Criminal Justice

Job Related Training:

The Fundamentals of Exceptional Customer Service Course 1/25/12

Customers, Confrontation and Conflict Course 2/21/12

Situational Awareness, Reporting Suspicious Activity: What You Need to Know - Job Aid
9/28/11

TACCOM Training 8/8/12

Effectively Communicating in Teams 8/15/12

Difficult People in the Workplace Environment 8/15/12

Completed Foundations of Leadership Training August 14'

Completed Essential Supervisory Security Officer Training at FLETC August 15'
On the Job Training COACH Certified
Completed Security Training Instructor Basic Training at FLETC August 16'
Completed Security Training Instructor Advanced Training at FLETC August 18'
VIP training complete for Veteran Affairs Veteran Service Representative Claims processing
May 21'
Virtual Aspiring Supervisor Program graduate 22'

Language Skills:**Language Spoken Written Read**

German Novice Novice Novice

Affiliations:

Phi Theta Kappa Honor Society - member

References:

Name	Employer	Title	Phone	Email
Phillip Guerin (*)	Department of Veteran Affairs	Supervisor	857-930- 9718	Phillip.Guerin@va.gov
Andrew Diefenbach	IBM	IT Specialist	248-378- 5409	
Donald Williams (*)	Department of Homeland Security	Training Manager	202-525- 8297	Donald.Williams@tsa.dhs.gov
Reba Dudansky (*)	Department of Veterans Affairs	Division Manager	734-751- 9699	reba.dudansky@va.gov

(*) Indicates professional reference

Additional Information:

Proficient with Windows OS, MS Word, Excel, PowerPoint
VBMS/ VBMS-A
SHARE
MAPD
Letter Creator
Veteran Information Solution (VIS
DPRIS
OLC (Online Learning Curriculum) trained.
CAPRI
ILER

From: [Gerald Perez](#)
To: [CityCouncil](#)
Subject: Fw: Resume Gerald A. Perez
Date: Tuesday, November 26, 2024 2:06:34 PM
Attachments: [GeraldPerez1ResumeDOCX.docx](#)

City Council Members,

I have included my resume within this correspondence. Hopefully it will print out properly. Please let me know if you have any questions regarding this e-mail. Also, thanks for taking the time to look at my resume.

I am looking forward to seeing you on the 16th at or around 7:00pm.

Regards,

Gerald A Perez

----- Forwarded Message -----

From: Gerald Perez <geraldperez667@gmail.com>
To: "jammytyme@yahoo.com" <jammytyme@yahoo.com>
Sent: Sunday, November 24, 2024 at 09:09:27 PM EST
Subject: Resume

Gerald Alan Perez

16148 Henry Ruff, Livonia, MI 48154 * Home: 734-421-7779 * jammytyme@yahoo.com

Professional Summary

Overall, my background is varied. I have experience in many fields from my Police work, Daycare Owner/Operator, Corporate Human Resources, Engineering, Marketing, Community Relations, Employee Relations and Environmental Health and Safety. I have had and have certifications from Asbestos Building Inspector, Instructor 1st Aid/CPR/HIV & Aids/ Professional Rescue, Hazardous Waste Operations and Emergency Response, Smith Drivers Training Instructor, CDL-B Drivers License with N, P & S Endorsements, CWL Permit, CERTS and Police Academy Training.

Skills

Trained in ADA/EEO
Employee recruitment
At-home daycare professional
First Aid and CPR Certified
Weapons Training
Firearms Operations trained
Search and seizure procedures
Criminal law knowledge
Surveillance techniques
Hiring, training and supervision
Bookkeeping
Human resources management
Profit and loss statements
Non-profit management
Traffic control
Interrogation techniques
HIV/AIDS awareness training
AED Training
Defensive driver training
Class B driver
Smith's System Training Course Instructor 1995
CPR and Child CPR Training 2018

Work History

Fleet Safety Instructor – 08/2019 to Present

Smith System – Arlington, TX

I hold classes for instruction on accident avoidance. We change the driving habits of experienced drivers by introducing them to techniques to drive differently. The classes are in the class room and out on the road. Our customers include most of the Fortune 500 Companies and we have offices not only in North/South America but the UK, Saudi Arabia and soon Australia.

Public Safety Officer – 09/2016 to 08/2019

Madonna University – Livonia, MI

Duties are to patrol and protect all University students and faculty and to enforce Clery Act and Title IX as it pertains to on and off campus personnel and activities.

Daycare Owner/Operator – 04/1994 to 12/2017

Aunt Polly's Playhouse – Livonia, MI

We work within the state of Michigan Licensed Day Care regulations and meet or exceed all annual inspections and training requirements. Assist in the daily care and education of children ages 2 months to 5 years of age. Prepare all financial statements for O/E reports and tax purposes.

Livonia Police Reserve Officer – 04/1994 to 04/01/2022

City of Livonia/ Livonia Police Department – Livonia, MI

Duties are to assist the Regular Officers to prevent crime, protect life/property, apprehend violators of the law and most importantly to promote the general peace of the community.

Hospital Security Officer - 10/2014 to 12/2015

Botsford Hospital – Farmington Hills, MI

Duties are to maintain safety and protection to Hospital employees and patients. Patrol the Hospital grounds and maintain the peace and order. Follow all Hospital protocols and legal aspects to reduce liability.

School Bus Transportation Driver - 7/2014 to 10/2014

Livonia Public Schools- Livonia, MI

Duties are to transport students safely and in a timely manner following all State Of Michigan rules and regulation.

Environment, Health and Safety Specialist, 03/1993 to 04/1998

A T & T - Detroit, MI

Consult with all departments on all matters pertaining to environment, health and safety. Ensure that we were in compliance with Federal, State and local regulations upheld by

OSHA, MIOSHA, EPA, DEQ, DOT and MDOT. Conducted industrial hygiene testing and reporting. Conduct safety and health training and inspections/classes.

Sporting Goods and Clothing Owner/Operator, 03/1995 to 03/1998

Allnet Sports – Livonia, MI

Sold sports equipment, clothing, and other sports related items from manufacturers in Michigan and other parts of the USA. Prepared all financial statements for O/E reports and tax purposes.

Telephone Pioneers Administrator, 03/1990 to 02/1993

A T & T - Detroit, MI

Administer all voluntary activities, programs, financial records/reports, tax matters, fundraising, membership, meetings and publicity. Advise and coordinate the selection of all Officers for the Chapter, Council, Club and Life Member Clubs. Represent the company when interfacing with all Community Service Organizations and Public Officials while involved in community volunteer activities.

At this time, the Telephone Pioneers of America was/is a nationwide organization with 500k to 1 million members. My Chapter consisted of 22k members.

Employee Activities Administrator, 12/1988 to 02/1990

A T & T - Detroit, MI

Administer all recreational activities for employees. Negotiate the best rates with statewide and national organizations for hotel and recreational facilities for employee-based tournaments, leagues, major sport entertainment, family entertainment and vacation activities. Implemented profit sharing services for employees to defray Corporate costs.

Human Resources Supervisor, 06/1987 to 11/1988

A T & T - Detroit, MI

Coordinate information for consolidation, attrition, affiliated interest projects and human resources trends. Involved in the Executive Tracking for Succession Planning of company officers.

Corporate Communications Manager, 12/1982 to 05/1987

A T & T - Southfield, MI

Coordinate the Official Corporate Communications Network with Other Common Carriers for Inter LATA circuit orders. Plan, analyze and assist in the design of the Corporate Voice/Data network. Implement and design database to identify all interlata circuits to eliminate shared network facilities contracts.

Communication System Representative Manager- Data, 02/1980 to 11/1982

A T & T - Detroit, MI

Analyzed and designed customer data networks such as ATM networks.

Market Administrator I & II, 08/1977 to 01/1980

A T & T - Detroit, MI

Implement complex to simple voice or image communications systems for financial institutions.

Employment Interview Manager, 10/1974 to 07/1977

A T & T - Detroit, MI

Responsible for interviewing, hiring, recruiting and testing applicants for employment within the federal/state EEO regulations.

Furniture and Small Appliances Owner/Operator, 10/1974 to 07/1977

G & P Unlimited – Dearborn, MI

Sold furniture and small appliances from local suppliers throughout the metro Detroit area. Prepared all financial statements for O/E reports and tax purposes.

Engineering Draftsman, 06/1969 to 09/1974

A T & T - Southfield, MI

Responsible for checking, assigning and estimating Network Engineering floor plans, statistical information and electrical schematics for my crew of 8 draftspersons.

Education

High School Diploma: 1969

Fordson High School - Dearborn, MI

Emphasis in Engineering Drafting

Minor in Chemistry & Biology

Henry Ford Community College – Dearborn, MI

Biomed classes

Schoolcraft College – Livonia, MI

Police Academy Certification 1994

Small Business Certification 1995

Electronic Technology Certification 2023-present

Community Service

Former Board Member United Foundations

Former Board Member Friends of Rouge

**Livonia Goodfellows, Livonia Junior Football League Coach & Manager
Livonia Hockey Association Coach & Manager, United Foundations,
Salvation Army, March of Dimes, Focus Hope, Paint the Town,
Leukemia Foundation, Special Olympics, Gleaners Food Bank, Capuchin
Kitchens, Easter Seals, Ronald McDonald House, Habitat for Humanity,
Leader Dogs for the Blind, Methodist Children's Home, Vista Maria, Sara
Fisher Home, Penrickton Center, Friends of the Rouge**

From: [John Szewc](#)
To: [CityCouncil](#)
Subject: John Szewc - Livonia City Council Letter of Intent
Date: Tuesday, November 26, 2024 12:54:08 PM
Attachments: [Szewc, John Resume \(11 25 24\).pdf](#)
[Szewc, John - City of Livonia City Council, Letter of Intent \(11 25 24\).pdf](#)

I am writing to formally submit my candidacy for the vacancy on the Livonia City Council.

Please find attached both my letter of intent along with a copy of my resume for your review.

I will be attending the Monday, December 16th Committee of the Whole meeting to present.

Thank you for your consideration.

Sincerely,
John A. Szewc
18774 Renwick Street
Livonia, MI 48152
Cell: 313.673.4949

JOHN ANDREW SZEWC

1 8 7 7 4 R E N W I C K , L I V O N I A , M I C H I G A N 4 8 1 5 2 – P H O N E (3 1 3) 6 7 3 - 4 9 4 9
Email: jaszewc@aol.com

Monday, November 25, 2024

City of Livonia City Council
33000 Civic Center Drive
Livonia, MI 48154

Dear Members of the City Council,

I am writing to formally submit my candidacy for the vacancy on the Livonia City Council created by the election of Councilman Jim Jolly to the District Court Judge position. As a proud resident of Livonia for nearly twenty-five (25) years, I am eager to bring my passion for our community and my professional experience to serve the city I deeply value.

