January 7, 2015

TO: HONORABLE MEMBERS OF THE CITY COUNCIL
FROM: MAYOR JACK E. KIRKSEY
SUBJECT: 2013-2014 Annual Report

Dear Council Members:

This annual report summaries the activities and accomplishments of Livonia’s Departments, Boards and Commissions during the 2013-2014 fiscal year. Following is a brief summary of many interesting items, and a few personal thoughts on what will be my final report:

Community Resources
Among its other accomplishments, the Department of Community Resources provided food to thousands of people who might not otherwise have gotten it.

The Temporary Emergency Food Assistance Program (TEFAP) helped deliver food to 3,898 low-income households, assisting 5,787 people. Fourteen volunteers provided more than 1,000 hours of their own time. They also partnered with the Forgotten Harvest Food Rescue organization who provided our low-income residents fresh fruits, vegetables and dairy items. Over 91,713 pounds of food was distributed to our residents.

Public Works (DPW/DPS)
Everyone knows what a bad winter it was, and the Public Works staff worked to make it better. Crews maintained roads on primary salt routes 24/7 throughout the 2013-2014 snow season. They salted the primary salt routes once in November, 14 times in December, 21 times in January, 14 times in February, and six times in March, using a total of 3,293 tons of salt. (More information is available on the City website, www.ci.livonia.mi.us)

They performed seven citywide major snow events (cycles) last season using DPW forces and contractors. They plowed 370 miles of road each time, salted 69 miles of primary, industrial and collector roads, responded to 5,489 service requests from residents, did a pothole repair blitz after MDOT completed I-96 and patched potholes on City-maintained roads, parking lots and other sites.
16th District Court
The 16th District Court, always an efficient court (99% clearance rates on misdemeanors, 100% on felonies) has found a way to generate additional revenue. In November 2014, the court began additional collections efforts by initiating State Income Tax Garnishments. Since the start of the project, the court successfully garnished $52,631 within two months of their submittal to the Department of Treasury. The court has issued garnishments on 2,664 cases for a total owed in the amount of $722,740.80. The total cost for the projects is $15,320, an amount already recouped by defendants simply getting the tax garnishment notice and appearing to pay their outstanding fees.

Finance Department
In an era when state-shared funds are drying up, the Finance Department played a key role in meeting state requirements under the Economic Vitality Incentive Payment (EVIP) program, enabling the City to qualify for $800,000 in revenue sharing funds.

Fire Department
Livonia Fire & Rescue continues to save lives, responding to 9,530 incidents in fiscal year 2014, with 87% involving emergency medical services. EMS runs are up 2% from last year, fire runs are down 3% and other fire runs (downed wires, false alarms and carbon monoxide) were up 13%. Overall, runs for the department were up 3%.

Parks and Recreation
An integral part of Livonia’s quality of life is our solid commitment to providing programs that help people develop healthy habits, improve fitness, develop skills and create memories.

With the assistance of 11 full-time staff and more than 300 dedicated and enthusiastic part-time staff, and the support of the Department of Public Services Building Maintenance and Park Maintenance, in 2014 we recorded:

- A daily average of 2,800 individual visits to the LCRC.
- 99,327 rounds of golf played at our three courses.
- 10,522 participants in Special Events.
- 6,865 visits to the outdoor pools.
- 27,081 people attending organized picnics at a park pavilion.
- 5,800 athletic participants playing over 3,500 games.

Economic Development
Several projects from last year have come to fruition or are nearing completion, most notably the commercial corridor on both sides of Middlebelt Road between I-96 and the CSX Railroad. New store openings include Dick’s Sporting Goods, Jo-Ann Fabrics, Culvers, Outback Steakhouse, Goodwill, Applebee’s and Del Taco.

Livonia’s industrial market continues on a positive trend. The City has nearly 30 million square feet of classified industrial space and, as of December 2014, the occupancy rate stood at 91.5 percent, equal to the 10-year high reported in 2004.
Livonia Police Department
The Livonia Police Department continued to grow. In 2014, the police department added 25 members to its staff, but also experienced 18 separations of service, mostly retirements, resulting in an increase of seven members.

There were interesting statistics from the department. Calls for police (1%) and fire (4%) responses were up, but arrests were down. Police dealt with more than 3,000 property-damage crashes and 744 injury accidents. Three people died in fatal crashes in 2014, equaling the total for 2013.

Summary
The City continues to run smoothly from a strong financial position largely due to the efforts of staff who meet the budgetary challenges on a daily basis, but also because we continue to attract a strong retail and industrial base. The development along Middlebelt attests to the attraction Livonia has for businesses.

While elected leaders, department administrators and staff are finding efficiencies every day that save money and bring in revenue, we will still need to explore new ways to increase collaboration and work with other municipalities to cut costs even further.

Livonia continues to be a wonderful place to work, live and play. In the last couple of years, Livonia has been honored by various entities as one of Michigan's best places to raise a young family and being the top place for job seekers. Late in 2014, Apartment List counted Livonia #40 among the top 100 Best Cities for families in the United States.

After three years of planning, designing and building, the Larry Nehasil Memorial Park was finally completed. The park's opening was the culmination of a tremendous effort among city and Wayne County officials, corporate partners, and generous citizens that allowed us to raise $760,000 to get the park finished.

Your review of the attached report will surely reveal Livonia’s leaders and staff continue to harness a strong commitment to delivering quality service to the community. With the support of an engaged City Council, other city officials, and our residential and corporate citizens, the City of Livonia can look forward to a bright future.

Sincerely,

Jack E. Kirksey
MAYOR

Enclosure

cc: Clerk, Council, Finance, Law
email: Leadership Staff
CITY OF LIVONIA
ANNUAL REPORT
FISCAL YEAR
2013-2014
CITY OF LIVONIA, MICHIGAN  
ANNUAL REPORT  
Fiscal Year 2013-2014

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<td>Parks and Recreation Department and Commission</td>
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<td>Public Service Division</td>
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<td>Traffic Commission</td>
<td>122</td>
</tr>
<tr>
<td>Treasurer</td>
<td>124</td>
</tr>
</tbody>
</table>
ASSESSING DEPARTMENT

The 2014 State Equalized Valuation of the City real and personal property was $4,012,086,690 which relates to the following statistics:

<table>
<thead>
<tr>
<th>CLASS</th>
<th>PARCEL COUNT</th>
<th>VALUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>38,219</td>
<td>2,650,599,310</td>
</tr>
<tr>
<td>Commercial</td>
<td>1,784</td>
<td>692,511,450</td>
</tr>
<tr>
<td>Industrial</td>
<td>430</td>
<td>218,174,590</td>
</tr>
<tr>
<td>Personal</td>
<td>4,360</td>
<td>450,801,340</td>
</tr>
</tbody>
</table>

$4,012,086,690

In addition, valuation under the Special Acts provided total valuation of $112,157,920 as follows:

- IFT Real 14,726,660
- Turbo/Brownfield 21,733,340
- IFT Personal 75,697,920

$112,157,920

All property appeared on the assessment roll at 50% of true cash value as mandated by State Law. Annual sales studies are conducted in order to determine market growth by neighborhood. The results of these studies are utilized to adjust area values to the required 50% of true cash value.

The appraisal and maintenance of all residential field data is the responsibility of this department. Records for 48 new homes were created. Revisions to approximately 802 existing property field sheets were made, which is a 12% increase over the prior year. Commercial and Industrial new buildings, alterations and additions numbered 152 and were reviewed for value for the 2014 assessment roll.

We began a residential canvass this spring, starting in May. We canvassed approximately 8,000 homes in the south end of the City. We are in the process of entering the data collected from each property. This project will continue for the next 3 years in order to complete the entire City. This completed project will bring the Assessing Department in compliance with the State Tax Commission guidelines.

For 2014, Transfer Affidavits totaling 2,362 and Homesteads, Rescissions, Conditional Rescissions and Denial Forms totaling 3,143 were interpreted and processed on a daily basis.

Lots splits and combinations are processed by this department. This office reviews petitioner's applications and departmental correspondence for compliance with city ordinances and procedures. If a split is non-conforming Council action will be
required. Approximately 15 splits and combinations were completed in 2014. Of these, two required Council action.

Several prior years of Michigan Tax Tribunal appeals were finalized. A total of 114 appeals were completed. Of this number there were 82 full tribunals, 20 residential small claims and 12 commercial & industrial small claims, for the years 2013 – 2014. This is a decrease of 131 completed cases over last year.

Over 4,500 personal property statements were processed for the 2014 assessment roll. A continual inspection of properties in the city is being done to verify the fixed assets in the business as of tax day of each year.

* * * * * * *

BOARD OF REVIEW

The December Board of Review meeting was held on Tuesday, December 10, 2013, in accordance with Section 211.53b of the General Property Tax Law of Michigan, to correct all mutual mistakes of fact and clerical errors.

The Livonia City Council, on January 28, 2014 (CR#29-14), set the place and dates for the 2014 March Board of Review meetings as scheduled by the Assessor and notice was given and published in the local newspapers.

The Board of Review meetings convened Tuesday, March 4, 2014, for an eight (8) day session of public hearings, which included two evening sessions. Members William Tancill, Jollietta Coleman and Vahan Nazarian were in attendance. The Board heard 80 taxpayer appeals and acted on 156 mail-in petitions. Determination notices were mailed on April 4, 2014.

State law requires a July Board of Review meeting to correct clerical errors and mutual mistakes of fact. This meeting was held on Tuesday, July 22, 2014.

* * * * * * *

CITY CLERK

This office is administered by the City Clerk, elected for a four-year term at an odd-year election conducted by the City of Livonia.

The powers and duties of the City Clerk are set forth in the City Charter and statutes of the State of Michigan. The Clerk is assisted by a Deputy Clerk and a staff of six who are trained specialists in delivering a variety of services to the citizens of Livonia and the several departments of the City administration, i.e.:
(a) “The Clerk shall be clerk of the Council and shall attend all meetings of the Council and keep a permanent record of its meetings . . .”

This responsibility involves receiving all correspondence and communications filed with the Clerk for transmission to the Council; preparing official agendas for both Council Regular and Study Meetings; taking and transcribing complex minutes of all Council proceedings for the official journal as well as for all Public Hearings conducted by the Council as required by law; notification and publication of Notices and Public Hearings and Council proceedings in the official newspaper as designated by the City Council; preparation and forwarding of true copies of Council actions to the parties affected; maintaining the official record of all Ordinances enacted by legislative actions.

FUNCTION STATISTICS: LEGISLATIVE DEPARTMENT

<table>
<thead>
<tr>
<th>City Council</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Meetings</td>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td>Regular Meetings</td>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td>Special Meetings</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Council Resolutions Recorded</td>
<td>371</td>
<td>366</td>
</tr>
<tr>
<td>Ordinances Adopted</td>
<td>28</td>
<td>32</td>
</tr>
<tr>
<td>Public Hearings Conducted</td>
<td>19</td>
<td>17</td>
</tr>
</tbody>
</table>

(b) “The Clerk shall perform such other duties as are required of that office by State or Federal law, the City Charter, the Council or Ordinances of the City.”

DEPARTMENT OF VITAL STATISTICS

Required by State Statute to record and file a record of all deaths and births occurring within the City for subsequent transmittal to the State and County Department of Health and make available for certification copies of such records, as can be legally released.

VITAL STATISTICS (DECEMBER 2013-2014)

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Births Recorded</td>
<td>876</td>
<td>857</td>
</tr>
<tr>
<td>Deaths Recorded</td>
<td>1524</td>
<td>1507</td>
</tr>
<tr>
<td>FEES COLLECTED</td>
<td>$122,475.00</td>
<td>$135,420.00</td>
</tr>
</tbody>
</table>

(c) “The City Clerk shall issue and sign all licenses granted and shall register same.

LICENSING

During the fiscal year this office of the City Clerk accepted and processed, etc., under Title 4 of the Livonia Code of Ordinances, the following licenses:
<table>
<thead>
<tr>
<th>TYPE</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas Stations, Dry Cleaners, Amusement Places, Taxi, Trailer Rental, Solicitors, Vending Machines, Restaurants, Caterers, etc.</td>
<td>1,300</td>
<td>390*</td>
</tr>
<tr>
<td>FEES COLLECTED</td>
<td>$61,700.00</td>
<td>$30,256.00**</td>
</tr>
<tr>
<td>Garage, Basement, Rummage Sales</td>
<td>1,750</td>
<td>1,612</td>
</tr>
<tr>
<td>FEES COLLECTED</td>
<td>$8,895.00</td>
<td>$10,045.00***</td>
</tr>
<tr>
<td>Pet Licenses</td>
<td>4,200</td>
<td>3,726</td>
</tr>
<tr>
<td>FEES COLLECTED</td>
<td>$33,600.00</td>
<td>$32,651.00</td>
</tr>
<tr>
<td>Bicycle Licenses</td>
<td>16</td>
<td>9</td>
</tr>
<tr>
<td>FEES COLLECTED</td>
<td>$48.00</td>
<td>$27.00</td>
</tr>
</tbody>
</table>

*Previous to 2014, each individual license within a business was counted, (i.e. each vending machine, each gas pump, etc.). Updated BS&A Software made it possible for the employee in charge of Business Licensing to obtain a more accurate number of businesses by LOCATION only.

**Previous to 2014, the old BS&A software included the totals of garage sales in the final total of amount collected. The amount noted in 2014 is an accurate number.

***Prior totals did not include “Sub-division Sales.” The new software has enabled us to include them.

(d) “The City Clerk shall receive for filing: zoning petitions, subdivision plats, security bonds, etc. Comprehensive files covering all phases of development of new subdivisions: from the Public Hearings of the City Planning Commission in proposed plats, to the filing of all bonds and payment of financial assurances established in the City Council’s Master Bond Resolutions, to the final signatures of the City Clerk after the final plat approval is given by the Council.”

<table>
<thead>
<tr>
<th>NUMBER AND TYPE OF PETITIONS FILED</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoning</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Vacating</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Miscellaneous (Waivers)</td>
<td>30</td>
<td>15</td>
</tr>
<tr>
<td>New Plats Authorized (Preliminary)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Final Plats</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Extensions</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
(e) Publication and Legal Notices

The City Clerk is responsible for the publication of the City Council’s proceedings in the official newspaper of the City and the insertion of Public Notices required by law of Public Hearings and all Ordinances duly adopted.

In addition, Ordinances are printed, collated and distributed to all departments and interested parties. A complete file in excess of 2,975 separate Ordinances is maintained, and the Livonia Code of Ordinances is continually updated, as amended, and on file in the City Clerk’s office.

(f) Duplicating and Mailing Figures

The City Clerk’s office produces copies of the following materials for meetings of the City Council.

<table>
<thead>
<tr>
<th>Material</th>
<th>2013*</th>
<th>2014*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council Regular Agendas</td>
<td>1248</td>
<td>1800</td>
</tr>
<tr>
<td>Council Study Agendas</td>
<td>1488</td>
<td>2040</td>
</tr>
<tr>
<td>Special Regular Agendas</td>
<td>N/A</td>
<td>45</td>
</tr>
<tr>
<td>Special Regular Minutes</td>
<td>N/A</td>
<td>17</td>
</tr>
<tr>
<td>Council Regular Minutes</td>
<td>408</td>
<td>408</td>
</tr>
<tr>
<td>Council Study Minutes</td>
<td>408</td>
<td>480</td>
</tr>
<tr>
<td>Attorney Notes for Council Regular Meetings</td>
<td>864</td>
<td>725</td>
</tr>
<tr>
<td>Synopsis of Regular Council Minutes</td>
<td>96</td>
<td>96</td>
</tr>
<tr>
<td>Council Public Hearing Notices</td>
<td>1071</td>
<td>867</td>
</tr>
<tr>
<td>Public Hearing Minutes</td>
<td>418</td>
<td>374</td>
</tr>
</tbody>
</table>

*Tables indicate number of sets required per year for distribution for each activity; number of pages varies by event and is not included in total. (2014 - Agenda totals include copies for the public.)

MAILING FUNCTION

All City Departments’ outgoing mail is handled through mailing equipment in the City Clerk’s office and the required postage in 2014 totaled $81,085.50. All incoming mail is handled daily by the Clerk’s office and is distributed to the various departments of the City.

(g) Election Commission of Livonia (Authority - State Statute)

The City Clerk presides as Chairperson of the three-member Election Commission consisting of the Clerk, Mayor and City Attorney, charged with the responsibility of conducting all elections within the City. The compensation of election personnel shall be determined in advance by the Election Commission. In any case where Election
procedure is in doubt, the Election Commission shall prescribe the procedure to be followed.