My wife, Maria, and I chose Livonia as the ideal place to raise our family. Our two sons, Andrew and Nicholas, benefited immensely from attending St. Edith Catholic School and later Livonia Stevenson High School, where they were shaped by the community's strong educational and extracurricular programs. Over the years, my commitment to Livonia has grown through my professional and volunteer endeavors.

In my role as a Key Account Sales Representative at MSC Industrial Supply, I have built a career rooted in industrial tool sales. This experience has honed my ability to foster relationships, identify solutions, and navigate complex challenges—skills I believe are essential for serving as a councilman. Additionally, my decade-long service as St. Edith Parish's CYO Athletic Director reflects my dedication to fostering community engagement. Overseeing a robust sports program has taught me the importance of collaboration, leadership, and providing opportunities for personal growth within our youth.

Livonia stands at an exciting juncture, and I am eager to contribute to its bright future. My vision as a councilman is to uphold the values that make Livonia a desirable place to live while pursuing initiatives that promote economic growth, strengthen public services, and enhance the quality of life for all residents. I am committed to ensuring Livonia remains a city where families, businesses, and individuals thrive.

Thank you for considering my application. I would be honored to bring my experience, dedication, and vision to the Livonia City Council. Please do not hesitate to contact me if you have any questions or need further information.

Sincerely,
John A. Szewc

JOHN ANDREW SZEWC

18774 RENWICK, LIVONIA, MICHIGAN 48152 – PHONE (313) 673-4949
Email: jaszewc@aol.com

Professional Experience

MSC Industrial Supply – Livonia, MI

2010 – Current

KEY ACCOUNT SALES REPRESENTATIVE

Sales / engineering representative for key accounts in the Metro Detroit area. Strength in industrial cutting tools and abrasives applications with knowledge base in sourcing of MRO. Strength in vending and vendor managed inventory programs implementation.

Key Results:

- Manage \$5.4M sales deck with core account customer base in automotive and metal working.

Pinnacle Tool & Supply – Toledo, OH

2008 - 2010

FIELD SALES ENGINEER

Sales / Engineering representative responsible for Southeast Michigan providing tool engineering services and sales / cost savings advantages to metal working industry.

Key Results:

- Awarded commodity vending machine contract at large CNC machining facility located in Livonia, MI.
- Gained annual contract business with several large end users resulting in sales of \$ 800,000.00 during first year.
- Penetrated General Motors and was awarded RD blanket for 2009-2010 year for standardized and special tooling.

Gutierrez Industries, Inc. – Ann Arbor, MI (Previously McMullen Tool – name change 09/05)

2003 - 2008

(Industrial distributor tier 1 supplier of industrial cutting tools and related products to automotive market)

VP SALES & MARKETING

Provide strategic vision, tactical execution, and wide-reaching management to drive growth momentum and achieve short and long-range goals while meeting or exceeding budgetary objectives. Joint team member of Quality Assurance Steering committee team.

Key Results:

- Implemented and administered \$ 4.4 Million Commodity Management Program at two major transmission facilities in Queretaro, Mexico. Created Mexico business entity (S.A. de C.V.).
- Pioneered strategic development and launch of Ford Batavia Transmissions Tooling and Abrasive Commodity Management Program, an \$ 18 Million program that provided \$3.6 million dollars in cost savings (number 1 facility within all Ford manufacturing facilities – North America) 180% of targeted goal.
- Increased vendor source base to attain industry market sources in areas of machining services, machine detail parts, coolant and lubricants, machinery electronics resulting in new products sales growth of \$ 2.2 Million.
- Overhauled/restructured the utilization of ISO 9001/2000 certified vendor source base resulting in the reduction of customer rejected order / parts from 8.7% to under 2%.
- Increased annual gross sales margin by 3.8% (from 15.7% to 19.5%) for 2005.
- Directly manage team of 22 individuals, 3 Senior Buyers, 2 Program Managers, 7 Customer Service Representatives, 5 Sales Engineers, and 5 Administrative Assistances.
- Work directly with MMBDC (Michigan Minority Business Development Council) in maintaining minority certificate.

McMullen Tool Supply Company – Dearborn, MI**1999 - 2003****GENERAL MANAGER**

Promoted to direct and provide executive guidance for operations, sales & marketing, finance (accounting), human resources, and IT for both automotive and regional sales operations, \$ 25 million sales in 1999. Led charge to diversify customer service representatives into commissioned sales representatives coupled with team outside approach.

Spearheaded organizational change management initiatives that transformed the organization into cross-functional, customer-focused teams that produced increases in internal efficiencies while improving responsiveness and solutions to customer's challenges and needs.

Key Results:

- Implemented new ERP System, going from ADP Pick-System to INFOR (SX Enterprise) improving operating efficiencies and improving data driven output and report capabilities.
- Introduced KanBan Scan Retrieval Technology for mid-level customer base resulting in sales growth of 18.1% (from \$ 18 million to \$ 22 Million)
- Directly managed department managers overseeing sales, customer service, shipping & receiving, accounting, and administration. 5 direct managers, 35 total individuals.

McMullen Tool Supply Company – Dearborn, MI**1995 - 1999****OPERATIONS SUPERVISOR**

Promoted to oversee Customer Service Department, and Shipping & Receiving and interact with accounting and outside sales. Directly managed major account responsibility (Ford Windsor Engine, Ford Romeo Engine, General Motors Willow Run Transmission) combined \$ 16 Million in sales. Coordinated daily workloads, reviewed, and rewrote all quotation, purchasing, and expediting processes. Implemented daily cycle counts for over \$ 5 Million Dollars in inventory.

McMullen Tool Supply Company – Dearborn, MI**1990 - 1995****CUSTOMER SERVICE SALES REPRESENTATIVE****McMullen Tool Supply Company – Dearborn, MI****1984- 1990****SHIPPING & RECEIVING MANAGER**

Education**Bachelor of Business Administration (BBA) with major in Management, 2000**

Detroit College of Business, Dearborn, MI

Associate in Business Administration, 1994

Henry Ford Community College, Dearborn, MI

Interest / Community Involvement

St. Edith Parish - CYO Athletic Direct

2010 – Current

St. Edith Parish – Knights of Columbus Member

2015 - Current

From: Emily Keith
To: [CityCouncil](#)
Subject: Consideration for Vacancy on Livonia City Council
Date: Saturday, November 23, 2024 1:31:02 PM

Dear Livonia City Council Members,

I am writing to express my sincere interest in being considered for the soon-to-be-vacant position on the Livonia City Council. I approach this responsibility with great care and respect, having taken the time to thoroughly evaluate the time commitment, job duties, and the potential impact on both the community and my personal life.

In 2022, I ran for the Livonia School Board, and through that experience, along with my work as a youth soccer coach and involvement with the PTA, I have connected with thousands of residents. Many have expressed concerns about feeling unheard and have encouraged me to apply for this position. After thoughtful reflection, I have decided to pursue this opportunity, driven by my commitment to represent the people of Livonia and not for personal gain. The residents of Livonia are seeking a representative who is not a career politician, embraces change, and understands the challenges facing younger generations.

I firmly believe in continuous growth and adaptation, and I am confident that my leadership approach will help Livonia continue to evolve into a community where people are proud to live, raise a family, and run a business. My background as a Certified Public Accountant (CPA) and my leadership roles in large organizations have honed my skills as a change agent. However, I understand that making change is not the sole skill required for a position like this.

As a CPA, I possess the ability to analyze and understand complex contracts—an essential skill for decision-making roles such as this one. My experience also includes overseeing budgets, ensuring that expenses align with financial plans, and identifying cost-saving measures, all of which would be valuable assets to the City of Livonia.

I am fully aware of the challenges and scrutiny that come with public office, including criticism from those who may disagree with my positions. However, as an auditor and CPA, I am accustomed to being in roles where transparency and integrity are paramount, often placing me in positions of accountability that others may not always appreciate. My commitment to honesty and due diligence will continue to guide me in this role.

Additionally, my experience running for public office, serving as treasurer for a successful campaign, and nearly three years of managing Wayne County Campaign Finance reports, has provided me with valuable insight into the responsibilities of public office. During my 2022 campaign, I was honored to receive endorsements from both of Livonia's state senators and all three state representatives. I have participated in numerous community events, including a "Meet the Candidates" event, the Mayor's State of the City address, and a local panel discussion. These experiences, combined with the relationships I have built, will facilitate a smoother transition should I be appointed to the City Council.

In conclusion, I believe that my unique combination of professional experience, leadership skills, and community engagement make me well-suited to fill the vacant City Council position. I am eager to contribute to the continued growth and prosperity of Livonia, and I am confident in my ability to make a positive impact.

Thank you for considering my application. I look forward to the opportunity to further discuss how I can serve the City of Livonia.

Sincerely,

Emily Keith

Ekeith3355@gmail.com <<mailto:Ekeith3355@gmail.com>>

734-748-9973

From: [Megan Edmonds](#)
To: [City Council](#)
Subject: City Council Position/ Resume
Date: Monday, November 25, 2024 11:40:48 AM
Attachments: [Megan Edmonds Resume.docx](#)

Hi-

I am reaching out to express interest in the open city council position.

Please see my attached resume and let me know if you have any questions.

Thank you,
Megan Edmonds
313-268-0023
14441 Blue Skies St, Livonia, MI 48154

MEGAN EDMONDS

Leader | Risk Manager | Attorney

Livonia, MI / 313-268-0023

meganedmonds15@gmail.com / [Megan Edmonds LinkedIn](#)

Professional Highlights:

- 11+ years of experience including legal and project management with a strong focus on communication and leadership
- Improved work processes by implementing a matter tracking database
- State Bar of Michigan - admitted May 2012
- Awarded Dale Carnegie: Effective Communication & Human Relations Certificate

Professional Experience:

Ernst & Young (EY)

Supervising Associate – Risk Management – Lobbying & Political Compliance August 2022 – Present

Senior Associate (April 2022 – August 2024)

Account Support Associate (May 2018 – April 2022)

- Lead a team of 120+ international associates; develop written guidance and procedures to ensure understanding of regulatory compliance is met in a timely manner
- Facilitate global team trainings, meetings and communications to meet strategic client deadlines
- Develop comprehensive resolutions and communications for risk management processes, due diligence and regulatory requirements
- Manage projects by providing updates for engagement economics, tracking budgets, and working with relevant team members to proactively resolve any issues
- Cultivated relationships with Global risk management teams to track and monitor all deliverables

Blue Cross Blue Shield of Michigan via Iconma

August 2017 – May 2018

Grievance and Appeals Coordinator

- Conducted in-depth analysis and research to understand all member inquiries and appeals
- Provided detailed resolutions for members within the federally regulated time frames
- Wrote easy to understand communications using appropriate supporting documentation
- Specialized in DOL/ERISA member appeals

Mannor Law Group

June 2016 – July 2017

Associate Attorney

- Prepared diverse estate plans to meet their individual needs including powers of attorney, deeds, wills, simple and complex trust plans
- Facilitated dynamic educational seminars to engage more clientele
- Wrote proper legal documents, including trusts, probate and estate administration documents
- Advocated for clients during Probate, Medicaid, and Veterans benefits claims proceedings

Comerica Bank

December 2015 – June 2016

Compliance Review Analyst

- Analyzed time-sensitive legal requests for production of records within state and federal guidelines
- Reviewed documents for production within legal compliance standards
- Developed reports on compliance data
- Assisted the legal team to develop solutions for more complex compliance issues

Neighborhood Legal Services

August 2011 – December 2015

Supervising Attorney (July 2014 – December 2015)

- Supervised 18+ law students, staff attorneys, and office administration staff
- Trained law student interns by planning and conducting relevant training sessions, managed case handling supervision, and provided oversight on-court appearances
- Conducted client interviews, provided counsel, investigated, and advocated for low-income seniors
- Worked with Wayne State University Law School faculty advisor to oversee and ensure student compliance with externship policies and procedures

Staff Attorney (July 2012- July 2014)

- Provided case resolution for over 1,000 cases on behalf of senior citizens in Wayne County
- Became expert on Estate Planning, Landlord-Tenant issues, and housing/public benefit preservation
- Drafted and reviewed various types of contracts
- Presented at various community outreach education seminars

Legal Intern (August 2011- July 2012)

- Aided attorneys by interviewing potential clients
- Conducted research to provide details of client needs
- Organized files and preparing various legal documents
- Managed time to make sure all deadlines were achieved

Education:

Western Michigan University – Cooley Law School

- Juris Doctor
- Degree Received

Wayne State University

- Bachelor of Arts – Political Science
- Degree Received

From: [Eileen McDonnell](#)
To: [CityCouncil](#)
Subject: Committee of the Whole Meeting 12/16/2024
Date: Friday, November 22, 2024 8:51:35 PM
Attachments: [Council letter Eileen McDonnell.docx](#)
[Eileen McDonnell Resume \(1\).docx](#)

Good Evening,

I am submitting my cover letter and resume for your review. See you on the 16Th and have a Happy Thanksgiving!

Sincerely,
Eileen McDonnell

November 22, 2024

City of Livonia, Michigan
City Council Members
33000 Civic Center Drive
Livonia, Michigan 48154
Citycouncil@livonia.gov

Dear Esteemed Council Members,

Please accept this letter and my resume for consideration and review for the upcoming city council vacancy. In the public sector, I have many years' of experience working with all levels of municipal contracts and proposals. As a former Livonia Public Schools Trustee, I was thorough, well prepared and took my job as trustee very seriously. I made my decisions with a complete understanding of the issues at hand and always considered all the students, parents and stakeholders first.

This is an exciting time for the City of Livonia. With Jim Jolly being elected District Judge I am looking forward to the opportunity to utilize my experience and skills. This is a great time to work with the city council members to move the city vision to the next level. The only way to grow is not to be afraid to change.

I look forward to participating in the council's Committee of the Whole meeting on December 16th.

Sincerely,

Eileen McDonnell
36099 Brookview Drive
Livonia, Michigan 48152
Emcdonn126@gmail.com
734-673-8955

Eileen M. McDonnell

36099 Brookview Dr.
Livonia, MI 48152
734-673-8955

Focused, Driven, Dependable.

Experience:

PVS Chemicals, Inc.

Detroit, MI 48213

Contract Administrator Specialist / Retired

06/2008 to 01/2022

- Provide full administration of municipal and corporate bid proposals.
- Managed bid process from initial document development through contract award.
- Evaluated bid proposal and contract completion throughout sale process.
- Managed lead generation for current and new business with leads and internet.
- Maintained the use of corporate database for bid management and tracking.
- Reviewed weekly bid reporting and outcomes.
- Support Sales Management / Sales Team Members.
- Developed programs and mentored Customer Service Team.
- Trained and mentored, contract and proposal administration new hires.
- Verified corporate insurance compliance requirements.
- Adage / Excel / Word / Access.

PVS Chemicals, Inc.

Detroit, MI 48213

Customer Service Representative

09/2007 to 06/2008

- Received orders and prioritized dispatching for on-time product deliveries.
- Developed relationships with customer contacts and suppliers.
- Resolved sales and delivery issues.
- Reviewed nonconformance policies with customers and sales team.
- Supported sales management and sales team members to increase volumes.
- Used Adage / Excel / Word.

Education:

Eastern Michigan University

Major - English/Journalism

New Horizon Business Courses:

Certified Business Communications Professional Series; Excel; Effective Presentations

Skills and Abilities:

Adage, Microsoft Word, Excel, Access and Power Point.

Relationships, management, team building, problem solving skills and detailed oriented.

Affiliations:

Detroit – Windsor Executive Woman International, Member / Scholarship Chair

Livonia Optimist Club Member, Vice President; Essay Scholarship and Membership Chair,

Past member of the Livonia Chamber of Commerce

Volunteer Activities

Sisters of Christian Love, Volunteer and Fund Raiser, Volunteer Sister Judie's Outreach,

Canton Chamber of Commerce Volunteer, St. Joseph Mercy Hospital Volunteer Golf Committee

Civic Accomplishments:

Trustee for Livonia Public Schools, School District 2011-2016

Livonia Chamber of Commerce; Ambassador of the Year

Livonia Community Block Grant, Organized Neighborhood Improvements

From: [Marlene Katafias](#)
To: [CityCouncil](#)
Subject: Application for City Council Vacancy.
Date: Sunday, November 24, 2024 4:09:12 PM
Attachments: [Resume Cover Letter.docx](#)
[My Resume #3.doc](#)

To City Council members.

I Would like to apply for the vacancy that will be available on City Council starting January, 2025.

I have attached my resume' and will also attend the meeting on December 16.

I hope you will consider me,

Thank you

Marlene Katafias

734-891-7297

From: [Marlene Katafias](#)
To: [CityCouncil](#)
Subject: Applying for position on Livonia City Council
Date: Thursday, November 14, 2024 11:16:42 PM

I believe I would be a very good candidate for a position on the City Council. I have lived in the City of Livonia since 1951.

I have been attending the regular City Council Meeting for several years so I am familiar with how the meetings are conducted.

I love the City of Livonia and want to be more involved in the community and solving problems that are presented by citizens

Thank you

Marlene Katafias
mkatafias@gmail.com
Home 734-525-1595
Cell 734-891-7297

Marlene Katafias

734 891 7297

mkatafias@gmail.com

Livonia Michigan

24 November 2024

Dear Livonia City Council

Title Clearing
Title One Inc.
33300 Five Mile
Livonia, MI
48154

Having worked in the Title Insurance industry for the last 25 plus years, I have dealt with Real Estate offices, Mortgage companies and local Municipalities.

I have a proven track record of providing exceptional customer service for our clients, and resolving problems that often appear when dealing with buying and selling a home.

I pride myself in getting along with everyone and keeping a cool head during tense events. I always try to listen carefully to what others in my presence are trying to say even if I am not in full agreement.

I have lived in Livonia since my parents bought our new home in 1951. My mom worked for the City of Livonia and raised my brother and me here. I also raised my children here in Livonia so I have a history in this city and a vested interest in keeping Livonia a safe and welcoming community.

I believe I can contribute much to the City Council due to my work background and having lived here for so many years.

Thank you

Marlene L. Katafias
15100 Merriman
Livonia, MI 48154
Phone: (734) 525-1595
Cell Phone: (734) 891-7297
E-Mail: mkatafias@gmail.com

Highlights of Qualifications:

- Excellent communication skills
- Detail oriented
- Work well in collaboration with others

Professional Experience:

Title One, Livonia, Michigan

Escrow Officer, 03/1999 – 10/2007 and from 08/2013 thru PRESENT DATE

- Clear title requirements and files for closing
- Reviewed documentation submitted to clear title
- Ordered and/or prepared escrow documents necessary to close a file
- Trained other employees in escrow reviewing and document preparation

First Centennial Title Agency, Livonia, Michigan

Closing Coordinator, 05/2011 – 08/2013

- Scheduled closings and assigned the closer
- Aided in clearing title requirements

Attorneys Title Agency, Farmington Hills, Michigan

Escrow Processor, 12/2007 – 05/2011

- Assigned certain number of bank owned properties to prepare and clear for closings
- Established contact with all parties involved and built up great rapport with real estate agents.
- Prepared and sent deeds to Banks for signatures
- Reviewed title and ordered payoffs for any due taxes, etc.

Educational Background

- Bentley High School, Livonia, Michigan – Graduated 1966
- Schoolcraft College, Livonia, Michigan – Office Administration and Accounting, Attended in 1988

References Available Upon Request

Local Activities:

- **Researched the History of Livonia Public School District Specific to Bentley HS and its Historical Significance**
- **Involved in the writing of a chapter about the history of Livonia for an updated booklet that will celebrate the 75th Anniversary of Livonia becoming a City.**
- **Started Attending most City Council in person to stay abreast of our local government.**

From: lynda.lyndascheel.com
To: [CityCouncil](#)
Subject: City Council Vacancy
Date: Thursday, November 21, 2024 3:32:51 PM
Attachments: [City Council Vacancy 2025.docx](#)

Good Afternoon,

I am submitting my name for the vacancy appointment to the Livonia City Council. My resume is attached. Please do not hesitate to contact me if you have any questions.

Thank you for your consideration,
Lynda

Lynda L. Scheel

lynda@lyndascheel.com
248-214-9661

Lynda L. Scheel

COMMUNITY MEMBER

19980 Mayfield Livonia MI 48152
248-214-9661 Lynda@lyndascheel.com

OBJECTIVE

- To be able to serve the people of Livonia with this appointment to the Livonia City Council.

QUALIFICATIONS

- Strong knowledge of how the city functions, roles and responsibilities of Council, Mayor, Treasurer, Clerk and Department Heads.
- Understand the city budget at both the granular and big-picture levels, knowing how taxpayer funds are collected and spent and how the budget process works.
- Excellent working relationships across the city, I am known for my work ethic, diligence, and collaboration.
- Aware of the amount of time and effort required to be well-prepared for meetings and discussion of issues, and being respectful of all viewpoints.

CITY EXPERIENCE

- January 2016 - December 2023 - Treasurer, City of Livonia
- January 2014 - December 2015 - City Council Member, City of Livonia
Served as Parliamentarian, as MMRMA Alternate, and on the Finance, Infrastructure, & Public Safety Committees
- January 2024 - present - Livonia ZBA Member
- 2008 - present - Livonia Brownfield Authority, Chair 2024 (previously vice-chair)
- 2008 - 2013 - Livonia Planning Commission

OTHER

2008 - 2015 - Redford Union Schools, Ex. Asst. to the Superintendent
25 years in Mortgage Banking industry
2007 - 2023 - LPS Education Foundation Board, Vice Chair & Secretary
2003 - 2011 - LPS School Board - President, Secretary
35 years+ - Livonia PTSA Council and various PTA Boards
Former Girl Scout leader and Boy Scout Leader

MISC

I grew up in Livonia, am a graduate of LPS, and have lived and raised my family in the house my parents built for over 40+ years.