STATISTICS RELATING TO THIS FUNCTION

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<tr>
<th></th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elections Held in City</td>
<td>1 Special School</td>
<td>1 State Primary</td>
</tr>
<tr>
<td></td>
<td>1 City General</td>
<td>1 State General</td>
</tr>
<tr>
<td>New Registrations</td>
<td>6,914</td>
<td>4,526</td>
</tr>
<tr>
<td>Total Registered Voters</td>
<td>74,701</td>
<td>74,932</td>
</tr>
<tr>
<td>Change of Name</td>
<td>419</td>
<td>378</td>
</tr>
<tr>
<td>Change of Address</td>
<td>3,121</td>
<td></td>
</tr>
<tr>
<td>Cancellations</td>
<td>2,434</td>
<td>2,339</td>
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<tr>
<td>Registrations by Mail</td>
<td>1,143</td>
<td>807</td>
</tr>
<tr>
<td>Number of Absentee Ballots Issued</td>
<td>6,351</td>
<td>17,921</td>
</tr>
<tr>
<td>AV Applications Issued</td>
<td>6,351</td>
<td>17,921</td>
</tr>
<tr>
<td>Notices of Election Inspectors</td>
<td>329</td>
<td>589</td>
</tr>
<tr>
<td>Notice of Cancellation of Registration</td>
<td>347</td>
<td>795</td>
</tr>
<tr>
<td>Sale of Voter Registrations Lists</td>
<td>$1,157.01</td>
<td>$1,005.69</td>
</tr>
</tbody>
</table>

(h) Other Duties and Responsibilities of the Clerk

The Clerk shall have power to administer all oaths required by State Law, the Charter and Ordinances of the City.

The Clerk shall be custodian of the City Seal and shall affix it to all documents and instruments requiring the Seal, and shall attest the same.

The Clerk shall be custodian of all papers, documents and records pertaining to the City of Livonia, the custody of which is not otherwise provided for by the Charter.

As custodian of records, the office of the City Clerk instituted a program of microfilming the birth and death records of the City in 1985. In 2007, all birth and death records were scanned to create CD-ROM’s.

In 2014 the office of the City Clerk started to scan and create electronic files of birth and death records from 2008 – 2014.
The Clerk’s office has offered notary services to the public since 2011. In 2014, 135 documents were witnessed and notarized by the department, with fees of $880.00 collected.

The Clerk shall give the proper officials of the City ample notices of expiration or termination of any official bonds, franchises, contracts or agreements.

The Clerk shall examine and audit all accounts and claims against the City.

In 2014, the Clerk examined, pre-audited and signed approximately 14,250 vouchers issued by the Department of Finance for transmittal to the City Treasurer.

The Clerk shall possess and exercise the powers of a Township Clerk so far as the same are required to be performed within the City.

The Clerk shall certify by signature all Ordinances and Resolutions enacted or passed by the City Council.

The Clerk, as custodian of the cemeteries under City jurisdiction, is in charge of all burial procedures and in 2014 there were three (3) authorized opening and closings at the cemeteries.

* * * * * * *

CIVIL SERVICE DEPARTMENT

REGULAR BUSINESS
The Civil Service Commission held twelve (12) Regular meetings during fiscal year 2013-14.

LABOR RELATIONS
During fiscal year 2013-14, contracts were successfully negotiated and implemented for the Livonia Police Officers Association (LPOA), Livonia Lieutenants and Sergeants Association (LLSA), AND Local 192 of AFSCME. Negotiations with Local 1917 of AFSCME are continuing. No agreement had been reached as of November 30, 2014.

In April the Police Officers Association of Michigan petitioned to represent the Police Service Aide Classification. An election was held and the employees voted to join the POAM. The group was accreted to the LPOA as a “non-Act 312 eligible” unit within the union. An initial contract was successfully negotiated and implemented.
Labor-Management Committee meetings have been held to resolve employee grievances or concerns filed by members of the AFSCME Local 192, the Livonia Police Officers Association, the Livonia Police Lieutenants and Sergeants Association and the Livonia Fire Fighters Union. These committees consist of representatives of the Union and the City. In the event the employee grievance cannot be resolved at the committee level, the grievance procedure permits appeal to the Civil Service Commission and, if not resolved, through mediation and/or formal arbitration.

PERSONNEL REVIEW COMMITTEE
The Personnel Review Committee comprised of the Human Resources Director, the Director of Finance, and the Director of Administrative Services met twenty (20) times during the year and reviewed and made sixty-nine (69) recommendations to the Mayor on all new hires, replacement personnel and promotions.

EMPLOYEE BENEFIT PROGRAMS
HOSPITALIZATION-MEDICAL INSURANCE PLANS
Effective March 1, 2014, the City’s cap for annual contribution to active employee health insurance consistent with Public Act 152 is

- Single coverage - $5,857.58
- Two-person coverage - $12,250.00
- Family - $15,975.23

Effective March 1, 2014, the monthly premium share amounts for employees were:

<table>
<thead>
<tr>
<th>General non-court employees</th>
<th>Single</th>
<th>Two Person / Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Blue 3</td>
<td>$35.00</td>
<td>$123.00</td>
</tr>
<tr>
<td>Blue Choice</td>
<td>$64.00</td>
<td>$324.00</td>
</tr>
</tbody>
</table>

| LFFU employees              |
|-----------------------------|--------|---------------------|
| Community Blue 3            | $35.00 | $123.00             |
| Blue Choice                 | $64.00 | $326.00             |

| LLSA & Police Command       |
|-----------------------------|--------|---------------------|
| Community Blue 3            | $35.00 | $121.00             |
| Blue Choice                 | $64.00 | $326.00             |

| LPOA employees              |
|-----------------------------|--------|---------------------|
| Community Blue 3            | $35.00 | $121.00             |
| Blue Choice                 | $64.00 | $324.00             |

According to union contracts, employees must pay the portion of the cost of their Blue Choice plan that is higher than the cost of the equivalent Blue Cross/Community Blue PPO Plan. As of March 1, 2014, the monthly premiums
for Blue Choice health insurance coverage were greater than the premiums for Blue Cross/Community Blue 3.

The annual Employee Health and Wellness Fair was held on three (3) separate afternoons during January 2014 at various City locations, including the Police Headquarters Training Room, the Department of Public Works Administrative Conference Room, and the City Hall Fifth Floor Gallery. Employees and retirees, along with their immediate family members, were encouraged to attend. Representatives of the City’s occupational health services providers were present to answer questions. In addition, representatives from the Blue Cross/Blue Shield (BCBS) hospitalization/medical insurance plans, sponsored by the City, were present to permit employees to review and compare plan provisions and obtain assistance with health care questions or problems.

At the end of the fiscal year, the employee and retiree hospitalization/medical insurance enrollments are:

<table>
<thead>
<tr>
<th>Plan</th>
<th>Employee subscribers</th>
<th>Retiree subscribers</th>
<th>Retirees on Medicare</th>
</tr>
</thead>
<tbody>
<tr>
<td>(BC/BS) Preferred Plan</td>
<td>147</td>
<td>58</td>
<td>322</td>
</tr>
<tr>
<td>Blue Cross/Blue Shield</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blue Choice PPO</td>
<td>186</td>
<td>147</td>
<td>425</td>
</tr>
<tr>
<td>Community Blue 2</td>
<td>43</td>
<td>27</td>
<td>37</td>
</tr>
<tr>
<td>Community Blue 3</td>
<td>307</td>
<td>37</td>
<td>2</td>
</tr>
</tbody>
</table>

A total of fifty-four (54) full-time employees “opted out” of insurance coverage during the 2014 open enrollment period and received $1,000.00 in lieu of hospitalization/medical coverage.

LIFE INSURANCE & ACCIDENTAL DEATH & DISMEMBERMENT PLAN

The City of Livonia currently contracts for group life insurance with the Reliance Standard Life Insurance Company at the rate of 0.182 cents per $1,000 per month volume. Accidental Death and Dismemberment (AD&D) group insurance coverage is also provided by Reliance at a rate of 0.015 cents per $1,000 volume per month.
Current Insurance Volumes

<table>
<thead>
<tr>
<th>Number</th>
<th>Employees</th>
<th>Insurance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>559</td>
<td>$31,820,964.80</td>
</tr>
<tr>
<td>19</td>
<td>Retirees @ $3,000</td>
<td>$57,000.00</td>
</tr>
<tr>
<td>144</td>
<td>Retirees @ $3,500</td>
<td>$504,000.00</td>
</tr>
<tr>
<td>243</td>
<td>Retirees @ $5,000</td>
<td>$1,125,000.00</td>
</tr>
</tbody>
</table>

During the fiscal year, a total of $78,787.22 in life insurance and AD&D premiums were paid to Reliance Standard Life Insurance Company. There were eight (8) retiree death claims totaling $32,500.

WEEKLY DISABILITY INCOME PLAN

The City of Livonia is self-insured for the weekly disability income coverage. Effective March 1, 2013, through February 28, 2016, the disability claims were administered by Citizen’s Management, Inc. (CMI). This benefit provides $250/wk to disabled general full-time employees and $125/wk to disabled part-time employees for up to 45 weeks; $125/wk for disabled Police Dispatcher full-time employees for 45 weeks; $42/wk for the first 12 weeks and $100/wk for the 40 week balance of 52 weeks for disabled police and fire employees; and $200/wk for up to 45 weeks for District Court employees. The total premium paid to Citizen’s Management, Inc., to administer the program was $10,125.00.

During the Fiscal Year 2013-14, there were a total of twenty-one (21) weekly disability income claims to employees. A total benefit of $34,172.12 was paid by this self-insured program.

TUITION REIMBURSEMENT

The Civil Service Department staff administers the general employee union tuition reimbursement programs. Fourteen (14) members of AFSCME Union Local 192 expended $2,295.00 out of the maximum allocation of $10,000.00 during the fiscal year. Two (2) members of the AFSCME Supervisory and Technical Chapter of Union Local 1917 expended $575.00 out of the maximum allocation of $3,475 during the fiscal year.

OPTICAL PLAN

The City offers an optical benefit program with two providers: Co-op Optical and RxOptical, who have multiple area locations. Employee usage and costs incurred during the fiscal year at these centers or through the reimbursement option were:

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Glasses</td>
<td>13</td>
<td>$2,191.00</td>
</tr>
<tr>
<td>Direct Reimbursement</td>
<td>52</td>
<td>7,422.11</td>
</tr>
<tr>
<td>Co-Op Optical</td>
<td>34</td>
<td>2,416.00</td>
</tr>
<tr>
<td>RxOptical</td>
<td>120</td>
<td>12,594.00</td>
</tr>
</tbody>
</table>

Total 219 $24,623.11
The City also offers an optical reimbursement program as an option.

**DENTAL PROGRAM**

All employee groups have a dental reimbursement program. Employees may elect a direct payment to the Dentist. The City provides an annual payment of $700 per employee. Billing for services rendered during the fiscal year must be submitted within 30 days of the November 30th fiscal year end for consideration. A summary of the employee reimbursements and hardship advances during the fiscal year to date is:

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Number of Transactions</th>
<th>Total Amount Paid</th>
<th>Average Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursement/Direct Payment</td>
<td>853</td>
<td>$255,207.45</td>
<td>$299.19</td>
</tr>
</tbody>
</table>

Dental reimbursement may also include payment for Dental Insurance premiums. LFFU members participate in a dental insurance program. The program is administered by the union.

**ORTHODONTIC SERVICES**

General employees, Court employees, LFFU, LLSA and Police Command are eligible for 50% of the fees for orthodontic services for a lifetime maximum of $1500 per family. Coverage is limited to the employee, spouse and dependent children until the end of the year the dependent reaches age 19. LPOA employees are eligible for 50% of the fees for a lifetime maximum of $1000 per family.

A summary of the orthodontic service claims received this fiscal year is:

<table>
<thead>
<tr>
<th></th>
<th>Number of Claims</th>
<th>Total Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police/Fire</td>
<td>5</td>
<td>$ 4,555.00</td>
</tr>
<tr>
<td>General</td>
<td>5</td>
<td>$ 5,768.45</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10</strong></td>
<td><strong>$10,323.45</strong></td>
</tr>
</tbody>
</table>

**WORKER’S COMPENSATION PROGRAM**

At the meeting of November 17, 2014, City Council (Resolution # 343-14) approved the City’s self-insurance program for Workers’ Compensation for the contract period December 1, 2014, through November 30, 2015, with Citizens Management, Inc. (CMI), for claims administration services for a total estimated premium cost of $43,440.00.

Further, City Council authorized a contract for the period of December 1, 2014, through November 30, 2015, with Midwest Employers Casualty Company to provide the City with excess insurance coverage when losses from any one claim reaches $750,000 for a total estimated premium cost of $123,225.00. The total paid on all claims through Citizens Management, Inc. (CMI) from December 1, 2013, through November 30, 2014, is $100,038.26. There were (105) new claims submitted during this period.
The total paid on all claims through CompOne Administrators, Inc. from December 1, 2013, through November 30, 2014, is $505,479.10. These payments are for claims that started prior to December 1, 2009.

The total paid on all claims includes weekly wage loss indemnity benefits, medical services, related legal, vocational rehabilitation and other related professional expenses. Employees receive treatment for work-related injuries or illness at Providence Corporate Health Services and Midwest Health Center.

**UNEMPLOYMENT COMPENSATION PROGRAM**
The City of Livonia participates in the self-insured Michigan Municipal League Unemployment Compensation Group Account. The firm of Equifax is the service agent of this group account. The Civil Service Department responded to approximately thirty-two (32) former employee claims for unemployment benefits filed with the Michigan Employment Security Administration (MESA). Approximate charges for 2014 are $58,964.90.

**CITY PHYSICIAN AND MEDICAL CLINICS**
Pre-employment, return-to-work and occupational injury/illness medical examinations and treatment are provided by the authorized City Physician, St. John Providence Corporate Health Services. Also, St Mary Mercy Hospital has provided medical services for Police and Fire personnel and emergency services only for general employees. One hundred-eleven (111) regular employee and temporary employee pre-employment (full-time and part-time) examinations and seventy-three (73) physicals for return to work examinations were conducted. Dr. Lyle Danuloff, Ph.D., the City’s Consulting Psychologist, completed twenty-one (21) evaluations for Public Safety new hire employees. In addition, there were medical consultations with regard to employee health and occupational safety matters as it related to infectious diseases and worker’s compensation claims, including continuation of pre-employment auditory, TB and pulmonary function examinations for fire fighter and police officer new hires in compliance with MIOSHA requirements. Alcohol and drug testing for employees assigned to drive specific types of Department of Public Works vehicles are coordinated in compliance with federal regulations. Providence conducted ten (10) MCOLES Physicals for entry into the Police Academy and eleven (11) fit-for-duty evaluations for the City.

**SAFETY**
A representative from the Livonia Community Recreation Center conducted the Bloodborne Pathogens Training for Department of Public Works staff. Building Maintenance employees attended one of the three training sessions.

**SERVICE RECOGNITION PROGRAM**
Eighty (80) employees received service recognition awards in FY 2013-14.
<table>
<thead>
<tr>
<th>Level of Service</th>
<th>Awards Presented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five Years</td>
<td>2</td>
</tr>
<tr>
<td>Ten Years</td>
<td>2</td>
</tr>
<tr>
<td>Fifteen Years</td>
<td>26</td>
</tr>
<tr>
<td>Twenty Years</td>
<td>24</td>
</tr>
<tr>
<td>Twenty-Five Years</td>
<td>20</td>
</tr>
<tr>
<td>Thirty Years</td>
<td>0</td>
</tr>
<tr>
<td>Thirty-Five Years</td>
<td>4</td>
</tr>
<tr>
<td>Forty Years</td>
<td>1</td>
</tr>
<tr>
<td>Forty-Five Years</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>80</strong></td>
</tr>
</tbody>
</table>

**APPLICANT RECRUITMENT**
The Civil Service Department has continued an affirmative recruitment program through newspaper advertisements in the Observer/Eccentric, the Detroit News/Detroit Free Press, and notices to various colleges, training schools, MESA, handicapper rehabilitation services, and minority community based organizations. The total number of advertisements published during Fiscal Year 2013-14 were: the Detroit News - 9; Livonia Observer - 8; several professional association publications, the City of Livonia Spring and Fall News, and Cable Channel 8.

**EQUAL EMPLOYMENT/AFFIRMATIVE ACTION**
In accordance with the Affirmative Action policy adopted by the Civil Service Commission, the Civil Service staff continued its efforts to make examinations and position descriptions as job-related as possible. Proposed qualifications for each new examination were reviewed by the respective Department staff and the Civil Service Commission in order to establish prerequisites which were appropriate to the positions being filled. The staff also prepares a monthly summary report to the Civil Service Commission concerning the race and gender characteristics of all applicants for open-competitive examinations, the resulting eligible lists, and all regular employee hires and terminations.

**EXAMINATION PROGRAM**
The Civil Service staff continued to prepare and administer open-competitive and promotional examinations as requested by City Department Heads. During Fiscal Year 2013-14, a total of 23 open-competitive and 15 promotional examinations were announced. As of November 30, 2014, the Civil Service Department received 1,529 applications for open-competitive examinations and 53 applications for promotional examinations during the fiscal year. In addition the Department processed 266 applications for temporary employment opportunities in various Parks and Recreation positions; 53 applications for Seasonal Laborer; 1 application for Seasonal Clerk; 45 applications for Student Page; 53 applications for Library Page; 4 applications for Substitute Librarian; 16 applications for Temporary Clerical; 13 applications for School Crossing Guard; and 27 applications for Police Reserve Officer.
**TRAINING**
During FY 2013-14, the Civil Service Department sponsored several employee-training activities.

Between December 2013 and November 2014, Civil Service Staff coordinated multiple educational presentations sponsored by financial representatives from the Deferred Compensation 457 Plan providers including Nationwide Retirement Solutions, ICMA Retirement Corporation and Community Choice Credit Union.

Great West Retirement Services is the Plan Administrator for the 401(a) Defined Contribution Plan. The Account Representative, Greg Wood, conducted numerous on-site meetings and training sessions in 2014. Approximately ninety-four (94) employees attended the sessions in which enrollment, investment education and training was discussed. Fifty-six (56) new employee enrollment forms were submitted. Two training seminars were held to provide information to new employees regarding accounts and products offered by Great West. Forty-five (45) employees attended the presentations, specifically employees hired during the period September 2013 through October 2014.

**EMPLOYEE ASSISTANCE PROGRAM**
For the FY 2013-14, a total of 8 employees, 0 employee family members and 0 residents received crisis intervention individual counseling sessions limited to five (5) sessions totally $400 per individual. In addition, EAP providers have been called upon to assist Departments with group conflict resolution meetings. Services totaled approximately $2,640.00.

The community Development Block Grant (CDBG) program has mirrored their behavioral health-counseling program to the City’s EAP and uses many of the same referral network of providers. A total of $2,890 in CDBG funds has been expended during FY 2013-14. Counseling services were provided for 9 low-income residents who received a total of 42 visits.

**SPECIAL PROJECTS**
1. The Civil Service staff coordinated two (2) Employee Blood Drives in 2014. A total of forty-seven (47) pints of blood were donated by City employees during the drives, conducted in January and June.

2. Credential Check Corporation has been used to conduct background investigations of general employee new hires.

* * * * * * *
BOARD OF TRUSTEES

Following is a report on the activities and accomplishments of the Board of Trustees of the Livonia Employees Retirement System for the period December 1, 2013, through November 30, 2014:

1. DEFINED BENEFIT PLAN
   a) The Board of Trustees held twelve (12) Regular meetings during this period.

   b) As of November 30, 2014, the Defined Benefit Plan had five hundred fifty-nine (559) retirees or surviving spouses plus seventeen (17) Alternate Payees under Eligible Domestic Relations Orders (EDROs) for a total of five hundred seventy-six (576) receiving pension checks. Twenty-two (22) City retirees died during fiscal year 2013-2014. The total pension payroll fiscal year to date is $15,207,012 through November 2014.

   c) David Sowerby of Loomis-Sayles and Company advises the Board on investments for the Defined Benefit Plan and uses discretionary power regarding investments subject to confirmation by the Board. The Board approved investment transactions by Loomis-Sayles and Company at regular meetings. The Defined Benefit portion of the fund managed by Loomis Sayles had a market value of $225,187,007 as of November 30, 2014.

   d) In May 2014, the Board reviewed the sixty-first (61st) annual actuarial valuation as of November 30, 2013, for the Livonia Employees Retirement System, prepared by the Board’s Actuary, Rodwan Consulting Company. The Plan covered five hundred seventy-six (576) retirees; seventeen (17) deferred and one hundred and thirty-one (131) employees for a total of seven hundred twenty-four (724). The Actuary reported that the accrued actuarial condition of the Retirement System is “good.” Continuation of this condition is dependent upon future investment experience and receipt of required contributions.

   e) The funded ratio of actuarial value of assets to actuarial accrued liability for the Retirement System Defined Benefit Plan was 98.1% as of November 30, 2013.

   f) John Krakowiak, Sr. Consultant of NEPC, LLC, provided the consulting and performance evaluation services to the Board.
g) The Board has a $10,000,000 investment in a Real Estate Investment Trust (REIT) managed by Seminole Asset Strategies (SAS). Staff and board members attend SAS investment update meetings quarterly.

Total interest earnings on the SAS REIT from December 1, 2013, through October 31, 2014, were $500,000.

h) The Board has a global real estate investment with Cohen & Steers Capital Management Inc., in a Real Estate Investment Trust (REIT), separately managed account. The account market value reported as of November 30, 2014, was $6,739,835.

i) The total defined benefit fund value was $225,187,007 as of November 30, 2014.

j) Twenty-one (21) requests for retirement estimates under the Defined Benefit Plan were processed by the Civil Service Department Staff.

k) Members of the Board and staff continued their education required as fiduciaries by attending the Michigan Association of Public Employees Retirement System (MAPERS) Conferences at Soaring Eagle Resort, Mount Pleasant, Michigan, from May 18 to May 20, 2014; and at the Grand Traverse Resort in Acme, Michigan from September 14 to September 16, 2014.

2. DEFINED CONTRIBUTION PLAN
   a) The Board of Trustees held twelve (12) Regular meetings during this period.

   b) The Defined Contribution Plan Administrator continues to be Great West Retirement Services.

   c) The Defined Contribution Fund had a total account ending balance of $54,967,092 as of November 30, 2014, five hundred and thirty-one (531) active participants; four (4) participants who terminated employment and have an ending account balance; and eighteen (18) participants with a zero ending account balance.

   d) As of November 30, 2014, a total of one hundred sixty-three (163) employees have retired under the Defined Contribution Retirement Plan.

3. LIVONIA RETIREE HEALTH AND DISABILITY BENEFITS PLAN (VEBA)
   a) The Board of Trustees held twelve (12) Regular meetings during this period.
b) Mr. Sowerby advised the Board on investments for the VEBA. The VEBA had a market value of $91,001,283 as of November 30, 2014.

Note: The VEBA was established at the recommendation of the former Actuary to the Board of Trustees, Gabriel, Roeder, Smith and Co., for purposes of placing in a tax free trust, monies to pay for post-employment hospitalization-medical insurance benefits for members of the DB and the DC Plans, as well as to provide separate funding for DC Plan member disability retirement benefits.

c) In May 2014, the Board reviewed the sixteenth (16th) annual actuarial valuation as of November 30, 2013, for the VEBA, as prepared by the Board’s Actuary, Rodwan Consulting Company. The amortization periods adopted by the Board of Trustees for the funding purposes of this Plan are 30 years for disability benefits and 40 years for health insurance benefits. The 40 year amortization period produces a contribution that is less than the Annual Required Contribution (ARC), and results in a contribution deficiency in the Plan’s financial report.

d) The fund had actuarial computed assets of $74,550,465 and the funded ratio of actuarial value of assets to actuarial accrued liability for the City of Livonia Retiree Health and Disability Benefits Plan and Trust (VEBA) was 46.4% as of November 30, 2013. The unfunded liability is $86,001,620.

e) Effective December 1, 2006, through negotiations with City employee groups, the City’s VEBA Plan was amended to require an employee contribution in the form of a salary reduction to the Plan for post-employment health care benefits. LPOA, LFFU, LLSA and all general employees (including District Court employees) hired before the dates listed in Section “f” below are contributing 2% of pension eligible wages to the VEBA Plan. (This does not include overtime earnings and this contribution is in no-tax dollars.)

As required by federal law, non-union employees were provided a non-reversible opportunity to opt-out of the health care provisions of the VEBA. A total of 16 non-represented employees elected to opt-out of the VEBA Plan.

The City saves more than $136,000 per year in contributions as a result of these employees opting out of the VEBA.

f) General non-represented employees hired after December 1, 2009; AFSCME Union Local 192 and AFSCME Union Local 1917 employees hired on or after September 8, 2011; uniformed police employees and police dispatchers hired on or after November 2, 2011,
and LFFU members and District Court employees hired after December 1, 2012, must participate in the City sponsored Vantagecare Retirement Health Savings (RHSP) Plan instead of the VEBA. This plan allows the employee to accumulate assets tax-free to be used for eligible healthcare related expenses upon termination. The new employees contribute 2% of their pension wages to the program. Employee contributions are vested immediately. The City contributes $50 per pay period. Upon termination after ten years of service, the accrued sick leave payout is deposited in the account for all non-Fire employees. With regard to the direct City contributions, the following vesting schedule applies:

<table>
<thead>
<tr>
<th>Years of Completed Service</th>
<th>Vesting Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-4</td>
<td>0%</td>
</tr>
<tr>
<td>4+</td>
<td>100%</td>
</tr>
</tbody>
</table>

In the event of the retiree’s death, remaining assets will be transferred to an account for continuing tax-free use by the surviving spouse and/or dependents for their own qualifying health expenses. Any remaining assets after the death of the spouse and dependents will revert to the Plan. In addition, should the employee terminate employment before 4 years of service, non-vested assets will revert to the Plan. As of November 30, 2014, one hundred and thirty (130) employees are enrolled in the Plan.

g) This year, InTech Health Ventures began a review of the retirement system’s prior year’s submissions to the Centers of Medicare Retiree Drug Subsidy Program. In addition, InTech will submit a recovery for the retirement systems for the years 2008 through 2014, to see if . Since January 1, 2014, the retirement system has received direct subsidy payments monthly from AmWINS Rx.

h) They City’s prescription drug processor was changed effective January 1, 2014 from Blue Cross Blue Shield to Sterling Rx. This permitted the City to get immediate savings from Social Security Retiree Drug subsidy program and low income programs. The City converted the over 65 retiree drug program to a Part D program. This eliminated the requirement to obtain an Actuarial valuation that stated our prescription program was Part D compliant saving this plan $5,000.00 per year.

i) The City’s prescription drug processors will change effective January 1, 2015, from Sterling to Precise Rx Care for Medicare eligible retirees.
j) The City’s prescription drug processors changed effective October 1, 2014 for all pre-65 retirees, spouses, and dependents from Blue Cross Blue Shield to AmWINS Rx.

* * * * * * *

DEPARTMENT OF COMMUNITY RESOURCES

RESIDENT ASSISTANCE

- Emergency Help – Emergency Service Program funds assists low-income households with food gift cards when the emergency need is proven and funds/cards are available. We are also an active member with the Livonia Cares organization.

- Temporary Emergency Food Assistance Program (TEFAP) – Wayne County food was distributed to 3898 low income households (5787 people), with the assistance of 14 volunteers who worked over 1008 hours. The District Court Work Program also provided an average of 15 probationers who helped unload the delivery trucks, move the items to the distribution areas and helped our residents gather their food and load their cars (approx. 1080 hours). Wayne County feeds 63,000 residents from 40,000 households.

- We also partnered with the Forgotten Harvest Food Rescue organization who provided our low-income residents fresh fruits, vegetables and dairy items. Over 91,713 pounds of food was distributed to our residents.

- Non-Food Pantry Referrals - 815 referral forms were issued to TEFAP qualified residents for boxes of assorted personal hygiene and household goods/supplies supplied by Holy Cross Lutheran Church and Newburgh Methodist Church.

- Holiday Assistance – 199 TEFAP qualified households were referred to local sponsors for holiday food assistance. The Community Resources Department also works closely with the Goodfellows organization to ensure that no child/family is without a Christmas.

Focus Hope
The City of Livonia has the responsibility of administering the Focus Hope food program to senior residents, 60 years or older who income qualify. In 2014, 414 food boxes were distributed to a maximum of forty-four (44) low-income senior households with the assistance of five (5) volunteers. The distribution is from the Civic Park Senior Center on the first Wednesday of every month.

Publications
- City Newsletter – Three (3) issues published and mailed to approximately 43,000 residences and businesses. The Newsletter is now published three (3) times a year instead of four (4).
Community Gardens

- Cash collected for Garden Plots $5,860
- Plots available for planting 243 and 18 corn row plots
- Plots purchased 230
- Plots purchased by residents 128 at $25
- Plots purchased by non-residents 76 at $35

In January 2014, the gardeners from 2013 were contacted to pay for their plots if they wished to continue gardening in 2014. Open enrollment became available to everyone the last week of March. This year, the Probation Department had two plots; the produce was donated to Livonia Senior Housing. The gardens were staked by the 16th District Court Probation Department in May. The Department of Public Works delivered wood chips and compost. Excessive water retention in the gardens still remains a problem. Richard was available three days a week during the time the gardens were open in order to assist gardeners with any issues that might arise. In September, we held the Annual Gardeners’ Picnic which was well-attended. On October 4th, we closed the Gardens and once again the Department of Public Works plowed the gardens under. The District Court probationers cleaned up the gardens.

LIVONIA YOUTH ASSISTANCE PROGRAM

Referral Sources:
2014 Referrals: 28 New Cases – (17 Male and 11 Female)
Carry Over Cases from 2013: 100
Total Cases served in 2014: 128
These numbers are accurate as of November 30, 2014.

2014 Cases represent the following referral agencies:
  20 Livonia Police Department
  8 Surrounding Police Departments (Westland, Novi, Northville)

- 12 parents completed 190 hours of instruction with our Alternative Parenting Skills group.
- Youth Assistance Clients filled 463 community work service slots, completing 1100 hours of work service volunteerism.
- 20 youth received instruction in “Project Impact” (social living skills) group equaling 240 hours of instruction.
- 20 youth attended the County Jail tour.
- 27 drug tests were administered
- 195 youth used the walk in services of the Youth Employment Resource Center. In late June, 2014, the Youth Employment web site was created within the Community Resources web page. The main page was hit 3181
times viewing 13,286 views of jobs. High school visits included Churchill, Franklin, Stevenson and Clarenceville.

- Wayne County grants: 1/10th Mill Fund $19,100

**LIVONIA COMMUNITY TRANSIT (LCT)**

Community Resources has the administrative responsibility of providing transportation for Livonia senior citizens and disabled residents. This program is called Livonia Community Transit. Transportation is available, with a reservation, seven days a week on a first-come, first-serve basis. Livonia Community Transit also provides “To Work” service for people coming to Livonia using the SMART and D-DOT bus systems. This service picks up riders from hubs located at Millennium Park and near Botsford Hospital and then takes these riders to pre-determined work locations. "To Work" riders are picked up in the morning at 6:00, 7:00 and 8:00 a.m. and again for the return trip at 4:00, 5:00 and 6:00 p.m.

Municipal Credit contracts and Specialized Services grants, administered by SMART, are monitored and prepared by the Community Resources staff. The Livonia Community Transit system has a fleet of 18 vehicles (a combination of small buses and vans). The vehicles are driven by 23 part-time bus drivers all with Commercial Drivers Licenses. The Transit office is supervised by a Grant Manager and four (4) other part-time employees that help coordinate the drivers and the route schedules. The system served approximately 48,000 riders. These rides totaled over 255,000 miles and approximately 20,000 service hours. Revenue from bus fares totaled approximately $72,000.

Livonia Community Transit received Federal Transit Administration (FTA) funding through the Veterans Transportation Community Living Initiative (VTCLI) grant. The grant allowed Transit to implement technology improvements for both the call center and the buses. The upgrades were designed by our existing software company, RouteMatch. Examples of those upgrades include: onboard mobile tablets allowing manifest to go paperless and drivers get real-time changes, online customer web system permitting new and existing riders to make reservations and cancellation of trips online, a notification system that can give automated real-time calls to passengers with key information about their next-day trip, weather alerts, and other general information. These and other enhancements will help the transit program improve customer service and provide resource information to veterans.

**LIVONIA CABLE TELEVISION COMMISSION**

In 2014, Livonia Television (LTV) continued providing viewers on Bright House Networks (Channel 8) and AT&T U-verse (Channel 99) with high quality programming, promoting the City’s programs and services. LTV staff consistently take advantage of not only cable television as a delivery format, but also the internet for LIVE and on-demand streaming videos on the City’s website and regular updates to social media outlets such as Facebook and Twitter. A major revitalization of the City’s AM radio station, WPZY 1670, also played an important role in providing information in yet another format to residents, businesses and
motorists about the reconstruction of I-96 through Redford and Livonia. Mayor Kirksey’s strong interest in informing Livonia’s residents also prompted several upgrades to the equipment in the LTV office. These upgrades allow staff to monitor cable and radio signals in real time over the internet.

LTV staff assisted dozens of residents by providing technical support when Bright House Networks began their digital switchover of our channel. Those residents found they could no longer view our channel. Staff were able to explain the “how-to’s” to those affected, and get them back into our viewing audience.

The Cable Department participated in funding an audit of AT&T with several other Michigan communities when AT&T suddenly deducted thousands of franchise fee dollars from a quarterly payment. This audit is still underway.

Due to Microsoft’s discontinued support of Windows XP, LTV purchased a new server for the channel. The new Tightrope system is an updated version of the previous server. The new system handles both standard-definition and high-definition video.

Several new faces were added to the LTV staff in 2014. Emily Tchorz became the new Cable Clerk, and Paul Sutherland became an Associate Producer, the first person to have that newly-created, permanent, part-time position. This replaced the Cable Grant Manager position.

LTV staff took two honors in national competitions – one win in the Hometown Media Competition, and an Honorable Mention for a piece submitted to the NATOA Government Programming Competition.

Community Resources Co-Director Donna McDowell is working with the LTV staff on several strategic objectives, designed to broaden the reach of programming and grow the LTV audience, as well as develop/expand the skills of the LTV staff.

As of November 2014, LTV staff logged a total of 31 complaints regarding Bright House Networks and AT&T. This number is up slightly from the same time last year. That total was 26.

LIVONIA ARTS COMMISSION
The Livonia Arts Commission held its meetings on the 4th Tuesday of each month in the Mayor’s Conference Room at Livonia City Hall.

The 2014 officers were: Chairperson: Brian Duggan; Vice Chairperson: Dan Spurling; Secretary: Carrie Spurling. The Commission eliminated the office of Treasurer and relies on the financial reports submitted by liaison Chris Swish.

Active members include; Donna Eno, Karen Voran, Grace Karczewski, Dan Center, Dan Pawlak, Haitham Fakhouri, Jerry Valentine and Pam Valentine.
**Budgeted Free-Admission Activities:**
The Commission appropriated $1,800 to co-sponsor the monthly Noontime Concerts held at the Civic Center Library.