From: [Josh Flack](#)
To: [CityCouncil](#)
Subject: Application for city counsel
Date: Thursday, November 21, 2024 10:55:26 AM
Attachments: [Resume-Josh 2024 4.pdf](#)

Hello ,

I have recently learned of some opportunities there are currently available for city council . As a proud member of Livonia and a father who has children that attend and benefit from Livonia city services like schooling I would love to discuss further the opportunity. I have attached my resume for further consideration . As my resume highlights as a IT project manager I am extremely detailed oriented and able to take complex issues / problems and break them down into smaller much more palatable steps to accomplish the greater goal . Please let me know if there is anything further I can provide to help get to the honor of the next step for consideration to the position.

Sent from my iPhone

Joshua D. Flack

Project Coordinator/System Application Analyst

CONTACT

📞 734-620-5807

✉️ josh_flack@yahoo.com

📍 Livonia, MI

🌐 [linked.com/in/JoshFlack](https://www.linkedin.com/in/JoshFlack)

CAREER HIGHLIGHTS

Highlight: Implemented company wide engaging weekly training and updates within our performing servicing department

Highlight: Created a pro-active dialer campaign to notify clients of low UPB loans to mitigate risk to our Investors and assist our borrowers with a smooth payoff process.

Highlight: Created Year End control reports to ensure accurate and timely and reporting around taxes. Utilizing SQL, Excel and MSP to create and remedy inaccurate reporting

EXPERTISE

- Communication
- Leadership
- Relationship Building
- Project Coordination
- Project Implementation
- Public Speaking

- Analysis
- Auditing
- SQL
- Agile Planning

PROFESSIONAL SUMMARY

Highly skilled and detail-oriented project coordinator. Proficient in analyzing data, developing risk management strategies, and implementing effective controls to ensure compliance and protect the organization's interests. Expert communicator and highly efficient at translating business need/requirements to IT resources and developing efficiency and controls utilizing the latest technologies. Highly skilled professional collaborating with cross-functional teams and providing valuable insights to drive informed decision-making

EXPERIENCE

Flagstar Bank-Troy, MI

Project Coordinator/System Application Analyst, March 2021-Current

Experienced project coordinator/systems application analyst and year-end coordinator adept at analyzing complex systems, identifying areas for improvement, and coordination seamless year-end processes. Proven ability to streamline operations, optimize efficiency, and ensure accurate financial reporting, while effectively managing cross-functional teams and meeting tight deadlines.

- Support Loan Servicing in utilizing our system of record, while assisting with maintaining and overseeing business relationships with our tier 1 vendor (BKN/ICE).
- Oversee multiple projects at a time that perform audits
- Perform monthly audits of business portfolio for compliance and practice purposes
- Oversee Data Mapping for performing servicing loans to ensure reporting is correct to credit bureaus, IRS, etc..
- Year End Reporting for Mortgage Division of Flagstar Bank to IRS reporting

KEY SKILLS

JOB SPECIFIC

- ✓ Data Analysis
- ✓ Strategic Planning
- ✓ Technical Skills
- ✓ Critical Thinking
- ✓ Project Coordination

INTERPERSONAL

- ✓ Conflict Resolution
- ✓ Negotiation
- ✓ Diplomacy
- ✓ Networking

ADMINISTRATIVE

- ✓ Meeting Coordination
- ✓ Problem Solving
- ✓ Organization
- ✓ Multitasking

TRAINING

Mortgage Center
SQL
2020

Quicken Loans
Leadership Training
2018

VOLUNTEER

Gleaners Food Bank
Stocker
2016-2018

VFW
Helper
2021

EXPERIENCE CONTINUED

Mortgage Center- Southfield, MI

System Application Analyst, August 2020-March 2021

Skilled system application analyst with expertise in analyzing and optimizing complex systems to enhance operational efficiency. Proficient in identifying and resolving technical issues, implementing innovative solutions, and ensuring seamless integration for improved business performance.

- Worked side by side with business area to document daily procedures to work with IT to identify any potential automation functionality,
- Created policy and procedures for mortgage loan servicing portfolio.
- Tier one business relationship manager for servicing support operation systems (FICS), Assisted in creation of a cloud-based file storage system,

Flagstar Bank- Troy, MI

Sr. Servicing Operation Analyst, May 2019-August 2020

Seasoned senior servicing operation analyst with a strong track record of optimizing operational processes and driving efficiency in service delivery. Proficient in analyzing data, identifying solutions to enhance customer satisfaction and achieve organizational goals.

- Create new processes and improvements for everyday operations. Work in partnership with outside and inside business partners and vendors for script enhancements and test tracking within MSP.
- Built reporting for daily, weekly, and monthly audits. Helped to resolve internal and external audits within cash servicing.
- Helped the onboarding process of new loans and ensured quick turn around time for the loans that needed to be paid in full.

Quicken Loans-Detroit, MI

Sr. Payoff Processor, June 2017-May 2019

Experienced senior payoff processor with a strong track record of efficiently managing and executing mortgage and HELOC loan payoffs. Proficient in analyzing financial data, coordinating with lenders, attorney offices and title companies, and ensuring timely completion of transactions

- Provide coaching to team members on reports and communications with outside business partners.
- Developed a specialized communication team to improve the payoff process for our clients.
- Point of Contact when dealing with Charles Schwab and high-profile clients.
- Developed advance reporting for daily quality control reporting

Quicken Loans-Detroit, MI

Executive ACCOUNT RESOLUTION SPECIALIST, DEFAULT COMMUNICATIONS

, August 2016 – June 2017

Results-driven executive account resolution specialist with expertise in default communication and resolving complex financial issues. Proven ability to

EXPERIENCE CONTINUED

effectively communicate with clients, negotiate settlements, and implement strategies to minimize risk and maximize recovery.

- Resolved delinquencies for clients' accounts up to several months' delinquent.
- Gathered income and expenses with our clients in a professional and personalized manner to ensure clients were put on a repayment plan that will not fail.
- Assist with qualifying clients for loan modifications, short sale, and deed and lieu options.

From: [Torion Bridges](#)
To: [CityCouncil](#)
Subject: Council Interest
Date: Wednesday, November 20, 2024 8:13:27 PM

I write to inform the council of my interest in filling the vacancy of Judge - Elect Jim Jolly.

photo



Rev. Torion J Bridges
Founding Pastor, Commonwealth Church

[313-974-9906](tel:313-974-9906) | Commonwealth313.org

pastortjb@commonwealth313.org

[27171 West Chicago Road, Redford, Mi 48239](#)



Create your own [email signature](#)



From: [Lori Nersesian](#)
To: [CityCouncil](#)
Cc: [McCullough, Brandon](#)
Subject: City Council Vacancy
Date: Saturday, November 16, 2024 9:18:16 AM

Dear City Council Members,

I am writing to express my interest in the vacant city council position. As a retired Livonia Public School teacher who proudly served our community for 32 years, I am well-prepared to contribute meaningfully to the council during this important time.

Throughout my teaching career, I developed strong communication skills that enable me to connect with people of all ages and backgrounds. I am known for my creativity, flexibility, and ability to foster positive engagement and leadership. Whether presenting to large groups or guiding smaller discussions, I strive to share ideas in ways that promote understanding and respectful dialogue. I am skilled in managing conflict constructively, using empathy and open communication to ensure that all perspectives are respected. In decision-making, I prioritize fairness and transparency, resulting in balanced outcomes. Known for my solution-focused approach, I am also a good listener who seeks practical, respectful solutions.

I represented my schools in multiple capacities. For example, I served as the math and science building representative for the district, participated in Stephen Covey's Leader in Me, was the building representative for the LPS Education Foundation, and was on the district's math committee to develop core curriculum and streamline textbook adoption. These roles allowed me to engage in diverse aspects of educational leadership, positively impacting students and colleagues alike. Additionally, I served as teacher coordinator for Buchanan School gardens, fostering hands-on learning and environmental stewardship. These roles reflect my dedication to our school and community and illustrate the wide range of skills I would bring to the city council.

My work with the Save Alfred Noble project has deepened my experience in community engagement, project advocacy, and city planning processes. SAN has achieved impactful grassroots outreach across Livonia's Southside and beyond. I am aware of the potential need for impartiality; if any matters related to Save Alfred Noble come before the council, I am prepared to recuse myself from related discussions or take other appropriate measures.

These experiences have only strengthened my commitment to the Livonia community, where I've seen firsthand how education, collaboration, and leadership shape our future. As a member of the city council, my goal would be to help preserve and enrich our shared heritage while supporting sustainable growth. I am committed to making thoughtful, community-centered decisions that will enhance Livonia's quality of life.

I meet the criteria of becoming a city council member:

I am a US Citizen
Over the age of 18
Registered to vote in Livonia
Have a clean legal record
Lived in Livonia since 2009

Here are a few other items that you may be interested in knowing:

My undergrad was from Central Michigan University with a double major: Elementary Education and Art Education. I was a lower-elementary teacher most of my career teaching 2-4th grades. I also was an art teacher six years of my career.

My Master's degree was from Eastern Michigan University in Education.

I am a MSU Master Gardener, animal/nature lover, artist, love cooking and entertaining.

Thank you for your consideration and please feel free to reach out if you would like any further information. I am enthusiastic about the opportunity to bring my skills and passion for Livonia to a new level.

Warm regards,

Lori Nersesian

From: [Philip Sattler](#)
To: [CityCouncil](#)
Subject: Sattler council vacancy
Date: Friday, November 15, 2024 5:31:49 PM

I would be extremely interested in serving the city on the city council. Please send me any application forms/information that you need.

Below is a bullet point version of some of my resume/experience.

FedEx Express – 2008 to present:

Operations Manager

20-40 direct reports at any given time, functional management over 100+

All Express Operations for Howell, Brighton, South Lyon, Milford, Highland, Hartland, Commerce Township, White Lake

West Bloomfield, Keego Harbor, Farmington, Farmington Hills, Novi, Northville, Plymouth and last but certainly not least Livonia.

Five Star Award Winner 2023 – Award came in large part due to a 6 month turn around project I co-led with an Express team in Fort Wayne, IN

Livonia CERT (Community Emergency Response Team) member – 2008 to present:

Countless community events through the years to include annually: Spree, Holiday Parade, Fire Dept. Open House, Faith in Blue, Passport to Safety.

Regular training and volunteer work with both Livonia PD and Livonia FD.

Notable experience: COVID vaccination clinic for the City

Multiyear Presidential Volunteer Service Award Recipient

Livonia Churchill High School Instrumental Music Department – 1997-2022:

Assistant Director of Marching Band

Through the years, also served as Field Instructor, Field Director, Voice of the CHS Marching Band, Vice-President CHS Music boosters while in that position. Reported directly to Director of Instrumental Music at Churchill High School and was employed by the CHS Music Boosters/1099 with the district/boosters.

Assistant Director of a solid program that exceeded 145 students during my tenure. Coach, develop students in field work, marching, and musicianship as well as teamwork and life.

Also chief of instruction staff of 10-15 instructors with varying experience from recent graduates, to student teachers, to degreed music teachers, during our camp in August.

Lifelong Livonia resident:

Grew up at 8928 Louisiana and currently own my home at 33458 Richland!

St. Michael Livonia parishioner

Grant Elementary

St. Michael Elementary

Frost Middle School

Churchill High School 1997

I love my hometown and would love to serve it further!

Philip C.R. Sattler, Jr.
33458 Richland

Livonia MI 48150

Primary Cell: 248.914.3336

Alt 734.732.6379

philip.jr@fedex.com

Phil Sattler | Operations Manager/DEOA | Federal Express, Corp GL District | office 248.477.6990 | mobile 248.914.3336

41390 W Eleven Mile Rd, Novi, MI 48375

From: [jacki graham](#)
To: [CityCouncil](#)
Subject: Livonia City Council Candidate Jaclyn Graham Karns
Date: Thursday, November 14, 2024 3:24:51 PM
Attachments: [Livonia City Council Applicant Jaclyn Graham Karns.docx](#)

Dear City Council Members,

Attached is a word document expressing my interest in joining the city council as an active and dedicated voice for the city of Livonia. I believe I can bring a balanced perspective and a fresh approach, to address the needs of the Livonia community. Thank you in advance for your time and consideration.

Warmest regards,
Jacki Graham Karns
734-812-9616

Dear Livonia City Council,

I am writing to express my sincere interest in the open position on the Livonia City Council. With a strong commitment to public service and a deep understanding of the unique challenges and opportunities in our community, I am confident in my ability to contribute positively to the Council's mission and help make Livonia an even better place to live, work and thrive.

I bring some unique characteristics and work experience to the table as I am a full-time automotive product specialist and presenter. For 13 years I have traveled the country representing all brands ranging from Honda to Rolls Royce. In 2016 I represented the state of Michigan and became Ms. Petite USA which kickstarted my public speaking and community service journey.

My dedication to the Livonia community stems from deep family roots to the city. Both my parents were born and raised here, my uncle, Robert Biga, was the city's HR director for over 20 years, and being involved in the community at an early age, including LJAL sports and music programs, solidified my love for this city. I am passionate about supporting policies that benefit all residents, foster economic growth, and preserve the character and safety of our neighborhoods.

Reasons I am a strong candidate for this role include:

- **Commitment to Community Service:** I have been on the event committee for the Epilepsy Foundation of Michigan for 8 years and recently started my own online networking group called "Caregivers Hope." I have been my mom's caregiver since I was just 17 years old and saw a need to unite young caregivers and provide them with an outlet of Hope.
- **Understanding of Key Issues:** I am well-versed in the issues facing our city, from public safety, infrastructure improvements, community programs, housing, and environmental sustainability. My approach is rooted in seeking balanced, data-driven solutions that reflect the needs and voices of all residents.
- **Collaboration and Problem-Solving Skills:** In my professional and community work, I have honed my skills in collaboration and consensus-building, essential qualities for effective city governance. I am committed to working closely with other council members, city staff, and community organizations to achieve Livonia's strategic goals.
- **Passion for Responsible Growth:** I am excited by the opportunity to help guide Livonia's growth in a way that strengthens our economy and maintains the quality of life that residents, including myself, cherish.

I have seen how the city has grown and changed over the past 36 years and I am eager to bring my experience, dedication, and forward-thinking approach to the Livonia City Council. Thank you for considering my application, and I look forward to the possibility of contributing to our community in this meaningful role.

Warm regards,

Jaclyn Graham Karns



From: [Steve Alexander](#)
To: [CityCouncil](#)
Subject: Followup + Resume - City Council Appointment
Date: Thursday, January 2, 2025 4:52:21 PM
Attachments: [SteveAlexander_wVolunteerExp.pdf](#)

Dear Livonia City Council Members,

I hope you all enjoyed a joyous Christmas and a refreshing start to the New Year! As we prepare for our upcoming Council meeting on Monday, I wanted to take a moment to reach out, particularly as I will be out of town for a few days. I have attached my resume to this email, the last page of my resume has my current volunteer roles listed for your reference.

For the past two years, I have been privileged to join you in our various committee meetings, unrecorded hearings, and discussions surrounding our capital outlay. It has been an incredible experience to observe how you skillfully balance the ambitious Vision 21 development initiatives with our imperative to sustain and enhance our city's vitality.

My ongoing engagement at Council meetings and the invaluable interactions with many of you have inspired me to apply for the Council role. I thrive under pressure and understand the importance of patience and clarity in a Council Member. My extensive experience leading board meetings across the U.S., England, and China has primed me for this opportunity, and I'm dedicated to exemplifying professionalism at every turn.

I am genuinely passionate about serving our community for its overall benefit, free from personal ambition or political complications. In 2024, I was honored with the titles of "Rosedale Garden Church Honorary Veteran" and "Livonia Man of the Year" for Friday Musings, which reflect my commitment to our greater good and dedication to volunteer service.

With my innovative spirit, unwavering commitment, and meticulous attention to detail, I am eager to contribute to the continued success of the Livonia City Council. I'm excited about our community's future and the opportunities that lie ahead. Together, we can create a Livonia that embodies Vision 21, becoming a symbol of innovation and progress.

Today's families seek dynamic neighborhoods filled with amenities, green spaces, and a genuine sense of belonging. We hold a unique position to meet these aspirations. Imagine the potential of creating micro-downtowns—lively hubs that expertly integrate residential living, retail, and recreational spaces. These areas could serve as the vibrant cores of our community, attracting new families, fostering local entrepreneurship, and enhancing connections among residents.

Thank you for considering my candidacy for this vital role on our exciting path forward. I look forward to our meeting on Monday and am happy to discuss things further by phone if that would be beneficial: 248 709 6587.

Warm regards,

Steve Alexander

STEVE ALEXANDER

Livonia, MI

248 709 6587

stevealexander9919@gmail.com

Leading strategic development to maximize revenue

A high-performing leader with extensive experience in driving products through the entire product life cycle. Combines customer research, relationship building, financial modeling, and technical analysis to ideate, prioritize, design, and develop products and services. Driven by prospects of developing compelling consumer products to maximize economic value with creative solutions.

- Product ideation, design, and development (UX, UI) for web, mobile, and in-vehicle infotainment (HMI/IVI).
- Building relationships across all stakeholders.
- Analyze data to map business strategy to ROI solutions.
- Strong product management experience focusing on consumer user experience and market insights.

KEY QUALIFICATIONS:

10+ years of experience

- ✓ Leading, propagating, and presenting Digital Strategy.
- ✓ Consulting C-suite on key initiatives affecting organizational change and process improvements.
- ✓ Leading strategic-to-operational large-scale development across global teams.
- ✓ Mentoring and supervising employees as “high-performing teams.”
- ✓ Build client relationships, trend analysis, and business analytics to develop creative solutions.

Certified ScrumMaster (CSM) and Certified Product Owner (CSPO).

Mastering Design Thinking certificate from MIT.

MBA in International Business.

PROFESSIONAL EXPERIENCES

DMI CONSULTING AT VOLKSWAGEN, Remote

2023-2024

Senior Program Manager

Leading the vision, roadmap, budget, definition, design, and development of technical products.

- Partner with the Product Owner to establish the product roadmap, vision, and backlog for monetizing automotive data (\$10M invt.).
- Lead product teams to design, define, and implement effective solutions optimized for stability, reliability, and scalability across VW Carnet.
- Lead effort for teams to report and gain feedback across IT, C-suite, marketing, and customers.
- Responsible for implementing a new model for high-performance agile software development teams.
- Work with senior managers to align OKRs to KPIs to Agile Releases.
- Advise senior managers on market opportunities, financial forecasts, and current developments.
- Responsible for writing product specifications, creating and executing against the project plan,
- Provide technical direction on telematic architecture and cloud-based solutions.
- Lead collaboration sessions and workshops with product owners across US and Canada.

HMA CONSULTING AT CVS HEALTH, Remote

2022-2023

Senior Product Manager

Leading the definition, design, development, and XP practices of creating and improving accelerator products.

- Partner with the Product Owner to establish the product roadmap, vision, and backlog for global supply chain efficiency improvements (\$8M invt.).
- Elicit customer feedback and complete market analysis to make key decisions about product strategy.
- Define and manage metrics that inform the overall success of the product strategy.
- Lead iterative build-test-learn activities to validate assumptions and product direction quickly.
- Decompose complex problems into smaller manageable tasks by creating and prioritizing a team backlog.
- Ensure the successful execution of product development to feedback loops and clear product definition.
- Coach and mentor team members and members of the cross-functional development organization, best practices in collaboration, conducting idea generation, consumer research, test design, and product implementation.

FORD MOTOR COMPANY, Dearborn, MI

2000 – 2022

Senior Product Manager /Global Product Owner**2011 - 2022**

Specializing in identifying, designing, and delivering large, complex product offerings to global markets. Focus on gathering industry insights, technical planning, supplier governance, UX design, and technical delivery of large-scale global products with heavy investments such as Usage Based Insurance (\$12M), Productivity Anywhere (\$15M), Ford Smart Link (\$7M) across China, EU-20, and the Americas, and Ford Smart Cards (\$6M) with an E-commerce channel across EU-5 and the Americas.

- Defined all global “go to market” needs for products, including but not limited to pricing, revenue, support channels, and support materials.
- Drove product vision, strategy, and roadmap to quarterly release planning.
- Led customer-driven design thinking workshops from Inspiration (Journey Map) to Ideation (Pitch Deck).
- Assured ROI validation with Ford Design Thinking on each new product feature.
- Drove the investigative mindset: Is the need real? Do we have the tech to solve it? Is it worth the investment?
- Drove domain quarterly PI Planning, monthly Release Planning, and bi-weekly Iteration Planning.
- Led detailed technical research for sending/receiving data on vehicle TCU and ECUs.
- Led all aspects of prototyping solutions with Finance, Legal, and Connected Services.
- Completed global market research and Design Thinking outputs to show product rationalization.
- Led all proposal efforts, negotiations, and authored contracts for supplier engagements.

Lead Project Manager**2006 - 2011**

Project Manager specializing in delivering e-Learning as multimedia assets, organized social network activities, and coordinated and controlled delivery, global teams, and translation/localization.

- Supervised the creation of the Ford Global Finance Manual online training guide, building a 33% greater efficiency in the Finance department employee onboarding. Gave monthly client presentations and increased team consulting experience.