Music from the Heart was held in front of City Hall starting in July and ending in September. The LSO was scheduled at the Community Recreation Center, however, they canceled on us with only a two-week notice.

The following businesses donated refreshments to our citizens during the concerts: P.E.P Center, Bahama Breeze, Claddagh Irish Pub, Community Alliance Credit Union, Community Choice Credit Union, Hooters of Novi, Jimmy John’s of Livonia, LaFontaine Automotive Group and The Looney Bakery.

Commission Sponsored Community Activities: $500 grant to Visual Arts Association of Livonia. Two scholarships were awarded totaling $2,000 to students planning on an art-related field at a post-high school learning institution, which was given out at a council meeting.

Commission Donations: Livonia Symphony Orchestra, $3,000; Greenmead’s Garden Walk, $50; and Greenmead’s Christmas Walk, $50.

The Commission held its 17th annual Fine Arts Exhibition in November. The selected artwork was displayed in the 2nd floor Fine Arts Gallery at the Civic Center Library. Eighty-one (81) applicants submitted over 213 entries. The application fees netted $3,090 in revenue.

Artwork from regional artists and art groups including Livonia Public Schools and Clarenceville Public Schools was displayed monthly in the Civic Center Library Gallery and in the City Hall Atrium.

Commission Sponsored Receptions: The Fine Arts Exhibition reception was held in November in the Civic Center Library Atrium. Individual artist receptions were held monthly in the Library Gallery.

Livonia Public Schools asked the Commission to judge its annual PTSA (Parent Teacher Student Association) Reflections competition once again.

The Arts Commission maintains a city website, a Facebook site, and a youtube.com/artsinlivonia.com account.

The Arts Commission mission statement is: “To create, promote, develop, sponsor, sustain, facilitate, and further the Arts within the City of Livonia.” The Arts Commission continues community access to art experiences, opportunities, and improving community awareness.
LIVONIA COMMISSION ON CHILDREN AND YOUTH
In 2014, the Livonia Commission on Children and Youth continued the administration of the Livonia Youth/Spree Scholarship Program sponsored by the Livonia Anniversary Committee. The Commission distributed brochures advertising the scholarships to the local high schools and libraries. The scholarship information was presented in the City Spring Newsletter, on Livonia Television, in the Livonia Observer, on the City's website and through the Department of Community Resources. More than thirty-seven applications were submitted for the three awards of $2,000. Commissioners Dan Spurling, Jeff Nork, Jessica Claypoole and Jim Keller reviewed and selected the most deserving recipients. Scholarship awards were presented during the Spree pancake breakfast in June.

The 2014 Arbor Day Project in April was coordinated with the cooperation of both the Livonia Public Schools and the Clarenceville Public Schools. Tree seedlings were packaged and distributed to all fourth grade classes in the two school systems. Global ReLeaf and the Youth Commission shared the cost of supplying more than eighteen hundred trees. Commissioner Ken Balcoff chaired the committee this year.

The Youth Commission again monetarily supported the 2014 "All Night Senior Graduation Parties" at the high schools that requested our help through donations of $250 to each requesting school.

Once again in 2014, the Honor Certificates were presented to all graduating seniors who had achieved a 3.0 grade point average or higher from Clarenceville and Ladywood High Schools. Livonia Board of Education chose not to participate. Commissioner Dan Spurling spearheaded this project.

Acknowledging that back to school is a costly time of year for low-income parents, the Livonia Youth Commission held its annual school supply program for the fifth consecutive year. The Commission distributed more than 250 backpacks filled with school supplies to low-income families whose names were provided by the Livonia Goodfellows. Both monetary and supply donations were received from Walgreens, FedEx, St. Priscilla's Parish, Sai Shirdi Saibaba Temple, Community Alliance Credit Union, City employees' jeans days and several Livonia families. The commission also purchased school supplies with their funds. Commissioners Dan Spurling and Jeff Nork were primarily responsible for this project and were assisted by other Commissioners, Chris Swish of Community Resources, city staff, Youth Assistance, Livonia Police and many other volunteers.

Emergency stickers, which are to be placed on the bedroom windows of children, senior citizens or handicapped individuals, continue to be available at City Hall as well as from the Livonia Fire Department. Information for obtaining these stickers is shown on Livonia Television.
The Youth Commission, in an effort to reach out to the low-income youth of Livonia, hosted a holiday party on two consecutive Saturdays (the 15th and 22nd of November) for families who registered with the Livonia Goodfellows. While Goodfellows representatives interviewed the parents, the children were invited to enjoy snacks and crafts. They were given mittens/gloves, scarves and hats. The children were also given an opportunity to have their faces painted and to visit and have their photograph taken with Santa at the Senior Center. Commissioners Dan Spurling and Jeff Nork headed this project and were aided by Commissioners and volunteers from the community.

This nine-member commission meets quarterly on the first Tuesday of the month at 7:15 p.m. on the third floor of Livonia City Hall. Commission members are: Ken Balcoff, Jessica Claypoole, Laura Duggan, George Gostias, John Grzebik, Nadia Ideh, James Keller, Jeff Nork and Dan Spurling.

**Commission Officers for 2014-2015:**
- Dan Spurling, Chairperson
- Jeff Nork, Vice Chairperson
- James Keller, Secretary

**LIVONIA HISTORIC PRESERVATION COMMISSION**

**Historic District Resources**
The Historic Preservation Commission (HPC) continued to meet the first Wednesday of each month at the Alexander Blue House at Greenmead during 2014. The Commission had four official meetings but elected to continue to meet for planning purposes every month, except July. A website is in development to highlight the historic districts in Livonia on the City Website. Due to the nature of the Historic Preservation Commission, official meetings may be added, with the necessary approvals, to accommodate owners of historic properties.

**Greenmead**
The Historic Preservation Commission continues to recommend a Master Plan (Cultural Resource Management Plan) be developed for Greenmead before any future decisions are made at the site. Various other projects were discussed and approved as required to update the Village, Hill House and farm buildings.

The Historic Preservation commissioners continue to volunteer at Greenmead events in an attempt to assist Historical Commission commissioners due to the financial hardships in Livonia. Some of the events include Flea Markets in the spring and fall, Highland Games, Sunday tours and teas throughout the year.

**Newburg, Livonia Center, Briggs and Clarenceville Cemeteries:**
The Historic Preservation Commission, along with the Historical Commission, 17th Michigan re-enactors and the Historical Society, planned and held a cemetery walk at Briggs Cemetery, generating income of $945.00 for cemetery repairs. Of all the
cemeteries, Briggs headstones are in the worst condition. Approximately 78 people attended, despite the rainy, cold temperatures. More than 20 volunteers and re-enactors donated their time. This year, repairs were made to upright stones at Clarenceville, Briggs and Newburg Cemeteries. Court probationers finished cleaning the brush and debris from the Briggs Cemetery before the walk.

All the historic cemeteries in the City require additional maintenance. There continues to be considerable maintenance associated with lawn cutting and problems due to age, weather and vandalism. The grass cutters are using large machines that cause damage to the headstones, including some recently repaired. The Historic Preservation Commission plans to address these issues as funds are raised.

In the future, the Commission would like a new line item to the budget to support the needs of the historic cemeteries in Livonia, including grass cutting and maintenance. Due to Livonia budget constraints, the Commission has tabled the discussion for another year.

**Flea Market Book Sale**
Kathy Bilger, our newest Historic Preservation Commissioner, had the idea to conduct a book sale during the summer and fall Greenmead Flea Markets and generated sales of $300.00 for cemetery repairs.

**Ebenezer Smith, Wayne Road**
The owner of this private home consulted with the Historic Preservation Commission regarding the appropriate color scheme for an Eastlake-style home. The Commission approved colors and materials for the refurbishing and repainting of the private home.

**Felician Mother House**
The Commission approved plans for an additional 600 square feet to the physical therapy department after a presentation by the Sisters and their architect, Dennis Ryan. The additional square footage was needed to accommodate an enlarged physical therapy room for the Sisters. In addition, a concrete pad was approved for additional HVAC, as needed.

**Asa B. Smith, Seven Mile Road**
The Commission worked with the owners to approve plans, materials and color choices to this historic home. The Commission first contacted the owners because the home was in deplorable condition with holes in the siding, windows and trim. Bushes obscured the site. The owner allowed Commissioners to tour the home. The owners had been updating the interior, but the outside was no longer weatherproof and needed immediate repair. The Commissioners visited the site several times and held additional meetings to help the homeowners with the process of repairing and restoring their home and adding an addition as well.
Commissioners
The Historic Preservation Commission has no open seats. Kathleen Bilger was appointed last December; her commission runs through March 2016. Ralph Bakewell and James Kline were reappointed through March 2017.

Election of officers held in November:
- Chairperson: Kathy Johnson-Bartshe
- Vice Chairperson: Kathleen Bilger
- Secretary: Kathie Glynn
- Treasurer: James Kline

LIVONIA HISTORICAL COMMISSION
Twenty-four special events were held at Greenmead this year. Flea Markets were held in June and September. Highland Games and the American Motors Car Show were held in August. Christmas, Presidential, Mid-Summer’s Night and Highland Teas were held at the Alexander Blue House. Treasures from Grandma’s Attic was held in May and November.

Children’s activities included Peter Rabbit, Halloween Walk and A Visit with Santa. The Village has been open for tours on weekdays in May and on Sunday, beginning in June.

Recreation Supervisor, Maureen Casey, has planned special events and rented the Alexander Blue House, the Friends’ Meeting House and the Newburg Church.

Commissioner Barbara Mansfield has scheduled the volunteers for Sunday tours.

The 17th Michigan put on a Civil War Weekend and also helped the Preservation Commission with the Cemetery Walk at Briggs Cemetery.

The Hill House gardens were cared for by volunteer gardeners, under the direction of Jan Whitcomb. The garden and gazebo at the Newburg Church and the garden east of Shaw House are also tended to by volunteer gardeners.

There were 38 weddings held at Greenmead. Both the Alexander Blue House and the Friends’ Meeting House have been rented for showers, receptions, events and business meetings.

The Historical Commission, Preservation Commission, Friends of Greenmead and the Livonia Historical Society use the Alexander Blue House for meetings and activities.

Maintenance:
- The DUR building was painted.
- The west, south and east sides of the Caretaker's Cottage were painted.
- The north side of the Meeting House was re-roofed.
- Two windows at the Newburg School were replaced.
- The west side of Cranson/Hinbern House was painted.
- The Newburg Church porch was repaired and broken concrete replaced.
- Concrete was lifted at the Newburg Church.
- The handicapped walk at the Meeting House was replaced.
- The Alexander Blue House ice machine was replaced.

The 16th District Court Work Program cleaned out brush at the Union/Briggs Cemetery on Six Mile Road.

The Sauk Trail Questers group received a national and state grant to reupholster furniture for the Hill House.

The Hill House has been decorated for Christmas by the Sauk Trail, Elmwood and Governor Warner Quester groups.

We received a Livonia Community Foundation Grant which has been used to replace 10 sections of the Eight Mile fence. Money donated by the Livonia Garden Club and Zonta were added to the grant funds to replace additional fence sections.

Kathie Glynn and Sue Daniel have worked on accessioning and cataloging the artifact collection. There were 7 accessions this year.

Donations have been received from the Livonia Historical Society, ADK, Questers, Livonia Garden Club, Zonta, the Sarah Ann Cochrane Chapter of the American Revolution, Arts and Letters and the Livonia Community Foundation. A donation was received by the Friends of Greenmead for the Simmons/ Hill House from granddaughter Lindy Donigan and Deane MacMillan. Most of the funds donated were designated toward the Simmons/Hill House and the Eight Mile fence repair.

Funds were also received in memory of volunteers.

GREENMEAD

**Historical Properties**

Community Resources has administrative responsibility for the Historical and Historic Preservation Commissions. The reports pertaining to these activities can be found under the Historical Commission and Historic Preservation Commission.

The Community Resources staff at Greenmead:

- Conducted day-to-day operations of Greenmead.
- Maintained Historical Commission records including minutes, volunteer hours, caretaker reports, contracts and budgets.
- Coordinated weekday tours, Sunday tours, Gift Shop operations, Newburg School usage, as well as Newburg Church, Alexander Blue House and Meeting House rentals. Property usage included weddings, meetings, luncheons, memorials, classes, corporate events, filming, educational opportunities and private parties.
- Implemented Historical Commission resolutions.
- Assisted with the development, planning and implementation of 28 special events, fundraisers and community projects sponsored by the Historical Commission, Friends of Greenmead, Livonia Historical Society, Questers, St. Andrew's Society of Detroit, Boy Scouts, 17th Michigan Civil War Re-enactors, A.M.C. Car Club and Garden Club.
- Worked with D.P.S. to define and prioritize maintenance work in the Farm Complex, Historic Village and the Alexander Blue House.
- Coordinated the painting and repairs of the DUR, Shed at the South Barn, 3 sides of the Caretaker's Cottage, Newburg School east windows, north side of Meeting House roof, west side of the Hinbern House, Print Shop windows and siding repairs. Cement repairs to Church porch, Meeting House handicapped ramp and walkway to the Church.
- Replaced ice maker at the Alexander Blue House.
- Coordinated with DPW to solve the water problem at the Farm Complex.
- Coordinated the Livonia Foundation Grant, of $2500.00, which was used to replace sections of the white picket fence at the Simmons/Hill House; LHC Trust account matched these funds.
- Coordinated 155 private party rentals of the Church, Meeting House and/or the Alexander Blue House
- Coordinated Greenmead's volunteer program, published issues of the Volunteer Voice Newsletter and scheduled volunteers for tours and special events.
- Provided work site and supervision for community service probationers and community service projects.
- Hosted several professional and volunteer gatherings such as a Volunteer Reception, Volunteer Season Opener, Friends of Greenmead Luncheon and Tea, Historical Society Picnic, Meetings and Banquet, Police Reserves Picnic, Quester events, Community Garden annual picnic and Zonta Picnic.
- Provided a project site for the Master Gardener Program and support for the volunteer gardeners' program.
- Provided a site for Eagle Scout Projects.
- Provided a site for UMHS filming, coordinating with Dave Varga.
- Provided filming site information to Midcoast Studio, coordinating with Dave Varga.
- Provided a site and coordinated with Madonna University film students; grounds and six buildings were used over a 14-day period.
- Coordinated with Livonia Cable staff on the following projects:
  - The Newburg Church, by Alysia Caringi
  - Primetimers, by Chris Nielson
  - In Season, by Nate Rockwell

**LIVONIA COMMISSION ON AGING**
The Commission continues to publish the “Heritage” as part of the City News. It is distributed to all homes in the City of Livonia. Commission funds are used.

In April the Commission helped organize the annual Senior Center Consumer Fair.

In June the Commission co-sponsored the annual Senior Citizens Picnic held at the Senior Center. The Commission paid for the Box Lunches. The Commission was in charge of BINGO and Share the Wealth.

In October the Commission provided handouts and worked at Senior Celebration Day. Commission also provided funds to purchase one (1) Computer Printer for the Senior Center Office Staff and special party supplies (Flash Light Keychains) and Movie Room Projector.

At its November 2014 meeting, pursuant to its by-laws, the Commission held its annual election. The following officers were elected to one-year terms, by a vote of 5 yes (2 absent) 0 no commencing December 1, 2014.

  Chairperson: Josephine Smith
  Vice Chairperson: Dolores Smith
  Treasurer: Florence Yeomans
  Secretary: Marcia Heads

**SENIOR CITIZEN PROGRAM**

**Civic Park Senior Center**
Participation in activities during 2014 totaled approximately 229,500 seniors and 11,524 congregate meals were served. Activities included health screening, educational classes, support groups, fitness classes, cards and games, art & crafts, senior sports, Medicare counseling, senior picnic, senior resource fair, craft show, holiday parties, Detroit Symphony Orchestra Trips, etc. Volunteers logged 12,500 hours.
SUPPORT SERVICES, GIFTS, GRANTS, AND TRANSPORTATION
C.D.B.G. and Community Transit funds totaled $48,000 Donations in the amount of $22,000 were received.

Federal and State grants and donations provided:

- 10,889 one-way rides through the senior transportation program
- 23,555 meals were delivered by volunteers to home bound senior

LIVONIA HUMAN RELATIONS COMMISSION
The Livonia Human Relations Commission held its quarterly meetings on the 2nd Tuesday of the month in February, May and September, and the 2nd Wednesday in November.

The 2014 officers were:
Dillon Breen - Chairperson
Elaine Livingway - First Chairperson
Christopher Deal - Secretary

Other commissioners were John Dalton, Julie Kain, Harold Klee, James Roye, Allison Tabb and Sandy Teeter. Christopher Deal left the commission in October. There is currently 1 open seat on the commission.

The Livonia Human Relations Commission continued its partnership with Madonna University in helping present their 2014 Martin Luther King Jr. Day Celebration on January 20th, and week of community service honoring Dr. King’s legacy.

In honor of Black History Month the commission displayed “Diversity: Women of Color in the Michigan Women's Hall of Fame”, a traveling exhibit of the Michigan Women’s Historical Center and Hall of Fame in Lansing, in the lobby of City Hall throughout February.

To mark Women’s History Month in March, the commission also displayed the Michigan Woman’s Historical Center’s “A Century of Women” exhibit on the second floor of the Civic Center Library. The Executive Director of Michigan Women’s Historical Center and Hall of Fame Emily Fijol gave a lecture on several of the Hall of Fame’s inductees on March 31st in the Civic Center Library Auditorium.

The commission purchased bars of soap for the organization TraffickFREE which have emergency hotline information and will be placed at hotels to combat Human Trafficking.

Several members of the commission were present at the 2014 State of the City Address on March 3rd, and Livonia Community Prayer Breakfast on May 1st.
The Livonia Police Department presented the commission with a briefing at its September 9th meeting.

The commission co-sponsored the Turquoise Tea and Dessert Party with Heavenly Hope International, an organization which provides specialized care to victims of Human Trafficking, and raises public awareness on the issue. The event was held at Greenmead’s Alexander Blue House on October 18th.

The commission is currently planning several events for 2015 and looks forward to advancing tolerance and understanding in the upcoming year.

* * * * * * *

16th JUDICIAL DISTRICT COURT

NEW CASES FILED (Dec 2013-Nov 2014)

**CRIMINAL**

1. Felony (FY) 296
2. Ordinance Misdemeanor (OM) 2520
3. Statute Misdemeanor (SM) 157

Total Criminal 2973

**TRAFFIC**

4. Felony Drunk Driving (FD) 37
5. Felony Traffic (FT) 5

Total Felony Traffic 42

6. Ordinance Drunk Driving (OD) 316
7. Statute Drunk Driving (SD) 14

Total Drunk Driving 330

8. Ordinance Traffic Misdemeanors (OT) 2246
9. Statute Traffic Misdemeanors (ST) 201

Total Traffic Misd. 2447

10. Statute Civil Infractions (SI) 2625
11. Ordinance Civil Infractions (OI) 28636

Total Civil Infractions 31261
**MISCELLANEOUS**

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<td>12.</td>
<td>Criminal/Traffic Juries Selected</td>
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<td>13.</td>
<td>Criminal/Traffic Cases Perfected to Appeal</td>
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**Total Miscellaneous**  8

**NON-TRAFFIC CIVIL INFRACTIONS & PARKING**

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<td>14.</td>
<td>Ordinance Parking (OK)</td>
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<td>15.</td>
<td>Ordinance Non-Traffic (ON)</td>
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<td>16.</td>
<td>Statute Parking (SK)</td>
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**Total Parking**  1329

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<tr>
<td>17.</td>
<td>Statute Non-Traffic (SN)</td>
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**Total Non-Traffic**  22

**CIVIL DIVISION LAWSUITS**

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<td>General Civil Miscellaneous (GZ)</td>
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<td>20.</td>
<td>Small Claims (SC)</td>
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<td>21.</td>
<td>Landlord Tenant (LT)</td>
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<td>22.</td>
<td>Land Contract Summary Proceedings (SP)</td>
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<td>23.</td>
<td>Foreclosure</td>
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**Total Civil Division**  2359

**MISCELLANEOUS**

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<td>24.</td>
<td>Civil Division Juries Selected</td>
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<td>25.</td>
<td>Marriages</td>
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<td>26.</td>
<td>Motions</td>
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<td>27.</td>
<td>Discovery/Debtor Exams</td>
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<td>28.</td>
<td>Garnishments</td>
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<td>29.</td>
<td>Orders to Seize/Orders of Eviction</td>
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**Total Miscellaneous**  5493

**PROBATION**

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<td>1.</td>
<td>Number or Placements on Probation</td>
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<td>2.</td>
<td>Pre-Sentence Investigation Reports</td>
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<td>3.</td>
<td>Violation of Probation Warrants Issued</td>
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<td>4.</td>
<td>Show Cause Summons issued</td>
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<td>5.</td>
<td>Probation Cases Closed</td>
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<td>6.</td>
<td>Number of Open Probation Cases</td>
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<td>7.</td>
<td>Total Number of Days Worked on the Voluntary Work Program</td>
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<td>8.</td>
<td>Voluntary Work Program (in lieu of jail)</td>
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**Total Probation**  1919
COURT APPOINTED ATTORNEY FEES

Paid out  $85,125.16   The court has collected 86%
Collected back  $72,840.03   of the CA fees paid.

2012-2013 Projects/Updates
1. The 16th District Court continues to operate in a highly efficient manner with 99% clearance rates on all misdemeanors; 100% on all felonies and civil infractions, and 104% for all general civil cases per the State Court Administrative Office performance measures analysis published on July 15, 2014. These rates show that we are effectively meeting or exceeding most of the Supreme Court’s case processing guidelines.

2. Effective November 2014, the 16th District Court began additional collections efforts by initiating State Income Tax Garnishments. Since the start of this project, the court successfully garnished $52,631 within two months of their submittal to the Department of Treasury and notices that were sent to the defendants who are delinquent. We have issued garnishments on 2,664 cases for a total owed in the amount of $722,740.80. The court anticipates receiving tax intercept refunds from the defendants who are delinquent of their fines and costs in the next fiscal year. The total cost for the projects inclusive of labor, filing fees and postage fees for the above garnishments is $15,320.00, an amount we have already been able to recoup by defendants simply getting the tax garnishment notice and appearing to pay their outstanding fees.

3. The court continues to use innovative technologies to better assist in our efficiency. As we began preparing files for tax garnishments, we obtained an Accurant account that allows the court to search and obtain necessary information on defendants such as social security numbers and most recent address, to name a few. This has proven beneficial as we have been able to notify defendants with old outstanding cases at their current address as well as being able to update their most recent address with LEIN- Law enforcement Information Network on warrants that have been issued.

4. Another example of improvement in technology has been the continued use of in-custody video arraignments of defendants both through the Wayne County jail system and the State of Michigan prison system, saving time and costs related to prisoner transport. Effective January 1, 2015, the district court judges will also begin processing felony pleas that will be accepted in the district court which will result in additional workload in the district court level. The use of video technology will be relied upon even more heavily.

5. The 16th District Court also began the use of the Public Access to Court Electronic Records (PACER) service which allows registered agencies to generate and look up bankruptcy status of those defendants who have open or outstanding matters with this court. Once the bankruptcy is deemed discharged, the court lifts that administrative stay and proceeds with collection efforts when applicable.
6. This year, the 16th District Court began utilizing Language Line Solutions, an over-the-phone foreign language interpreter service available in the courtroom with no prior scheduling necessary. This service is particularly useful for arraignments of non-English speaking in-custody prisoners; walk-in arraignments, pre-hearings, and informal hearings. Interpreters are made available over the phone via the audio system in the courtroom within a matter of minutes saving on the cost for in-person interpreters which are utilized for formal hearings, sentencing and more complex hearings. The court is further seeking interpreter reimbursement at the conclusion of court proceedings from those who are financially able to pay and the repayment will not pose an unreasonable burden on the person’s ability to have meaningful access to the court.

7. Since 2006, the 16th District Court has developed specialty courts for both Drug and Sobriety participants. The primary goal is to monitor and rehabilitate high-risk offenders with substance abuse problems while reducing crime and the cost of incarceration. Our court focused on targeting substance abuse and addiction through intervention, treatment, and offender accountability. Under strict supervision, eligible participants are placed on intensive supervision for up to 24 months whereby they are ordered to comply with their court-ordered requirements including substance abuse counseling and testing, as well as life skill development. This program has been funded by the State Court Administrative Office as this court has been a recipient of the Michigan Drug Court Grant Program (MDCGP), which helps fund the operational needs of the program. This year, the 16th District Court extended the program to transfer cases from other jurisdictions into our program for eligible participants who live in the City of Livonia or the adjacent communities. We have also established collaboration with other specialty courts such as Mental Health and Veterans Court for placement of eligible participants into their programs from our jurisdiction. We are pleased to announce that per SCAO, our recidivism rate for 2013 was 0% within 4 years of participant’s graduation from our program.

8. The 16th District Court Work Program has continued to carry out various projects throughout the city. There were 7,572 days of work program service completed this year which amounts to 60,576 community service hours supervised by the probation departments saving the taxpayers over $272,592 in jail housing costs since most of the participants in the program are serving these days in lieu of jail. Some of the projects done on an ongoing basis provide much needed assistance in an environment of shrinking public resources and include the following:

   a. Plymouth Road Authority – Maintenance along Plymouth Road from Inkster to Eckles Roads inclusive of edging sidewalks, seasonal maintenance, such as weeding perennial beds, trimming shrubs, snow removal, sweeping brick pavers and trash removal.
b. Annual Livonia Spree – Set-up, tear down and cleanup of the grounds before and after completion of the event.

c. Food Commodities Distribution (TEFAP) program – Unloading food commodities, for low-income families.

d. Community Greenmead Garden Program – Preparation, planting and harvesting of produce, which is then donated to feed those in need. Final cleanup at the end of the harvest season.

e. Wilson Barn – Grounds maintenance of the barn; assistance with the Annual Pumpkin Fest; and cleanup of other regular events.

f. City Parks – Maintenance of all city parks such as raking leaves, litter pickup, and painting benches.

g. Friends of the Library – Loading and unloading of books for the regular Book Sales.

h. Livonia Housing Commission – Assistance with removal of abandoned belongings at city-owned family properties.

i. Youth Commission – Assistance with moving inventory out of storage for annual events, such as Backpack programs.

j. Churches – Assistance with seasonal grounds cleanup of numerous churches.

k. Flower Basket Beautification Project – this year the court installed lamp brackets along 160 light posts along Five Mile Road and Farmington Road as the work program maintained and watered the beautiful baskets with flowers. This project received positive feedback from the City of Livonia residents.

l. Christmas Decorations Project – this year the court also used wreaths and holiday decorations along Five Mile Road and Farmington Road.

9. The ticket/case count has experienced a slight decline this year (less than 2%) with the more significant decline in the traffic and non-traffic misdemeanors (9-10%); however, despite this decline in our caseload, the revenue to the City of Livonia has maintained an increase of 3.6% due to the added collections efforts and accountability.

10. Perhaps our most significant accomplishment over the years has been our unwavering commitment to the efficient use of public resources. Over the past year, the Judges and the staff of the 16th District Court have focused on maintaining a high standard of public service by increasing productivity through internal operational and procedural improvements. The staff at the 16th District Court has been active in cross training within the departments, allowing for flexibility in allocating personnel wherever needed due to unfilled positions, vacations, sick leave and other circumstances. Our annual public satisfaction surveys that are analyzed by SCAO indicated that
90% of our users agreed that they were treated with courtesy and respect by the court staff and 91% of court users agreed that the judge/magistrate treated everyone with courtesy and respect. The court continues to seek ways in upholding the highest standards of public service and to increase the public’s understanding of the administration of justice. As a result, we have trained volunteer greeters that are available daily to greet and direct the public during the morning docket and answer their questions and concerns.

11. In continued effort to provide access to our services, the court continues to offer night time reporting for probationers Monday through Thursday with the benefit of our Volunteer Probation Officers staff of 42 members. This program has been in existence since 1967 and continues to play integral part in the operations of the probation department.

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**FINANCE DEPARTMENT**

The Department of Finance consists of Accounting, Management Information Systems, Water and Sewer Usage Billing, and the Division of Budget and Purchasing with a total staff of twenty-one people. The Director of Finance serves as administrative assistant to the Mayor in financial matters and is under the direct supervision of the Mayor. The function of the Department of Finance includes:

- Supervision over the administration of the financial affairs of the City.
- Keeping of accounts and financial records of the City and all departments, commissions and agencies of the City government.
- Maintenance of payroll records for all City employees.
- Preparation of checks for all financial obligations of the City.
- Billing and collection of over 160,000 water and sewer bills.
- Responsibility for all computerized reporting and budget analysis for City Departments.
- Responsibility for evaluating and recommending computer hardware and software systems City-wide.
- Preparation of the annual budget for the Mayor.
- Taking of bids for all major purchases made by the City.
- Responding to City Council questions and providing additional reports and information as requested by Council.
• The Finance Director serves on a three-person Personnel Review Committee, which is responsible for review and evaluation of the hiring, placement and replacement of all employees for the City.

• Performs Treasurer function for the Plymouth Road Development Authority.

• Membership on the Community Development Block Grant Committee.

• Responsible for risk management of casualty and liability, worker’s compensation and medical insurance for the City and is the City’s representative to the Michigan Municipal Risk Management Authority (MMRMA).

• Representation at over 50 meetings of the City Council.

• Preparation of all debt issued by City.

• Responsible for investment of City funds in interest earning accounts in accordance with State law.

• Management of City-owned properties leased to third parties.

BUDGET-PURCHASING
The Budget-Purchasing office is under the supervision and direction of the Director of Finance, who also acts as Purchasing Agent for the City. The Budget-Purchasing activity processed a total of 9,822 requisitions for the purchase of goods and services for the City of Livonia. A total of 218 supply orders and printing requests were also filled for City Departments.

ACCOUNTING
The volume of the Accounting Division activity is listed by comparative figures for the past two years:

FISCAL YEAR ENDED NOVEMBER 30  2013  2014
General Fund & Other Fund Payables Checks  14,629  14,454
Payroll Items  31,440  30,764
Journal Entries  6,845  6,900
Retirement Checks (Payroll and Payables)  8,168  7,139

Accounts Receivable Invoices:
False Alarms  643  763
Rescue Runs  4,557  4,566
Other  947  1,062
Water Bills Mailed  160,072  161,423
Water Bills Paid by EFT  18,576  18,404
Temporarily idle General Fund cash was invested in Certificates of Deposit and daily savings deposits, resulting in a total interest earned of $37,288 or 0.07% of City General Fund Revenue.

SPECIAL PROJECTS
1. The Finance Department played a key role in meeting the state requirements under the Economic Vitality Incentive Payment (EVIP) program, enabling the City to qualify for $800,000 in revenue sharing funds.

2. The Finance Department continued to work with City Council and the Mayor’s Office to maintain the City’s excellent bond ratings, which currently are rated AA3 at Moody’s and AA at Standard and Poor’s. Because of these excellent bond ratings, more people will invest in City of Livonia bonds, resulting in more competitive bidding from brokerage houses. Savings will continue into the future for the City due to these ratings.

3. The City of Livonia audit was completed and, once again, the City’s auditors found no significant audit adjustments.

4. The Finance Department participated in several cooperative bids with surrounding communities that resulted in more competitive bids and reduced costs to the City.

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INFORMATION SYSTEMS DEPARTMENT

The Information Systems Department is responsible for the computer hardware and software used by the City. The IS Department assists other City Departments in evaluating, selecting and implementing computer systems. It also sets the standards for City computer systems. The Information Systems Director is appointed by the Mayor and reports directly to the Finance Director. The staff of the Information Systems Department consists of five (5) employees. The staff is made up by the Director, 1 System Analyst II, 2 Computer Administrator II, and one part-time Computer Administrator I (vacant from June 2014). The Information Systems Department has four primary areas of responsibility. These are Computer and Network Support, Application Software Support, and End User Support, Website and Internet, and Geographic Information Systems.

This year the state Mi-GMIS organization did recognize our Information Systems Director Dan Putman with their 2014 IT Professional Award.
COMPUTER AND NETWORK SUPPORT

The IS Department maintains the following hardware:

<table>
<thead>
<tr>
<th></th>
<th>FY 2012</th>
<th>FY 2013</th>
<th>FY 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows 2003/2008/2012 Servers</td>
<td>29</td>
<td>31</td>
<td>27</td>
</tr>
<tr>
<td>Physical Servers</td>
<td>14</td>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td>Virtual Servers</td>
<td>19</td>
<td>21</td>
<td>18</td>
</tr>
<tr>
<td>Personal Computers</td>
<td>333</td>
<td>345</td>
<td>326</td>
</tr>
</tbody>
</table>

We also support 46 network switches, 7 firewalls and 3 network routers.

We upgraded the firewall at LCRC to a larger model to provide better throughput. The old LCRC firewall was re-tasked to protect the computers at the Senior Center Lab and the Tax Preparation Volunteers.

We implemented our new Dell KACE Management System. These appliances allows us to accurately inventory all of our computers and software, distribute software, distribute software patches, and track IT service requests. It was instrumental in our distribution of Office 2013 Professional Plus to all of our computers and in the migration from Windows XP to Windows 7. The KACE system also allows us the ability to build a custom image so we can quickly load (or re-load) computers when needed.

We completed our acquisition on a three-year Microsoft Enterprise Agreement for Microsoft Office. This allows us to install and upgrade Microsoft Office on our computers. Prior to this agreement, the IS Department was supporting six different version of Microsoft Office.

We completed our migration of Windows XP to Windows 7 on our desktop/laptop computers on time. Microsoft had announced that Windows XP will not be supported after April 2014 which would have caused major security concerns. The City network has no Windows XP computers left.

We upgraded the City main firewall and added configuration to support the fixed water meter read system. We worked with the vendor to test the system. It is all ready to go and just waiting to be implemented.

Configured the network to allow the new security cameras in Nehasihl Park to broadcast to the Police Department.

Upgraded the controller and software along with adding 2 new access points for our Aruba Wireless network.

We modernized our server backup technology. We had been backing up our servers using tape backups and having them taken off site once per week. We have now gone to doing our backups using a disk appliance on an hourly basis.
and then replicating that to a different building on the City campus. We previously keep one month’s worth of backups, we are now retaining 90 days of backups. We do reduce the number of backups retained as the time moves through the cycle, going from hourly to daily, from daily to weekly. This has greatly reduced the amount of time that we need for backups and allows us to restore much faster.