Project Lead Developer**2000 - 2006**

Guided the .NET and C++ development of various products, including but not limited to e-Commerce Dealer Portal integration to rate tiering, multi-media online games and advertisements, Intranet COM applications, interactive kiosks, business intelligence applications for automated financial functions (B2B), and FordCredit.com customer billing (B2C).

- Achieved Ford Credit Pre-Approval XP software development and dataflow optimization ahead of schedule. Supervised user experience study with dealers. Implemented single-point lessons on pre-approval, reducing dealer purchase time by 50%.

EDUCATION

Master of Business Administration, International Business, Liberty University

Bachelor of Business Administration, Entrepreneurship, Cleary University

. VOLUNTEER WORK

LIVONIA VETERANS NETWORK

2024- Present

President

Work with Livonia City Council and city leaders to create events, practices, and policies that connect our veterans. Collaborate with DAV and Access Livonia to improve accessibility across city buildings and parks.

LIVONIA MOOSE LODGE

2023- Present

President

Appoint officers, establish and lead committees to organize events that serve the community (fundraisers, food drives, etc.), lead financial planning.

Trustee

2020-2023

Cycled through all 3 years of the Trustee role. Volunteered at most major lodge events. Helped plan and run each picnic from start to finish. Co-lead the effort to investigate lodge finances, then reprice all drinks and food items accordingly.

CLEMENTS CIRCLE CIVIC ASSOCIATION

2017 - Present

President

Guide volunteer activities in Clements Circle Park that unite our community, such as our weekly summer food truck, installation and ongoing maintenance of our butterfly garden, and neighborhood-wide food drives to support causes such as Blessings In A Backpack.

BOY SCOUT TROOP 897

2014-2017

Committee Chair

Fostered membership growth, led committee meetings, planned monthly events, and ensured the Troop met the highest quality standard awarded (gold) each year.

CUB SCOUT PACK 897

2011-2014

Committee Chair

Mentored new adult leaders, led committee meetings, led events planning, and ensured the Pack met the highest quality standard awarded (gold) each year.

From: [Steve Alexander](#)
To: [CityCouncil](#)
Subject: City Council 2024 Appointment - Steve Alexander
Date: Tuesday, November 12, 2024 2:07:46 PM

Dear Livonia City Council Members,

I am very interested in backfilling Jim Jolly's vacant position on the Livonia City Council. I am deeply committed to the future of Livonia, with a strong desire to see our great city flourish in the delivery of Vision 21 and beyond. My interest in the wellness of this great city is not just for the present, but also for the future as I hope to see my next generation sharing the same love for Livonia as I do.

I have attended at least 75% of Council meetings in the past two years, including hearings, general meetings, and study meetings. I have a good understanding of our looming issues, including our financial concerns about balancing Vision 21 against the ongoing needs of our facilities and green spaces.

My frequent attendance at Council meetings and interactions with most of you have provided me with good insights into what you need in a fellow Council Member, and I am committed to meeting those needs.

As many of you know, I have very similar working style to Jim:

- Patient
- Listening well
- Gathering all the facts before making judgments
- Voting in reflection of the voice of our community

I am always looking to work for the greater good of the community without personal aspirations or political bias. I love serving in Livonia, for Livonia.

My military experience and career at Ford Motor Company, CVS, Volkswagen, and Liberty Mutual has consistently taught me two key things: grace under pressure and the fundamental need to consistently learn and grow.

Of specific note, during my time at Ford, I have filed four innovation patents, one tied to a two-year "Smart City" study in Leeds, England. This study was interrelated with my MBA International Business courses in risk assessment and project planning. In this study, I led a global team to show how the Leeds City Council could design and budget for a rollout of refined passenger transport. My data model showed methods for improving traffic flow and reducing the city's carbon footprint. I will bring the analytical skills I learned in this study to this role as appropriate.

My community volunteer experience builds on my commitment to embrace a fiscally responsible approach to running and growing organizations:

- As President of Clements Circle Civic Association, I sharply decreased our internal spending. I shifted the association's focus to volunteer effort. An example is having our butterfly garden installed and maintained by a local church rather than requesting city labor.
- As Founder and President of the Livonia Veterans Connection, I led the decision to forgo forming as a 501 and instead existing as a social club, thereby removing the financial and legal burdens associated with an official organization. We exist with no overhead.
- As President of the Livonia Moose, I led my board in restructuring our financial landscape, which resulted in a 20% increase in net profit from the previous fiscal year

despite increases in operational costs. At the same time, I have increased our community involvement and our fundraising by 50% over our previous fiscal year.

From my work and volunteer effort, I will bring my innovative and fun spirit, focused commitment, and strong attention to detail to the continued success of Livonia City Council.

I am more than willing to meet with you at your convenience, whether it's for breakfast, lunch, coffee, happy hour, or a formal interview. I am ready to answer any questions you may have about my experiences and qualifications, as I want to ensure your understanding of my potential contribution to the Livonia City Council.

Thank you,

Steve Alexander

248-709-6587

SteveAlexander9919@gmail.com

From: [Nicholas Pickard](#)
To: [CityCouncil](#)
Subject: City Council Opening
Date: Sunday, November 10, 2024 9:56:27 PM

Hi Team,

My name is Nicholas Pickard. I am The Marketing Director and Event Coordinator for The Historic Wilson Barn. I would like to be considered for the open City Council spot for the great city of Livonia.

I have been a Livonia Citizen since 2020, though my roots in Livonia did not start then. As a child my family and I lived in The City of Detroit and would catch the bus to go to the Livonia Mall. My parents met at The Ram's Horn on Middlebelt road near there. At age 5 I moved to our neighboring city of Redford Township where I later graduated from Redford Union High School. While in High School I became President of S.A.D.D. (Students Against Destructive Decisions), Started The Redford Union Gay-Straight Alliance, and spent every fall volunteering with local Jaycees at their Haunted Houses to help raise money to give underprivileged children a Merry Christmas.

After High School I helped Volunteer Coach Little League Baseball with LPS Teacher Sara Williams and Her Husband Ron Williams. I worked multiple Minimum wage jobs to make ends meet while also helping my mom raise my foster siblings. I started dating my now wife in the year 2015 and we have been married for seven years now. We have two amazing daughters who are students at Grant Elementary.

We moved to Livonia in the summer of 2020 and in 2021 my wife kept getting sick and we did not know why. In 2022 she was diagnosed with Thyroid Cancer. It was a hard battle that she eventually defeated. We struggled a lot during that time. She was let go from her job for being unable to do the position and we started doing craft shows and markets to try to financially stay afloat. Our friends and family stepped up to help in every way that they could. During this time we started selling our handmade items at The small Wilson Barn Farmers Market. We were greeted with open arms from The Wilson Barn community. They said so many prayers with us and always were so supportive of us. This is when I knew that once we got to full strength I wanted to step up and give back to my community.

In the summer of 2022 I joined The Wilson Barn Board of Directors. I took over all of the Social Media and Marketing with no prior experience. The Wilson Barn has always been a great space but so much of the city had no idea it even existed. Through my two and a half years with The Wilson Barn I have accomplished many things:

-I have grown our social media interactions by over 1000%. We are reaching more citizens of Livonia and neighboring cities than ever before.

-I have helped grow The Livonia Farmers Market by 300%. When I started we were struggling to get 15-20 small businesses and on our first day of this season we had over 50 signed up and a food truck.

-I have brought many free activities to our farmers market for the youth of Livonia. I understand how hard it is for families to afford anything in our current economy. I grew up with many friends from low income families who would have benefited a ton from these types

of things.

-I became the Co-Chairman for The Pumpkin Festival this year and we more than doubled our attendance and our net profit from last year.

-I with fellow board member Justin Gooch started a free bi weekly game night for people to come and meet new people and play board games. We've met many members of our local community this way.

-I was able to secure our first ever grant, which was from The Livonia Spree to help pay for more free events in 2025 for local families.

-I've ran the first ever Wilson Barn Flea Market, Started our annual Mothers Day Weekend Craft Show, Started an Annual Small Business Saturday Craft Show, and NEW in 2024 teamed with Devon-Aire Community Church to Throw Multiple Livonia Holiday Markets that will have free pictures with Santa and other activities for the kids.

My experience with working with so many local Livonia Small Businesses, and meeting many citizens and local politicians have made me want to step up and do more to show Livonia Greatness. When I think of the city of Livonia, I don't think of generational wealth and people being handed things. I think of a word that has become very popular in Metro Detroit over the last few years. I think of the word "GRIT". That's how I was raised. With Grit. Most of our city is filled with hard working citizens who moved here because they want safety and an amazing community. It's our job to make sure they get that. No matter how many things stand in our way we need to represent our community and do whatever we can to show Livonia Greatness. That's why I think I would be a great candidate for Livonia City Council. Thank you so much for your time and look forward to hearing back from you.

Nicholas Pickard
Wilson Barn Boardmember
Husband
Father of 2

From: [Josh Earles](#)
To: [CityCouncil](#)
Subject: City Council vacancy interest
Date: Tuesday, November 12, 2024 11:45:12 AM

Good morning

I am responding to be considered for the vacancy on the city Council of Livonia. I have been a Livonia resident for over 20 years and I desire to help continue the city of Livonia's growth. I believe having somebody like me on council would be a benefit due to the fact that I can bring different perspectives on issues due to having a disability. I believe it is important to have a little diversity on the council. I am an active member of the community through different organizations which I belong to. I have played an active role in the Livonia Historical Society, which I believe is an important part of learning about Livonia's history. I have served in similar roles prior to applying for this one, so I understand the importance and the responsibility I would be expected to uphold in the position. I want to be a voice for those within the community that have everyday struggles due to mobility issues. I believe in the future that this is going to be an important aspect of the community. Thank you for your time and consideration. If you have any questions, I can be reached at the information listed below.

Sincerely,

Joshua Earles

(734) 536-8703

From: [Justin Gooch](#)
To: [CityCouncil](#)
Subject: City council vacancy.
Date: Sunday, November 10, 2024 6:17:06 PM

Hello, I am interested in filling the vacancy of Livonia city council.

I believe I would be a good fit for the position for the following reasons.

Civic involvement: I am the treasurer of the Friends of the Wilson barn and involve myself in several aspects of the operation including but not limited to promoting the farmers market, assisting with coordinating various craft fairs, assisting with social media, running chess tournaments. running a free community board game night. and proposing various projects to the board.

Tech knowledge: It's no secret that the world runs on tech, as a senior software engineer I bring significant tech knowledge to the table. In committee I'd absolutely be able to discuss any and all tech proposals in full and explain them in an easily understandable manner.

A passion for a better world: my interest in being on city council doesn't come from a desire for power, it comes from a belief that livonia not only is but should continue to be a great place to live. On the city council I'd work to remove the blight that afflicts my own neighborhood (Dobby's tuxedo and the dry cleaner need to go) as well as others. Livonia is a great city, and as an adult who moved here 4 years ago from Ypsilanti, I'm very happy to be able to call this place home.