We retired our two oldest Dell EqualLogic SAN’s due to their being at end of life. We were able to replace them with one new Dell EqualLogic SAN with increased capacity for basically the cost of the maintenance plan on the two old units.

We virtualized 1 additional server this year. That server is our GIS Server. At the same time we did upgrade the operating system, the version Microsoft SQL database, and the GIS software.

The IS Department provided support on work order requests:

<table>
<thead>
<tr>
<th></th>
<th>FYI 2012</th>
<th>FYI 2013</th>
<th>FYI 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opened</td>
<td>1,230</td>
<td>1,496</td>
<td>1,876</td>
</tr>
<tr>
<td>Closed</td>
<td>1,232</td>
<td>1,479</td>
<td>1,889</td>
</tr>
</tbody>
</table>

APPLICATION SOFTWARE SUPPORT

BS&A Systems
- We upgraded to the BS&A .net applications for the Clerk’s Office animal licensing and business licensing systems.

Routematch
- We updated the Routematch Transit system to the new cloud Software as a Service (SaaS) version. This allows for easier upgrades in the future, a new web portal that customers can use for scheduling rides, tablet computers in the vehicles to track progress and send updated routes, and a voice recognition notification system.

Autocad
- We updated Autocad for the Engineering Department to AutoCAD 2015.

WEBSITE AND INTERNET
The Information Systems Department also manages the City Website (http://www.ci.livonia.mi.us), which continues to find new uses and grow in usage.

We updated the City website (www.ci.livonia.mi.us) with the following items:

- Modified the website to a Responsive Design. This makes the website friendlier to people on Smart Phones and Tablets. Approximately 40% of our website traffic comes from mobile devices now.
• Worked with the Greenleaf Sustainability Commission to develop a new section on the website with educational materials for the public to use.

• Worked with the Youth Employment Office to develop a portion of the website to list youth employment opportunities. Previously this information was only available in a 3-ring binder in their office.

• Added a view of the City Facebook page to the City Website Splash page.

• We expanded our use of the City Facebook page to communicate with the public. We are now using it to even publish daily updates of bulk leaf pickup schedules. The page now has 1,851 likes.

• Worked with the Parks and Recreation Department to do a number of upgrades to their portion of the site to make it more attractive and improve their marketing efforts.

• Removed all content from the City website for the Police Department and their retirees. They have now created their own website at www.livoniapd.com.

We did a major upgrade on our intranet site (Inside Livonia). We were running the old site under WSS 3.0 and Microsoft was dropping support. We made the migration to SharePoint Foundations 2013. The upgrade did modernize the look of the site and improved the searching capabilities.

Website statistics include:

<table>
<thead>
<tr>
<th></th>
<th>FY 2012</th>
<th>FY 2013</th>
<th>FY 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Page Views</td>
<td>2,370,087</td>
<td>2,183031</td>
<td>2,304,238</td>
</tr>
</tbody>
</table>

The Department also provides e-mail and Internet access to City Employees.

<table>
<thead>
<tr>
<th></th>
<th>FY 2012</th>
<th>FY 2013</th>
<th>FY 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of E-mail accounts</td>
<td>243</td>
<td>240</td>
<td>240</td>
</tr>
</tbody>
</table>

**GEOGRAPHIC INFORMATION SYSTEMS**
The Information Systems Department also manages, operates and maintains a Geographic Information System (GIS) to help manage its maps and spatially referenced data.

**2014 GIS ACCOMPLISHMENTS**

**Major GIS Upgrade** – ESRI released version 10.2 of their software suite this past year, including the client software (Arc GIS for Desktop), the database (Arc SDE, or Spatial Data Engine), and online map server software (Arc Server for GIS). We are currently running version 10.1 of Arc GIS for Desktop and Arc SDE to maintain compatibility with our Cartegraph software. Arc GIS for Server is version 10.2.
Online Map Services – The Arc Server 10.2 upgrade required modifications to all of our online mapping services, both internal and external. Our internal mapping service, Livonia Viewer, required a few changes, but it now is capable of generating mailing labels in a single pass for residential, condominium, and multi-tenant commercial property. All of our external map services have been upgraded to operate using version 10.2 of Arc GIS for Server and the newly upgraded database.

Database Maintenance - We have continued our weekly maintenance schedule with the GIS during 2014. Our GIS database is under SDE configuration control. Editing of our various data layers is done by GIS users within the City. The established procedure calls for all editing to be done to a "personal" version of the GIS database. These edits are then pushed up to a DRAFT version of the database where they are inspected and verified. Once the DRAFT version has been verified edits are then pushed up to the DEFAULT version of the database for general use. This procedure has worked very well and insures that the GIS is continuously updated in a systematic fashion. New update procedures are now in place due to the upgrade of the software. With the old version database management was accomplished using a command line prompt. The new version of the software now utilizes an ESRI “management tool,” which is much more flexible and easier to use.

New Data Layers for 2014 – A new and improved fire hydrant layer was brought under SDE configuration during the past year. Hydrant locations were identified via GPS and the updated data layer served as the geographic base for an update for the entire data layer. In addition to the new hydrant layer a few other changes were made: (1) a number of small, private day care centers were added to the schools layer, (2) a Cell phone tower data layer was added, and (3) a Liquor License “view” file was added to the database. Some of the polling locations were temporarily changed early in 2014 due to school construction projects. The temporary locations had to be changed back prior to the November election. A number of temporary data layers were created during the past year to support the I-96 fix project, including the locations of all of the bridges and overpasses along the I-96 corridor, the construction zone along the highway, and a database containing all of the detailed information concerning lane and bridge closures.

Mapping Support - During 2014 the GIS has continued to supported mapping activities for numerous City departments, including the Assessing department (generated 144 tax assessing land value maps plus various other maps), measured the parcel "frontage" for all commercial parcels in the City, generated numerous maps for the Housing Department depicting City-owned homes along with Silver Village, Mac Towers, and Newburgh Village, Parks and Recreation, Police, and Fire Department. New maps were produced for the dispatch room, and the Fire Department has asked for 2 mile x 2mile maps of the surrounding communities. The GIS was used to produce a set of buffers around various mapped features for the Law Department (Churches, Parks, and Schools). In
addition, we continually maintain our set of quarter section tax maps (144), address maps (144), zoning maps (144), land use maps (144) and various City maps (city street maps, subdivisions, voter precincts, etc.). During most of 2014 the GIS churned out weekly updates of the Livonia portion of the I-96 rebuilding project.

* * * * * * *

**LIVONIA FIRE & RESCUE**

During the fiscal year 2014, Livonia Fire & Rescue responded to 9,530 incidents, with 87% involving emergency medical services, and fire-related responses accounting for 13%. The following statistical breakdowns reflect the departmental activity for the current fiscal year (11/1/13-11/1/14).

**Incidents**

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Medical</td>
<td>8139</td>
</tr>
<tr>
<td>Fire</td>
<td>241</td>
</tr>
<tr>
<td>Fire (other)</td>
<td>1150</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9530</strong></td>
</tr>
</tbody>
</table>

For the Fire Incidents (other) category, carbon monoxide alarms accounted for 106 of the responses, 519 were false fire alarm calls and 310 were downed-wire incidents.

In comparison to last year, Emergency Medical runs are up 2% and Fire Runs are down 2%, while Fire other was up 13%. Overall runs are up 3%.

**FIRE PREVENTION**

Throughout the year, in addition to the related activities listed below, this Division is responsible for updating technical knowledge, maintaining electronic and paper records, maintaining job efficiency and state certification for the department’s Fire Inspectors. This is accomplished by attending numerous seminars, job-related schools and other continuing education programs. These schools would include, but are not limited to, Schoolcraft College, the National Fire Academy, Michigan State Police Arson School, Michigan Fire Inspectors Conferences, Metro Detroit Fire Inspectors Society and the various International Association of Arson Investigators (I.A.A.I.) schools and seminars.

**Inspections**

Although not all-encompassing, the following categories reflect the majority of inspections conducted by the Fire Prevention Division:

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advice</td>
<td>47</td>
</tr>
<tr>
<td>Alarm</td>
<td>23</td>
</tr>
<tr>
<td>Carnival/Spree</td>
<td>8</td>
</tr>
<tr>
<td>City License</td>
<td>29</td>
</tr>
<tr>
<td>History File</td>
<td>97</td>
</tr>
<tr>
<td>Life Safety</td>
<td>44</td>
</tr>
<tr>
<td>Liquor License</td>
<td>15</td>
</tr>
<tr>
<td>Re-Inspections</td>
<td>531</td>
</tr>
</tbody>
</table>
Complaints 22 (Alarms-30, Cnst-270, Other-144, Suppression-87)
Construction 412 Re-Occupancy 87
False Alarms 37 Site Plan/Preliminary Plan 29
Fire Inspection 17 System Report Deficiency 128
Fireworks 13 Temporary Structures 9

Total 1548

Plan Reviews
Alarm 63
Site Plan 29
Construction 412
Fire Suppression 159

Total 663

The above plan review totals reflect the number of projects received/assigned in the Fire Prevention Office and do not include the actual number of inspections made. Multiple site visits are required when inspecting various fire alarm, suppression or structural systems to ensure compliance with the adopted codes and standards installation practices. A conservative estimate of site visits needed to complete a project would be four inspections. More complex jobs would require additional inspections, in some instances 10-20 site visits. Several large projects were completed or are near completion at this time. Completed projects include Culvers, Outback Steakhouse, Goodwill, Applebee’s, Del Taco, Rally House, Dick’s, Joann Fabric’s, Consumers Energy-Alternative Fuel Station, Tennyson Chevrolet, Tim Horton’s, NYX and Schoolcraft College. In progress projects include Mendelson-Kornblum, Consumers Energy Office, Quality Metal Craft, Ford Transmission, ERG Environmental, Planet Fitness, Bill Brown Ford, Marycrest Manor, Community Choice CU, McKesson Drugs, St Mary’s Hospital, Bigalora Commissary and Felician Sisters.

The Fire Marshal and Fire Inspectors regularly go to the fire stations and review false alarms with the station officers. This allows the Fire Prevention Division to address those occupancies that are having multiple false alarms. Dialogue with the suppression personnel gives the inspection division a second avenue for finding and correcting building deficiencies.

This division also provides fire investigations for determination of origin and cause. Whenever a question arises from a fire officer that a fire may not have started accidentally, we are requested to respond. Also, any large loss or fatal fires are also examined and documented. The Fire Prevention Office responded to approximately 15 fires in 2014. Nearly 10% of these fires required extensive documentation and follow-up varying from simple photography to exhaustive research and interviews.
MAINTENANCE DIVISION

The Livonia Fire & Rescue Maintenance Division is comprised of one Fire Apparatus Supervisor and one Fire Equipment Mechanic who are responsible for specification writing, ordering, care, maintenance and repair of all mechanized and related fire, rescue and paramedic equipment. The division provides firefighters, Livonia citizens and visitors to Livonia with safe and reliable ambulance, rescue and fire-fighting vehicles and related equipment.

This year the responsibilities of the Maintenance Division included the following:

- Completed 457 work order requests.
- Inspected pumpers, rescue vehicles, aerial tower, administrative cars, lawn equipment, USAR trailer, WWC Hazmat trailer, Hazmat trucks as well as all equipment on each vehicle on a semi-annual and annual basis.
- Annual Pump Tests on all Fire Pumps.
- Worked with neighboring cities to come up with universal spec for replacement Squads, in an attempt to keep costs down.
- Wrote spec and blueprint for replacement of SQ 3 along with inspection trips. Finalize SQ4 spec for 2015 budget.
- Wrote spec and started blueprint drawings for 2 replacement pumpers. Went on post paint and final inspection along with finalizing Eng 3 spec for 2015 budget.
- In coordination with the Training Division, instructed Firefighter and E.M.T.D.’s on the operational requirements of vehicles and also aided in training exercises when necessary.
- Responded to major fires to assist the department in set-up of equipment, filling of SCBA bottles, repair and refueling of vehicles.
- Provided assistance, as needed, to neighboring fire departments and members of Western Wayne Mutual Aid Association.
- Provided assistance to the following Project Managers:
  - SCBA Officer – ordering parts, repairing SCBA air packs, as well as placing new air packs in service and removing obsolete air packs out of service.
  - Hose Officer – specification writing, ordering and mounting of nozzles, adapters, and hose.
  - Building Maintenance Officer – repair of vehicle electrical and air line drops.
  - Received new Heavy Rescue from Pierce, worked with Apparatus Team mounting Equipment, Radios, and relocating bottle refill station at rear of vehicle to make ready to be placed in service.
• EMT Officer – installation of ALS equipment.
• Communications Officer – mounting hand held prep radio vehicle chargers and installation of new radio and complete computer systems for ALS and relocation of some radios in pumpers, and repair of same.
• Apparatus Officer – ordering and mounting of new equipment/hand tools and mounts.
• Public Relations Committee – equipment.

This Division provides maintenance on all of the following items:

Vehicles:
1 – 2012 Pierce Arrow XT Heavy Rescue
1 – 2006 Freightliner/Medic Master Fire Investigation Unit
1 – 1996 GMC 3/4-Ton Pick-Up
1 – 1997 Navistar/Horton Swat Alpha Unit
1 – 2005 International/Marque Water Rescue/Technical Unit
1 – 1999 Chevrolet Tahoe
2 – 2000 Freightliner/Medic Master Reserve Alpha Units
1 – 2008 Ford Taurus
1 – 2012 Freightliner/Alpha Unit
1 – 2007 Freightliner/Medic Master Alpha Unit
2 – 2009 Freightliner/Medtec Alpha Units
1 – 2011 Freightliner/Medtec Alpha Unit
1 – 1993 E-One Pumper 1250 GPM
2 – 2008 Chevrolet Impalas
1 – 2002 American LaFrance 2000GPM 75FT. SQURT Aerial
1 – 2006 American LaFrance 2000GPM 100FT. Mid-Mount Aerial Platform
3 – 2003 American LaFrance Eagle 1250 GPM Pumper
1 – 2009 American LaFrance Eagle 1250 GPM Pumper
1 – 2003 Ford 450 Maintenance Truck
1 – 2003 Mercury Marine Inflatable Rescue Boat, Motor and Trailer
1 – 2010 Chevy Tahoe
2 – 2005 Chevy Impalas
1 – 2004 Ford Crown Vic Sedans
1 – 2006 Ford Crown Vic Sedans
1 – 2007 Chevrolet Trailblazer
1 – 2007 Chevrolet 2500 Pick-up
1 – 2009 GMC 2500 Yukon XL
1 – 2003 Club Car Ambulance and Hauling LS Enclosed Trailer
1 – 2006 Haulmark Trailer (C.B.R.N.E.)
1 – 2006 Spartan Spencer RRTN HAZMAT Truck
1 – 28ft USAR Trailer
1 – 2007 Fire Safety Unit
**Equipment on Vehicles:**
Thousands of feet of fire hose
Fire hose nozzles
Axes and adapters
Foam equipment, hand and vehicle mounted
Deluge equipment
110 V electrical lighting
Tools (hand and firefighting)
9 – Auxiliary generators
48 – ISI Viking Air Pack
250 – Air Bottles
94 – ISI Viking Masks
Bauer Air Compressor Cascade System
1 – 6000psi 4 Air Bottle Cascade System
1 – K-950 Saw
2 – K-12 Saw
7 – Chain saws
2 – Amkus Power Tools
2 – TNT Power Tools
7 – Life Jack PPV fans
Mounting of Medical equipment on Alpha Vehicles
Various hazardous material and confined space rescue equipment.
4 – Walk behind mowers
Lawn blowers, weed whips, edgers
2 – Self-propelled snow blower

**Garage Equipment:**
1 – Hose test Pump
2 – In-ground garage hoist hydro-testing
1 – Garage tool replacements
1 – Pumper pump test tool as needed to comply with NFPA 1911.

**TRAINING DIVISION**
The focus of the training office for fiscal year 2014 was to continue to assure compliance for the ongoing education (CEU) requirements for both EMT and Paramedic within the department. The number of overall CEU’s for Paramedics is higher than that of an EMT and thus requires a more diligent training program in order to ensure that the department’s personnel are always compliant with licensing requirements. State of Michigan standards require the obtaining of both lecture and practical credits. Livonia Fire & Rescue is a Continuing Education Program Sponsor, which allows us more flexibility in the scheduling and delivery of classes for EMS education. The training office continues to improve its record management system related to training activities, which in turn ensures compliance with OSHA, ISO, and nationally accepted standards on training and documentation. The training division continues to provide training commensurate with the mission of our department. Although EMS training takes up large amounts
of resources and time, this office still facilitates training in fire suppression, specialized rescue, hazardous materials, utility emergencies and risk reduction.

Fire Officer training commensurate with the CBA continues to be a high priority and is currently up to date. In addition, the Department has finished training Fire Officers and Fire Engineers in “Blue Card Incident Command”, and has begun training Fire Drivers in “Blue Card.” This training tool will enhance the knowledge base as well as improve the practical application ability of the Department’s Fire Officers as well as future Officers. In addition, all Fire Officers have been trained to the NIMS 300/400 level bringing the department well ahead of schedule in incident command training per NFPA.

The safety of our Firefighters remains the paramount focus of training activities and, as such, the Department has certified all of its members in the Fire Ground Survival Program endorsed by the IAFF (International Association of Fire Fighters). Continued from the previous year, more Fire Ground Survival tactics were trained on to increase individual competencies.

This office continues to look at ways to improve our overall service and maintain the highest level of pre-hospital care to the citizens of Livonia. The Department’s EMS Quality Assurance (QA) program continues to strive to comply with stringent county and state requirements regarding QI/QA. The training office continues to administrate and facilitate the Medical Priority Dispatch system that is used in dispatching EMS calls city-wide. The system has proven to be extremely effective in risk reduction for responders, as well as the public, by assigning a priority to the medical call. Because of the increasing EMS run call volume each year, the MPD system allows the prioritizing of all EMS related calls to ensure that the most life threatening emergencies receive assistance above those of a lesser degree. This office was also responsible for tracking and fulfilling the MPD Quality Assurance requirements as outlined in county Medical Control protocols. Since the MPD program came on line in May 2001, the training office meets and discusses QI related issues quarterly, as to ensure compliance within county and state guidelines.

We provide EMS training to Schoolcraft College EMT students, who participate in ride-alongs with our paramedics. This program is currently in its fifth year.

We have had residents from St. Mary Mercy hospital ride along with our crews as part of their medical educational requirements. Many of the residents have also put on EMS Continuing Education classes for our members.

In the spring, we spent significant time training on vehicle extrication techniques. With ever-changing automotive technologies and large volumes of vehicle traffic the city, it is imperative to be proficient with these skills. In addition to the throughout implementation of a new Heavy Rescue extrication vehicle, we
dedicated six weeks of hands-on practical training to improving our extrication skills.

**PUBLIC EDUCATION**
The 2014 fiscal year was an exciting year for our Public Education division. The division is tasked with educating our citizens on all fire and life safety topics at different places and times that will have the highest impact.

Each year, Livonia Fire & Rescue responds to numerous requests from the public for Fire Safety Education programs. These requests are forwarded to either the on-duty Battalion Chief or to the Fire Safety Education Committee, based on the needs of the requesting person or group. If the caller is requesting to visit a fire station or have a fire apparatus visit them as part of the educational effort, the on-duty Battalion Chief handles the request. If the group requests an individual to speak at a pre-arranged time and location that does not require firefighting apparatus, the Fire Safety Education Committee is contacted. Currently, most requests are handled by on-duty crews at the fire stations, while remaining in-service to respond to emergency calls in our area.

In October 2014, Livonia Fire & Rescue held its annual “Fire Prevention Week Open House.” The Open House has proven to be a highly anticipated event by our community reaching a crowd estimated at 2,000. While in attendance, visitors receive information on fire and life safety and are given an opportunity to practice life safety skills. There was an area where kids can practice their fire safety behaviors as well.

Livonia firefighters participated in a May event held at the Civic Center Area called “Passport to Safety.” This project was a huge success – crowds were estimated in the thousands. After being involved in the eight-year annual event, more effort is being directed into this area. The large number of children that attend the outdoor event is encouraging.

The newsletter “Couplings” came out twice this year, and we have been involved in this form of communication/education for five years in a row. The newsletter is an 8-page newsletter designed for adult fire and life safety. It appears in electronic format on the city website.

Weekly informational articles were prepared and published in the Livonia Observer Newspaper, to further reach out to our adult audiences with messages of fire and life safety. This year, a weekly safety article appeared in the Observer written by Livonia Firefighters.

We were also able to distribute our fire and life safety messages to the citizens of Livonia through:
Livonia Housing Commission

The Livonia Housing Commission submits the following information on its activities and accomplishments for Silver Village, Newburgh Village, Community Development Block Grant Program, McNamara Towers and Housing Choice Voucher Rent Subsidy Program.

Silver Village – 33780 Lyndon

Relative to Silver Village, the Livonia Housing Commission experienced a good year with occupancy at 100% at all times. The waiting list consists of 83 Livonia residents and 22 “Relatives of Livonia residents.”

Activities and Accomplishments
1. Silver Village had a turnover of 12 units in 2014.
2. All apartments were inspected for safety and maintenance purposes.
3. New furnaces, hot water tanks and thermostats were installed in all 108 apartments.
4. Drainage renovations were established along sidewalks to allow overflow water to drain away from apartments after heavy rains or ice melting.
5. With compensation received from DuPont Company, Silver Village planted 27 new trees as replacement for trees that were destroyed by the use of the chemical Imprelis.
6. Residents have committed to regular recycling of bottles and cans, newspapers and junk mail. Weekly collections of papers are taken to local schools for recycling. Returns of bottles support resident activities. Further efforts will be taken to reduce and recycle on the Silver Village campus.

Newburgh Village Housing Community

Newburgh Village occupancy was at 100% at all times. The waiting list consists of 44 Livonia residents and 63 relatives of Livonia residents.

Activities and Accomplishments
1. Newburgh Village had a turnover from December 2013 through November 2014 of 24 units.
2. The safety fence surrounding the Community Building Generator was replaced.
3. A replacement maintenance truck was purchased.

4. The new resident social club was very active with a community “Helping Hands” group, a Walking group, a Dinner group and Gardening group. All were put together this year and had a lot of participation.

5. All 120 apartments have been inspected for safety and maintenance purposes.

**Community Development Report - 2013-2014**

The Community Development Office administered the following programs during the 2013-2014 fiscal year, which began on 7/1/13 and ended 6/30/14. Total expenditures through the Community Development Block Grant (CDBG) Program for the year were $436,506. The table provides a summary of the accomplishments produced by the Block Grant Program:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Home Rehabilitation Loan Program</td>
<td>8 Households Served</td>
</tr>
<tr>
<td>Emergency Home Rehabilitation Loan Program</td>
<td>3 Households Served</td>
</tr>
<tr>
<td>Minor Home Repair Program</td>
<td>18 Households Served</td>
</tr>
<tr>
<td>Scattered-Site Rental Homes (Managed &amp; Maintained)</td>
<td>17 Households Served</td>
</tr>
<tr>
<td>Emergency Utility Shut-Off Assistance</td>
<td>7 Households Served</td>
</tr>
<tr>
<td>Senior Van Transportation (100,064 one-way rides were provided for seniors)</td>
<td>569 Persons Served</td>
</tr>
<tr>
<td>Mental Health Counseling Program (53 sessions were provided)</td>
<td>9 Persons Served</td>
</tr>
<tr>
<td>First Step</td>
<td>145 Persons Served</td>
</tr>
<tr>
<td><strong>TOTAL SERVED</strong></td>
<td><strong>776 Households/Persons</strong></td>
</tr>
</tbody>
</table>

During the 2013-2014 program year the City of Livonia Housing Commission’s priority goals were: to provide rehabilitation assistance to income-eligible homeowners; to preserve and improve the existing housing stock; to reduce the cost burden experienced by renter households by providing affordable rental opportunities in safe and sanitary housing; to focus on supportive service programming for low and moderate income households and to affirmatively further fair housing objectives.

Expenditure Highlights:

- $208,448 expensed for rehabilitation assistance to income-eligible homeowners. This included expenses connected with the major, emergency and minor home repair programs. Funding was provided through the CDBG and HOME grants plus program income received from return of previous loans and rent.
- $63,510 expensed from CDBG funds and rental income for the management and maintenance of scattered site city rental properties.
Through our partnership with the Livonia Public Schools Building Trades Program, we provided rehabilitation to one of our city-owned rental homes. Under the supervision of our Rehab Specialist and the LPS program instructor, the students learned basic skills of the construction trades through hands-on participation with projects such as roofing, siding, and the installation of drywall, hardwood flooring, ceramic tiles, interior doors, moldings and painting. The Livonia Housing Commission is proud to provide field experience projects which place the students in real-world construction settings allowing them the opportunity to see the realities of day-to-day life in the building trades. This home is now rented by a family of five!

- $51,809 expensed for Public Services, which includes Senior Van Transportation, Mental Health Counseling, Emergency Utility Assistance and First Step (domestic violence prevention).

$6,000 expensed for Fair Housing of Metropolitan Detroit (FHMD) provided fair housing counseling, complaint reception, investigation and resolution services to citizens or potential citizens of Livonia. FHMD also provided training and resource development during the program year.

MCNAMARA TOWERS #1 & #2 - 19300 PURLINGBROOK & SCATTERED SITE HOMES

Activities and Accomplishments
1. McNamara Towers #1 & #2 & Scattered Site Homes had a turnover of 27 units from 1/1/13 to 11/30/13.
2. New ceramic tile was installed in community room of McNamara Towers #1.
3. New kitchen cabinets were installed in community room of McNamara Towers #1.
4. New washers and dryers were installed in laundry rooms of McNamara Towers 1 & 2.
5. New VCT was installed in laundry rooms of McNamara Towers 1 & 2.
6. Laundry rooms in McNamara Towers 1 & 2 were painted.
7. New gazebo/picnic shelter was installed behind McNamara Towers #1.
8. Concrete walkway was installed at the South side of McNamara Towers #1 leading up to the newly installed gazebo/picnic shelter.
9. New vinyl fencing was installed around the dumpster of McNamara Towers #2 and around the generators of McNamara Towers #1 & #2.
10. Installed new kitchen sinks in 17 apartments.
11. Began recycling program for cardboard, paper, plastic and glass.
Housing Choice Voucher Rent Subsidy Program

The Livonia Housing Commission administers a Housing Choice Voucher Program consisting of 909 low income family/elderly clients.

1. The fiscal year 2014 HUD Section 8 Management Assessment scored the Commission as a High Performer. An independent audit was conducted on the Voucher program and no findings were identified.

2. The Livonia Housing Commission opened the waiting list on Monday June 9, 2014 and closed it on Friday June 13, 2014. The on-line application process generated 15,697 applications. The Commission randomly selected 2,000 applications and placed them on the new 2014 Voucher waiting list.

3. The Housing Commission has expended all HUD allocated funds for housing assistance payments totaling $5.5 million dollars.

* * * * * * *

INSPECTION DEPARTMENT

INSPECTION DEPARTMENT is responsible for all construction operations on private property. Included in its jurisdiction is building inspection, plan review, sanitation and ordinance enforcement. Areas of involvement include Zoning Board of Appeals, Building Code Board of Appeals, Community Development Block Grant Program (CDBG), Cost Recovery Appeal Hearings, and various civic groups. In addition, we are involved with Greenmead with regard to construction projects and/or repairs. This department handles coordination with State government agencies involving building construction. Moreover, in certain instances, we interact with other municipalities, serving as a Hearing Officer or sitting on employee interview panels. We have also provided limited fill-in services for the City of Plymouth. Plan Review for new buildings, alterations and additions, pools, demolitions, zoning compliance and signs is an integral part of the department’s function, as well as the issuance of permits, sanitation and enforcing the City’s Code of Ordinances designated as Inspection’s responsibility. Inspections were made and permits issued for the rehabilitation of homes for the CDBG. Additionally the Inspection Department reviews lot splits for the Department of Assessment and reviews site plans and waiver use petitions for the Planning Department and provides support to all other departments as needed. Furthermore, we provided clerical services and administrative support in regard to the Zoning Board of Appeals. Although the Board is under Council jurisdiction, we are tasked with the clerical functions and subsequent administrative support in addition to the intake work we are doing. We also work with the Economic Development Director/Planning Director and others in promoting existing sites in Livonia. Moreover, the Inspection Department provides training for other
municipalities upon request. This year we hosted City of Romulus officials in regard to Inspections operations and policy.

BUILDING INSPECTION issued approximately 6,995 permits in 2013-14 for buildings, signs and mechanical installations, including new construction, additions, renovations and alterations. Fourteen permits were issued for new single-family residential homes and 29 single-family condominium units were constructed or are currently under construction. In other activity, 14 permits were issued for new commercial/industrial buildings. No permits for apartment buildings were issued this year. Mechanical permits (plumbing, electrical, heating and refrigeration) numbered approximately 4,152 for the year. Residential additions/alterations, garages, decks/patios, fire repairs, pools, signs, zoning compliance, commercial/industrial additions, and demolitions comprised the remainder of permits issued. Thirty-five demolition permits were issued during the year, 7 of which were residential structures. Permits for Christmas tree sales lots, pennant and banner displays, awnings, and various special inspections were issued as required. Certificates of Occupancy are issued for all new residences and commercial and industrial buildings upon completion. We also researched and responded to 31 request for zoning compliance letters. Zoning compliance permits are issued for subsequent re-occupancy of non-residential properties and occupancy certificates are issued for all residential properties involved in the vacant and/or abandoned building program after completion of all requirements. State building, mechanical, plumbing, electrical and sign contractor licenses are registered in this office. Additionally, official records are retained on fence contractors, excavators and demolition contractors.

The systematic annual inspection of existing commercial buildings for compliance with the Livonia Property Maintenance Code (based upon the International Property Maintenance Code 2012) continued through 2013-2014. In connection with this program, 20 inspections were made, violations issued when necessary and compliance obtained. This program is designed to maintain health and safety standards in the city. In mid-2011 due to staff reductions we ceased inspecting on a biennial basis existing industrial factory buildings after we were able to complete one cycle. We still inspect said buildings for zoning compliance and when permits are issued. If personnel become available industrial biennials may be resumed. Additionally the number of annual inspections completed was impacted due to staffing issues and other priorities.

In addition to the annual inspection program, the Inspection Department performs all functions mandated by city ordinance that requires all private (one and two family) and multiple family rental dwelling units are licensed and inspected on an annual basis. This year the Department inspected the following rental units:

A. 1,832 units, consisting of one- and two-family dwellings and group homes.
B. 27 apartments/complexes consisting of 2,145 units. The inspection covers all dwelling units, common areas and exterior structures and grounds.

In mid-January 2010 the Department began enforcement of the Vacant and Abandoned Building Ordinance #2844 (VAABO) that took effect October 29, 2009 and was instituted in January 2010. The program is designed to provide for maintenance and inspection of problem properties, residential and non-residential, but pertains to any vacant or abandoned structures. Moreover, during the enforcement of the program additional permits and inspections are needed due to the work required. Following is a breakdown of the activities generated by this program:

<table>
<thead>
<tr>
<th>Fees</th>
<th>Total Permits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee – Residential</td>
<td>211</td>
<td>$7,385</td>
</tr>
<tr>
<td>Registration Fee – Non-Residential</td>
<td>33</td>
<td>$1,155</td>
</tr>
<tr>
<td>Monthly Maintenance Fee – Residential</td>
<td>3,202</td>
<td>$144,858</td>
</tr>
<tr>
<td>Monthly Maintenance Fee – Non-Residential</td>
<td>588</td>
<td>$27,707</td>
</tr>
<tr>
<td>Inspection Fee – Residential</td>
<td>844</td>
<td>$92,765</td>
</tr>
<tr>
<td>Inspection Fee – Non-Residential</td>
<td>116</td>
<td>$24,834</td>
</tr>
<tr>
<td>Permit Fee – Residential/Zoning</td>
<td>449</td>
<td>$36,454</td>
</tr>
<tr>
<td>Permit Fee – Non-Residential</td>
<td>40</td>
<td>$6,360</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>5483</strong></td>
<td><strong>$341,518</strong></td>
</tr>
</tbody>
</table>

Additionally, 204 formal complaints were received and responded to throughout the year as they related to property, zoning and ordinance code violations. Numerous requests for information from many various sources (Council, Commissions, Citizens, Contractors, other municipalities, other Departments and Guests) are routinely handled every day and on an annual basis would exceed 30,000 individual communications. There were approximately 852 rental inspection violations, 33 annual/biennial inspection violations and 58 VAABO program violations that were issued for various code infractions during 2013-14. (Violations and/or formal complaints are legal notices issued as a start of prosecution and are different from the everyday correction notices that we utilize; correction notices issued are numerous and would exceed 20,000.)

This office also provides the enforcement of special conditions of approval by the Zoning Board of Appeals, Building Code Board of Appeals, Planning Commission and City Council relative to site plans, variances, waiver uses and grants.

The Inspection Department continually reviews our current fee structures. We also worked with the Planning Department and the Law Department to update and/or change sections of Zoning Ordinance 543. We are routinely involved in such endeavors over the course of the year. Furthermore, we were involved with administering and maintaining contracts for the City Weed Mowing Program. This year we had to formulate a bid package and seek a new grass/weed maintenance
contractor. Interviews were conducted and bids were received and evaluated. A new contractor was chosen and Council is in the process of approving this contract. We previously raised administration fees in an effort to cover our cost and decrease the number of people who utilize the City as their lawn service. The administration fees alone this year were $53,708.13. We also are continuing to upgrade our computer system and hardware and engaging in the training involved. The computer, system upgrades and training will carryover into the next fiscal year.

The valuation of new building activities for 2013-14 is $91,539,658. The revenue collected from all building and inspection activities was approximately $2,628,938.

**SANITATION AND ORDINANCE ENFORCEMENT** has responsibility for compliance with the City Zoning Ordinance #543 and the Code of Ordinances #1688 as they pertain to the majority of all nuisance and non-criminal violations. These responsibilities include those things that affect the health, safety, welfare, and quality of life of the residents, business owners and their employees and guests (visitors) of the City, such as pollution, hazardous waste, trash and debris, vacant buildings, weed cutting (which includes direct supervision of the city weed contractor), basic property maintenance and supervision of the collection of municipal refuse. We have now been tasked, in conjunction with Police, with enforcement of parking bans during snow emergencies. We are in the process of equipment and safety equipment upgrades and training to enable us to accomplish this. The enforcement of special conditions of approval made by the Zoning Board of Appeals, City Council and the Planning Commission relative to site plans, variances and waiver uses may also be delegated to Ordinance Enforcement as needed.