A love of history: I am an avid fan of history, my favorite time periods are the bronze age, the fall of the roman empire, and the cold war. The value of studying history as a hobby is that it allows you to look at the past, compare it to today, and understand how such events could transpire. Understanding that every action will have a ripple effect makes me conscious of what I do in my own life and I would bring that mindset to the city council.

A husband to an LPS teacher: my wife is a CI teacher at Johnson elementary. I have second hand knowledge of how local, state and national policies and funding affect the most valuable resource any community has: the next [generation.as](#) a member of city council I will work with teachers to craft policy where applicable that brings the future generation the prosperity they deserve.

A college graduate: sure it might not seem like much to most people, but coming from a poor family and being the first person to achieve a college degree gives me first hand insight into the struggles of our poorer residents, and the obstacles that keep them poor. on council I will think of the little guy on every piece of legislation.

A Chess Tournament Director: I am a USCF certified Local chess tournament director (<https://www.uschess.org/msa/MbrDtlTnmtDir.php?30350766>) though i'm far from being great at chess, there is a lot to be said for the value in building community that chess offers. ive met many people who i'd never have the chance to talk to through the sport. I view building chess as a good way to build community in livonia and have already started a chess club that meets during the warm months at the wilson barn. on city council i'd encourage more people to play so that neighbors can go from being strangers to friends.

I hope you will consider me for this position
-Justin Gooch

From: [Kylie Nielsen](#)
To: [CityCouncil](#)
Subject: City Council Vacancy
Date: Sunday, November 10, 2024 9:07:32 PM

Hello!

My name is Kylie Nielsen, and I'm writing to express my interest in serving on the Livonia City Council. As a young, working mom who juggles both the responsibilities of running a household and managing a professional career from home, I bring a unique perspective that would allow me to effectively advocate for the needs of our community. My situation has given me the opportunity to develop strong organizational and time management skills while balancing my family life and professional responsibilities. I understand the challenges that many of our residents face—whether it's finding affordable childcare, navigating the pressures of remote work, or ensuring that our community remains a safe and welcoming place for all families. As a mother, I am particularly passionate about policies that support young families, including affordable housing, education, healthcare, and access to local services. In addition, my partner is a firefighter, and through him, I've gained a deeper appreciation for the work that first responders do and the importance of creating a community that supports their efforts. I am committed to ensuring our city continues to prioritize public safety while also making thoughtful decisions that address the long-term needs of our growing community. I believe my background would allow me to contribute a fresh, practical perspective to the council. I am committed to working collaboratively with other council members, local organizations, and residents to help move our city forward in a way that fosters inclusivity, sustainability, and opportunity for everyone. Thank you for considering my application. I would love to serve on the City Council and contribute to the continued growth and success of Livonia. I look forward to the opportunity to discuss how I can help make a positive impact on our community.

Thank you!

Kylie

From: [Kayleigh Reid](#)
To: [CityCouncil](#)
Subject: Interest in Appointment to City Council Vacancy for 2025
Date: Monday, November 11, 2024 9:33:46 AM
Attachments: [Kayleigh Reid Resume.pdf](#)

Dear Livonia City Council,

I hope this message finds you well. I am writing to formally express my interest in being considered for the vacant City Council position to finish out Jim Jolly's term. It would be an honor to serve our community and contribute to the ongoing work of the council, addressing both current challenges and future opportunities facing our city.

As someone deeply invested in Livonia and engaged with initiatives that support community well-being, I believe my experience aligns with the goals of the council. As Executive Director of the Spree, I have seen firsthand how the council can make an impact on citizens' everyday life.

In my professional and volunteer efforts, I have consistently prioritized collaboration, transparency, and meaningful impact. I am confident that these values, coupled with my commitment to community development, would allow me to effectively contribute to the City Council's mission and serve our residents.

Thank you for your consideration of my interest in this appointment. I welcome the opportunity to discuss my vision, experience, and dedication to our city further. Please let me know if there is any additional information or documentation I can provide as part of this process.

I have attached my resume for your review.

Warm regards,

Kayleigh Reid
35922 Ladywood St.
(734) 716-9626
Kayleighreid922@gmail.com

From: [Alex King](#)
To: [CityCouncil](#)
Subject: Interest in City Council Vacancy: Alex King
Date: Sunday, November 10, 2024 6:10:29 PM

Good evening!

I'm interested in being considered for the City Council vacancy that expires 12/31/2025. I have lived in the city of Livonia for all of my 33 years, outside of the 4 that I lived in Cincinnati, OH as a Xavier University student. I am a member of St. Michael the Archangel parish and graduate of the elementary school. I have been very involved in the community as a long-time general (10+ years) and current member of Livonia Jaycees (individual development). I am an AmeriCorps alum, having served three different nonprofits in Detroit area (Focus: HOPE, United Way for Southeast Michigan, and American Red Cross). I recently was appointed by Mayor Brosnan to serve on the Livonia Human Relations Commission, starting my service this August. My background in public service matched with my enthusiasm to get things done for the common good would make me a great asset for city government. I am always open to hearing feedback and thank you all for serving the city in elected office!

My LinkedIn can be found here if you'd like to know more about my experiences:
<https://www.linkedin.com/in/alex-king-17362429>

Alex King
Xavier University Class of 2013

From: [Conrad Schwartz](#)
To: [CityCouncil](#)
Subject: Livonia City Council Open Seat
Date: Monday, November 11, 2024 3:49:19 PM

Honorable Members of the Livonia City Council,

Greetings, it is my understanding that Mr. Jolly will be resigning his seat on the City Council so as to begin his newly elected position as Judge of the 16th District Court.

With that said, I am interested in fulfilling his remaining term on the Council.

My wife and I have been citizens of Livonia for well over 40 years and I am excited about the future of this great City. I believe that I have the necessary background to continue this forward momentum.

My background includes a Bachelor of Science in Engineering, a Masters of Business Administration, a 35 year career with General Motors. The last ten years as Director of Renaissance Center Operations, with responsibilities for a large annual budget, direct responsibilities for government relations, construction, tenant relations and oversight of security operations. In addition, I served on Livonia City Council, by appointment, for nearly 18 months.

I am sure you will find many exceptional candidates for this position, but I may differ from some in that my interest is to serve and retire at the end of Mr. Jolly's term. This strategy would allow all future candidates to run without the advantage of being an incumbent.

I am available for in-person interviews or telephone interviews as each Councilmember desires. My cell phone is 734 812 3017.

Thank you for your consideration. Respectively Submitted, Conrad P. Schwartz

Conrad P. Schwartz
30144 Buckingham
Livonia, MI 48154
(734) 261-5417

OBJECTIVE

As an early retiree from GM, it is my goal to use my experience of over thirty years in major real estate projects, facilities development and property management to undertake new challenging projects.

EXPERIENCE

From 1978 to 2008 I was employed by General Motors in its Real Estate Department. I held many different positions related to GM's real estate holdings. At various times, I was responsible for site selection, property disposal and redevelopment, facility engineering and property management for projects involving over \$1 billion of real estate investment including notable projects such as the Detroit Tank Arsenal Redevelopment in Warren, Michigan, the Hyatt Hills Golf Course redevelopment in New Jersey and many complex projects in and around the Renaissance Center. My last area of responsibility was the management and development of GM's World Headquarters at the Renaissance Center, a 5,552,000 square foot facility making it one of the world's largest commercial complexes. This included all areas of property management with an annual budget of over \$150 million: security, fire safety, leasing, customer relations, budget, construction and day-to-day facility management, overseeing a staff of employees and outside contracts of over 300. Notable development projects at the Renaissance Center which I personally led include:

- Leasing and tenant build-out of the Wintergarden Atrium, a 150,000 square foot retail mall with 40,000 square feet of contiguous main floor exhibit space;
- Creation of the People Mover Station and new entrance facing East Jefferson Avenue
- Redevelopment of the roof top restaurant, Coach Insignia
- Development of the restaurants
- Redevelopment of the Theatres
- Development of the new YMCA health club facility
- Creation of the Riverfront Promenade and International Riverfront
- Redevelopment of Asian Village
- Addition of new parking structures

PROFESSIONAL

Real Estate Broker's License, State of Michigan

COMMUNITY SERVICE

Past City Councilman, City of Livonia (10th Largest City in MI, Population approx. 94,000)

Active Alumnus of Lawrence Institute of Technology

Past Affiliations: New Center Council, Wayne State University Tech Town, Board of Directors of Arab American and Chaldean Council, Downtown Detroit YMCA, City of Livonia Mayor's Task Force on Economic Development

EDUCATION

Graduate Degree – University of Detroit, Detroit, Michigan
Master of Business Administration

Undergraduate Degree - Lawrence Institute of Technology, Southfield, Michigan
Bachelor of Science, Construction Engineering

St. Benedict High School, Highland Park, Michigan

PERSONAL

Married since 1974, two children, six grandchildren. Interests include train memorabilia and golf.

References Available Upon Request

From: [Christopher Lenoir](#)
To: [CityCouncil](#)
Subject: Open council seat
Date: Sunday, November 10, 2024 7:41:38 PM

Good evening

My name is Chris Lenoir, I've been a Livonia resident for 8 years. I'm an IBEW LU 58 electrician with 3 children in school from elementary to high school. I followed in my grandfather's footsteps and am raising my family with my wife in this great city.

I'm expressing interest in this open council seat and running for a seat next year. Having become an active member in my unions PAC committee I understand the importance of union members being an active role in their cities planning and oversight.

I believe in the working class and how they built this city. I want to be an active role in ensuring that we keep this identity and help with community development. If I could receive any further information needed to either meet with council members to further my cause, it would be appreciated.

Thank you for your time
Chris Lenoir

From: jake butkie
To: [CityCouncil](#)
Subject: City Council Vacancy
Date: Sunday, November 10, 2024 6:31:05 PM

Hello,

My name is Jacob Butkiewicz and I am very interested in being a considered candidate for the city council vacancy. I am originally from Garden City, Michigan and moved to Livonia during the pandemic. I may not have been in Livonia for all of my life but I plan be in Livonia a long time. I am 25 years old and consider youth to be very important in government as I consider it my job in everyday life to build a better future both for myself and my future children and grandchildren. I spent 6 years at Eastern Michigan University studying history and politics which has allowed me to feel more in tune with political relevancy.

As someone so young, I have so much skin still in the game of politics and think I'd make an excellent city councilman as I make these decisions from an informed level and perspective that represents those younger people in the city of Livonia that often go unheard. I look forward to hearing from you and would love to answer any further questions that may arise.

Thank you,
Jacob Butkiewicz

From: [Carl Deal](#)
To: [CityCouncil](#)
Subject: Recent Council Vacancy
Date: Monday, November 11, 2024 8:46:36 PM

Dear Council Members,

My name is Carl Deal and I would like to fill the upcoming council vacancy beginning in December 2024. I am a 35 year resident of Livonia having served on the Livonia Housing Commission for 30 years as well as a Reserve Livonia Police Officer for 18 years. I would like to meet with you at your convenience so we have the opportunity to discuss this vacancy and see if I would be a good fit.

Thank you for your time,
Respectively,
Carl Deal
35055 Hees Street
Livonia, MI 48150
734-277-1352

From: [Adam Stathakis](#)
To: [CityCouncil](#)
Subject: Vacant City Council Seat Appointment
Date: Wednesday, November 13, 2024 4:42:21 PM

Dear Livonia City Council,

I am writing to express my interest in the soon to be vacant Livonia City Council position. As someone deeply connected to our community, I would be honored to bring my skills, experience, and dedication to this role.

Having recently finished a State House race in which my team and I knocked on over 10,000 doors in Western Livonia alone, I have had countless conversations with Livonia residents and gained a firsthand understanding of their hopes, needs, and concerns. This experience has given me valuable insight into what truly matters to the people of Livonia, and I am eager to represent their voices on the City Council.

In addition to my campaign experience, I serve as an assistant coach for the Livonia United Girls High School hockey team. I am passionate about helping to develop these young women into the next generation of leaders, instilling values of resilience, teamwork, and responsibility. This role has only deepened my commitment to our community, giving me a direct line to Livonia's families and a unique perspective on the needs of our youth.

In this non-partisan City Council role, I am committed to working with ALL stakeholders to move Livonia forward. I believe in open, collaborative leadership that represents every voice, including those who may have differing perspectives. My previous campaign slogan, "Adam Works For Us," reflects my belief that government should serve the people - not the other way around. I am here to listen, understand, and advocate for practical, common-sense solutions that put the needs of our residents above all else.

As a family business operator, I understand the importance of hard work, integrity, and practical solutions that get results. I know who I work for, and if appointed, that will be each and every resident of Livonia - not lobbyists, special interests, or "the system." My focus is on delivering common-sense solutions that put the people of Livonia first and reflect their priorities and values.

I am ready to work with the entire council to make a meaningful impact for Livonia. Thank you for considering my application. Please feel free to contact me with any questions or further discussion.

Respectfully,

Adam Stathakis
Livonia Resident
c: 734.558.1780

From: [Michael E. Mullins](#)
To: [CityCouncil](#)
Subject: Livonia city council vacancy
Date: Wednesday, November 13, 2024 11:28:50 PM

November 13th, 2024

Dear Members of the Livonia City Council,

I am writing to express my interest in the vacant City Council position for the City of Livonia. With my extensive experience serving on various committees and commissions, along with my professional background in managing large budgets and collaborating across multiple departments, I am confident that I would be a valuable asset to the Council and to the residents of Livonia.

I have had the privilege of serving on several committees in the City of Allen Park, including the Housing Commission, Public Safety Commission, and the Festivities Committee. In these roles, I was responsible for creating and managing budgets, ensuring that each initiative was executed within financial constraints while meeting the needs of the community. These experiences have equipped me with a solid understanding of municipal operations and the financial oversight required to make informed, responsible decisions.

In my professional career as Director of Sales, I manage a budget of over \$300 million, where I collaborate with various departments to drive efficiency and improve customer service. This role has honed my ability to work with diverse teams to solve complex challenges while ensuring fiscal responsibility. The skills I have developed in budgeting, cross-departmental collaboration, and strategic planning would directly translate to effective governance at the City Council level.

I believe my background in both public service and the private sector would make me an ideal candidate for this position. I am committed to working with all members of the Council, city staff, and residents to create a thriving, well-managed Livonia that supports both its residents and businesses.

I would be honored to contribute my skills and experience to the City of Livonia, and I welcome the opportunity to discuss how I can be of service. Thank you for your time and consideration.

Sincerely,

**Michael Mullins
19513 Gary Lane
Livonia, MI 48152
m.edward.mullins@gmail.com
313.205.8969**

From: [Brian Meagher](#)
To: [CityCouncil](#)
Subject: Interest in City Council
Date: Thursday, November 14, 2024 12:03:44 PM

Hello,

I saw from Brandon McCullough that there is a vacancy that needs to be filled, along with four vacancies in the upcoming 2025 election.

I would like to officially express interest in this.

Right now, I am a professional fundraiser in the state of Michigan, working from home. I grew up in Livonia, graduated from Livonia Stevenson, have my BA in History from Spring Arbor University, and my Masters in Nonprofit Administration from the University of Notre Dame. My wife and I have lived in Livonia when we have lived in Michigan since we have been married since 2010, in Old Rosedale Gardens, Greenwood Farms at 5 and Newburgh, and we just moved into our newly purchased house in Birchwood Farms right across from Fox Creek.

I spent time in the Air Force, and since have worked in Livonia, Southfield, Arkansas, and Texas. Right now I work from home, running my own business where we help small nonprofits fundraise. I've been working in disaster response, education, arts, and multiple other sectors and have raised millions of dollars for the underserved all over the world. My proudest achievement since I have run my business was raising money to help get more than 3,000 refugees out of Afghanistan after the US withdrew, and settled all over the world.

I love Livonia, listen to council meetings, have followed local issues, and feel like I really understand what is going on. Our three kids (12,11,8) really love the Livonia Library, local events at Greenmead, and play sports in the Livonia soccer league. We love it here.

I have a servant's heart, and am an even keel person with the ability to work a room the same way I can have 1:1 conversations.

I would love to talk with anyone if there is interest.

Thank you so much.

Brian
<https://www.linkedin.com/in/bpmeagher/>

--

Brian Meagher

Brian Meagher
18718 Golfview St
Livonia, MI 48152
brian@BKMANDCO.COM
479.215.9852
12/1/2024

Livonia City Council
33000 Civic Center Drive
Livonia, MI 48154

Dear Livonia City Council Members,

I am writing to express my sincere interest in being considered for the appointment to Livonia City Council. I am honored to have the opportunity to serve my community and contribute to the growth and development of our city.

My name is Brian Meagher, and I have been a resident of Livonia for most of my life. I graduated from Livonia Stevenson High School and obtained my BA in History from Spring Arbor University, followed by an Executive Masters in Nonprofit Administration from the University of Notre Dame. I served in the Air Force and have since worked in Livonia, Southfield, Arkansas, and Texas. My wife and I have always been proud to call Livonia our home, raising our three children here.

Currently, I run my own business from home where we assist small nonprofits in their fundraising efforts. In my career, I have worked with various organizations in disaster response, education, arts, and other sectors, raising millions of dollars for the underserved around the world. One of my proudest achievements was leading a fundraising campaign that helped evacuate over 3,000 refugees from Afghanistan after the US withdrawal and resettling them in various countries.

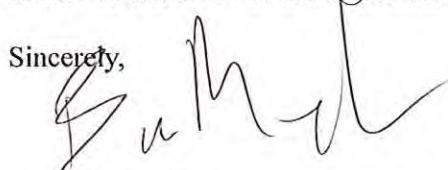
I have a deep love for Livonia and have followed local issues and council meetings closely. I am confident that my knowledge and understanding of our city and its needs would be an asset to the Livonia City Council. My family and I have benefited from the various community resources and events, such as the Livonia Library and Greenmead, and our children play sports in the Livonia soccer league.

I am a person with a servant's heart and can connect with people from all walks of life. I am approachable, a good listener, and have a passion for making a positive impact in the community. I am confident that my skills and experience make me a strong candidate for the council appointment.

I have enclosed my resume, which highlights my professional background and accomplishments, for your review. Additionally, I have also included a copy of my company's work to provide you with a better understanding of my fundraising experience.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further and contribute my skills and energy to the Livonia City Council. Please do not hesitate to contact me at 479.215.9852 or brian@bkmandco.com if you require any further information.

Sincerely,



Brian Meagher

Brian Meagher
18718 Golfview St, Livonia, MI 48152

479.215.9852
brian@bkmandco.com

Consulting

BKM and Co., LLC, Owner and President

July 2019-Present

- Worked on a daily basis with more than 20 global clients developing a strategic fundraising plan
- Worked with clients in executing plan for fundraising efforts during the off season for their business, building up brand opportunities and revamping donor interface
- Managed grant research and writing for more than 15 consecutive global clients
- Raised more than \$10M with the average gift size being around \$25,000 over 5 years of business

Development and Marketing Experience

Team Rubicon, Strategic Partnerships Officer

June 2018-July 2019

- Worked daily in cause marketing strategically planning how different companies are able to invest and engage their money and people with our mission
- Worked as the field producer for major media campaigns, including Mountain Dew, T-Mobile, USAA, and Gerber Gear national commercials
- Planned, coordinated, and executed three major fundraising events, netting more than \$3M
- Executed multiple multi-year deals with major corporations, working with marketing and corporate social responsibility departments for maximum investment and exposure
- Consistently brought in gifts in the five and six-figure range to support programs and events

Development Experience

Team Rubicon, Major Gifts Officer

August 2015-June 2018

- Cultivated, stewarded, and solicited gifts from donors, exceeding my dollar goal each year
- Partnered with our finance team to establish a robust program to track our in-kind giving
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BKM and Co., LLC

Humanizing Nonprofit Fundraising



A GLOBAL VILLAGE

Competitive Analysis

BKM and Co., LLC is a small agency focused on nonprofits and fundraising specifically within the cause marketing and corporate relationships market. There are multiple other agencies that work in the same space but might not focus specifically on these areas. As we scale, the competitive angle that we are focusing on is grants, digital marketing, and digital storytelling. In the end, the best success comes when the nonprofit wins

PROBLEMS



Problems in Nonprofit Fundraising

The process is confusing

People are not always transparent

Too many points of friction

Our Solution

Focus on strong transformational long term relationships

Augment to any team
No need to hire an FTE

Focus on impact; low touch, high impact

Maximize grant process-focus on technology

Strategy around full picture





Grant Strategy
Fundraising Audit
Grant Research
Fractional Development Director

Our Services

Organizational Chart

Andrew Baren
Digital Marketing



Natalie Perez
Video



Justin Cox
Website



Jason Wilmot
Digital Marketing



Charl Folscher
Video



Brian Meagher
President
Founder

Mackenzie Lopez
Government Grant
Writer



Nancy Granger
Grant Researcher



Jeff Wright
Grant Writing and
Research



Victoria Johnson
Grant Writer



Antavia Mason
Grant Writer



Erika Kostamo
Social Media



Eliza Delgado
Operations



Octavia Mason
Grant Writer



Calla Drembelas
Grant Writer





Organizations We Have Worked With



SMARTAID



BOOT CAMPAIGN

GOOD
BOURBON
Good Cause



**MINUTEMAN
DISASTER RESPONSE**



**WARRIORS
HOCKEY**

 **CENTRAL DETROIT CHRISTIAN
COMMUNITY DEVELOPMENT**



**DEFENSE
ENTREPRENEURS
FORUM**

Inspire. Connect. Empower.

Orion's Quest



**INFINITUS
SALVATOR**



Funders We Consistently Work With





Let's Connect

THANK YOU

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