**STATISTICS**

**2013-14**

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total General Inspections Made</td>
<td>19,264</td>
</tr>
<tr>
<td>Building Maintenance and Repair</td>
<td>361</td>
</tr>
<tr>
<td>Parking Lot Repairs</td>
<td>22</td>
</tr>
<tr>
<td>Animals/Rats</td>
<td>291</td>
</tr>
<tr>
<td>Trash and Debris</td>
<td>1279</td>
</tr>
<tr>
<td>Junk Vehicles</td>
<td>389</td>
</tr>
<tr>
<td>Noxious Weeds*</td>
<td>2729</td>
</tr>
<tr>
<td>Noise/Air/Odor</td>
<td>41</td>
</tr>
<tr>
<td>Nuisances</td>
<td>203</td>
</tr>
<tr>
<td>Illegal Signs on Commercial Property</td>
<td>129</td>
</tr>
<tr>
<td>Illegal Signs Removed from Public Property</td>
<td>4080</td>
</tr>
<tr>
<td>Illegally Parked Recreational Vehicles</td>
<td>339</td>
</tr>
<tr>
<td>Illegally Parked Commercial Vehicles</td>
<td>208</td>
</tr>
<tr>
<td>Illegal Sales, Use and Occupancy</td>
<td>59</td>
</tr>
<tr>
<td>Misc. Illegally Parked Vehicles</td>
<td>112</td>
</tr>
<tr>
<td>Right of Way encroachments</td>
<td>133</td>
</tr>
</tbody>
</table>
Vacant Buildings (Re-inspected/Posted) 333
Snow on Sidewalks 409
License Violations 248
Vehicle Parking Snow Emergency 400
Site Inspections 3875
Zoning Grants 116

Sanitation activities also included 1374 citizen complaints regarding the collection of municipal refuse and the delivery of 1325 recycling bins.

* Enforcement of the Noxious Weed Ordinance included the investigation of citizen complaints and the abatement of violations through the mowing of weeds and removal of debris from 707 properties and 102 tree removals by the City Weed Mowing Contractor.

ZONING BOARD OF APPEALS
The Zoning Board of Appeals is a seven (7) member Board created by State statute and City of Livonia Zoning Ordinance No. 543 as amended. The Board hears appeals from residential and business property owners when they are unable to comply with ordinance requirements and are rejected permits by the Inspection Department. The Board meets on designated Tuesday evenings at 7:00 p.m.

The Inspection Department was tasked with all clerical and administrative responsibility for the Zoning Board of Appeals in addition to the intake support and meeting responsibility we previously had. This includes the supervision of the outside contractor hired to record and provide the meeting records.

The following is a breakdown of the Appeal Cases prepared and heard by the Zoning Board of Appeals during the fiscal year December 1, 2013 through November 30, 2014

<table>
<thead>
<tr>
<th>Granted</th>
<th>Denied</th>
<th>Modifications*</th>
<th>Tabled or Postponed***</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Cases</td>
<td>48</td>
<td>3</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>Re-hearings</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Actual Cases Heard</td>
<td>63</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepared and Scheduled**</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Further Action****</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Cases Heard and Prepared</strong></td>
<td>69</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Includes Cases which were Granted in Part/Denied in Part
** Meeting material was prepared more than once, but for various reasons (Petitioner did not appear, asked to be rescheduled, etc.) these cases were not heard at the first scheduled meeting.

*** Meeting material was prepared and Board heard case at meeting and made a decision to table for revised plans, etc. All meeting notices, agendas, etc., were redone when new meeting date was scheduled.

**** Case was heard, but Board took no further action.

Number of Regular Meetings: 11

Number of Special Meetings: 8

BUILDING CODE BOARD OF APPEALS
The Building Code Board of Appeals (BCBA) provides any person the right to appeal a decision of the code official refusing to grant a modification of the building code covering the manner of construction or materials to be used in the erection, alteration or repair of a building or structure. An application for appeal shall be based on a claim that the true intent of the code or the rules legally adopted there under have been incorrectly interpreted, the provisions of this code do not fully apply, or an equivalent form of construction can be used. In addition, the BCBA may be utilized to provide guidance to the Building Official or affirm an issue not covered by the Building code.

A summary of the activities of the Building Code Board of Appeals for the fiscal year 2013-14 is as follows:

<table>
<thead>
<tr>
<th>Meetings Scheduled</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeals Granted/Modified</td>
<td>0</td>
</tr>
<tr>
<td>Appeals Filed</td>
<td>0</td>
</tr>
<tr>
<td>Appeals Denied</td>
<td>0</td>
</tr>
<tr>
<td>Hearings Held</td>
<td>0</td>
</tr>
<tr>
<td>Appeals Dropped</td>
<td>0</td>
</tr>
<tr>
<td>Re-hearings</td>
<td>0</td>
</tr>
<tr>
<td>Appeals Tabled</td>
<td>0</td>
</tr>
</tbody>
</table>

All records are on file in the offices of the Inspection Department.

* * * * * * *

DEPARTMENT OF LAW

The following information will provide a brief analysis of some of the information contained therein as compared to fiscal year 2012-2013. In short, the Report reveals that the Law Department has maintained a heavy workload. The following table illustrates this point:
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Wayne County Circuit Court cases resolved.</td>
<td>13</td>
<td>13</td>
<td>13</td>
<td>0</td>
</tr>
<tr>
<td>Cases pending in Ingham County Circuit Court</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Cases resolved in Ingham County Circuit Court</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>-4</td>
</tr>
<tr>
<td>Civil cases pending in 16th District Court</td>
<td>8</td>
<td>9</td>
<td>1</td>
<td>-8</td>
</tr>
<tr>
<td>Civil cases resolved in 16th District Court</td>
<td>7</td>
<td>8</td>
<td>10</td>
<td>+2</td>
</tr>
<tr>
<td>Criminal appeals from the 16th District Court pending</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Criminal appeals from the 16th District Court resolved</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Cases pending in Michigan Court of Appeals</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>+3</td>
</tr>
<tr>
<td>Cases resolved in the Michigan Court of Appeals</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Cases pending in U.S. District Court</td>
<td>4</td>
<td>2</td>
<td>5</td>
<td>+3</td>
</tr>
<tr>
<td>Cases resolved in U.S. District Court</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Cases pending in Michigan Tax Tribunal</td>
<td>376</td>
<td>191</td>
<td>67</td>
<td>-124</td>
</tr>
<tr>
<td>Michigan Tax Tribunal cases resolved.</td>
<td>176</td>
<td>195</td>
<td>83</td>
<td>-112</td>
</tr>
<tr>
<td>Amendments to the Zoning Map</td>
<td>18</td>
<td>5</td>
<td>4</td>
<td>-1</td>
</tr>
<tr>
<td>Amendments to the Zoning Ordinance</td>
<td>6</td>
<td>7</td>
<td>9</td>
<td>+2</td>
</tr>
<tr>
<td>Amendments to the Code of Ordinances</td>
<td>13</td>
<td>22</td>
<td>15</td>
<td>-7</td>
</tr>
<tr>
<td>Real estate transaction</td>
<td>7</td>
<td>6</td>
<td>1</td>
<td>-5</td>
</tr>
</tbody>
</table>

(See next page)
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation and review of contracts between the City and others, including approving as to form other legal documents.</td>
<td>304</td>
<td>319</td>
<td>448</td>
<td>+129</td>
</tr>
<tr>
<td>Review and fulfillment of Freedom of Information Act requests</td>
<td>13</td>
<td>26</td>
<td>36</td>
<td>+10</td>
</tr>
<tr>
<td>Review and respond to Freedom of Information Act appeals on behalf of the Mayor</td>
<td>2</td>
<td>8</td>
<td>9</td>
<td>+1</td>
</tr>
<tr>
<td>Review, typing, and remitting District Court warrant requests</td>
<td>1331</td>
<td>1354</td>
<td>1574</td>
<td>+220</td>
</tr>
<tr>
<td>Drunk driving</td>
<td>261</td>
<td>286</td>
<td>316</td>
<td>+30</td>
</tr>
<tr>
<td>Ordinance Misdemeanors</td>
<td>2708</td>
<td>2520</td>
<td></td>
<td>-188</td>
</tr>
<tr>
<td>Traffic misdemeanors</td>
<td>2065</td>
<td>2499</td>
<td>2246</td>
<td>-253</td>
</tr>
<tr>
<td>Jury Trials</td>
<td>12</td>
<td>26</td>
<td>27</td>
<td>+1</td>
</tr>
</tbody>
</table>

Because the Law Department now handles a much greater portion of the City’s civil litigation than it did in past years – particularly in the areas of sidewalk and police liability – the City is no longer paying outside counsel to handle these matters. As a result, the fees paid to outside counsel diminished by another $22,500.00 from the previous fiscal year, despite an uptick in the volume of such cases, as reflected in, for example, the growth in the number of pending federal cases.

The year saw a number of noteworthy successes. The Law Department resolved one police liability case in federal court by winning a motion for summary judgment, meaning the City paid nothing in outside counsel fees and nothing in settlement of the case. The department also won summary disposition motions in Wayne County Circuit Court turning aside legal challenges to a) City Council’s conduct of a committee hearing under the Open Meetings Act, and b) the City’s Zoning Ordinance and its treatment of billboards. The Circuit Court also upheld a challenged decision of the Zoning Board of Appeals. In addition, the City was sometimes able to turn the tables, achieving favorable outcomes as a plaintiff in both the Wayne County Circuit Court and the 16th District Court.

Although the number of pending tax appeals has declined, reflecting an improving economy and rising property values, the large number and value of pending
appeals makes this a continuing subject of concern. As always, the Law Department strives to minimize the amount paid out in property tax refunds.

Sadly, crime appears to be a growth industry in Livonia and its environs, as reflected in a sharp increase in warrant requests processed by the Law Department. Public safety and security is a priority of city government, and it continues to absorb the Law Department’s attention.

The Freedom of Information Act is another growth area. FOIA requests and appeals continue to increase in number. Fortunately, this has not ripened into FOIA Litigation yet, but there is a move in the Legislature to encourage FOIA Litigation, and to make FOIA more burdensome and punitive. The Law Department has worked with other local government organizations to minimize the pain these “reforms” portend.

Finally, the activity which has seen the sharpest increase this year has been the preparation and review of contracts. There, the Law Department looks to minimize costs and other losses to the City, maximize what is received by the City, and reduce risk to the City.

In short, the Law Department has, like other departments, managed to undertake a greater workload and it reduced costs.

* * * * * * *

LIBRARY COMMISSION

DIRECT SERVICE TO THE PUBLIC
In our third full year of providing access to downloadable media via OverDrive Download Destination service, we have added OverDrive Advantage. This allows us to purchase popular titles available to Livonia patrons only, ensuring hold requests are filled more promptly. The OverDrive collection has expanded to include streaming video format. Patrons can now borrow and watch free shows, movies, and more from the library’s digital collection right in their web browser, without having to download files or use special software.

The Livonia Public Library e-newsletter received a major upgrade in presentation this year by switching to an online email marketing tool to format and send the newsletter. Facebook, Twitter and the library’s You Tube videos continue to be very popular. Public meeting rooms provided at Civic Center and the branches are in high demand as venues for performances and a forum for community events and informational meetings. Numerous citizen clubs, associations and other City departments look to these resources as a valuable public service.
Civic Center Adult Services:
Adult programming has increased with the addition of 13 new and unique programs to the Fall/Winter schedule this year. Wellness, meditation, diabetes prevention and stress reduction were a few of the programs offered. Genealogy classes are now being taught and are proving to be very popular with the public. We held our first Genre Con (like Comic Con but with books) in October and had an attendance of over 150. Western Wayne Reads, a joint program with four other area libraries, hosted Michigan author D.E. Johnson, who writes Detroit historical mysteries. The Film Movement Program and our Wednesday Afternoon at the Movies are completing their fifth year and both have a loyal audience and continue to draw new patrons at a minimal cost to us. The teen volunteering program logged 50 hours over the summer, and 272 teens were registered for the Summer Reading Program (SRP) with over 2000 hours read and $1500 of donated prizes. The Livonia Warriors (a Robotics club made up of students from the three Livonia High Schools) kicked off the teen SRP and that program hosted over 300 teens and children. Drawing classes, dart tag and a Dr. Who escape game also drew big crowds.

Civic Center Children’s Services:
We welcomed various groups on field trips, made school visits and provided teachers with information about our programs and resources, making an effort to create a mutually beneficial working relationship with Livonia Public Schools. As a result we saw a 16% increase in Summer Reading Program registration. After a few years’ hiatus, the children’s department hosted a Preschool Open House, where parents could talk with representatives from area preschools. The library accommodated numerous Boy and Girl Scout troops where scouts and their parents were treated to stories, crafts and tours. Librarians visited Bob Evans for Family Fun Nights and attended a Montessori Open House. In addition to our three Story Time sessions per year, children were offered Super Hero Training Academy, Valentine Palooza and Star Wars Fun Day. Three AWE brand Early Literacy Stations replaced three obsolete game computers. They are all-in-one touchscreen computers with a mouse and keyboard designed for children 2-8. We were also able to provide an AWE tablet for the branches to share.

Civic Center Circulation:
The self-checkout station at Civic Center continues to be popular with patrons, and will soon be replaced with a new and improved model. Circulation limits were changed for the DVD collection, with newer movies going out for two days, and older DVDs now circulating for two weeks. The library continues to benefit from participating with other area libraries in resource sharing agreements through the Library Network Cooperative and via the statewide Michigan Electronic Library system which allows patrons to directly search and request items from libraries throughout Michigan. This has helped us continue to provide a high level of service despite our drastically reduced budget. Unfortunately, it has also caused an increased workload for the employees who must process these items, at a time when we have a significantly reduced staff. Other than eBooks, which are up
slightly, circulation statistics have not seen any improvement over last year, as we are still operating on a limited budget with very limited Branch Hours.

**Noble Branch:**
In the spring, the branch libraries received a grant to participate in a *Money Smart Week* program for adults and children. Teens learned practical life skills like babysitting and money management through programs offered at the branch. Bibliographic instruction was once again held for 8th graders at Noble. Popular teen Summer Reading programs included Muggle Quidditch, drawing classes and video game tournaments. Children’s story times were well attended and individual programs like the *Outdoor Story Time* (with water activities) proved to be great fun again this year. A jewelry program using hardware supplies left a number of girls planning a trip to ACO Hardware for supplies of their own. The Toddler Picnic and play date, once again, was appreciated.

**Sandburg Branch:**
The Sandburg Library won a drawing early this year for a $1000 collection of Adult Playaway products for our patrons from the company Findaway World. Playaway is an all-in-one audiobook the size of an mp3 player that allows the user to listen to a book unplugged and uninterrupted. The Sandburg Knitting Group continues to meet twice per month. *Smash, Crash Boom!, a series of science experiments performed by the children’s librarian,* returned and held its 6th Annual Watermelon Drop. The Giant Slip and Slide was back and the Annual Pajama Day Story time session was again a big hit. Teens learned practical life skills like babysitting and money management through programs offered at the branch. A variety of other teen programs included: a Japanese Children’s Day concert, Teen Movie Thursdays, arts & crafts programs, and the hugely popular Harry Potter Club that hosted a Yule Ball, with dancing, food and games.

**FACILITIES**
Adult internet workstations have migrated to the “print release” option for printing. Patrons are required to prepay for printing, and enter their library card at a computer attached to the printer in order to retrieve their documents. This ensures privacy for the patrons who do not have to ask for their printouts at the reference desk. Library pages at Civic Center are now manning a “computer help desk” near the adult internet stations. Patrons turn to these staff members for help on the computers and with printing. This allows the Librarians at the reference desk to assist patrons with reference and other informational questions.

**MANAGEMENT AND STAFF**
Sadly, we lost our founding Library Commissioner Harriet Larson this year. Two new commissioners were appointed: Christine McQuistin who replaced Harriet, and Cathy Condon who replaced Audette Palmer. The six full-time staff positions that were vacated in the 2012-13 budget year were joined by three last-minute retirements in November 2013, and the loss of a full-time librarian in 2014 makes for a net reduction of 10 FTE. This resulted in a cost savings and total of 25
positions that have been lost since 2008. The outcome was promoting a clerk from Sandburg to a library aide vacancy at Civic Center, and hiring two part-time clerks for Sandburg. To replace a full-time librarian who resigned this summer, two part-time librarians have been hired.

Staff In-Service day returned, and we were afforded excellent instruction in Active Shooter Training by the Livonia Police Department, that was both informative and beneficial. We hope we never have to utilize the information that was disseminated, but we will be prepared if something does happen. We were also provided with a great presentation by the Fire Department on CPR and Defibrillator Training. Staff will be more confident if an emergency should occur.

**FUNDING**

Unique Management continues to function as our collection agency, recovering funds that allow the Library to replace lost and stolen items. We have begun charging for test proctoring: $25 for non-residents and $10 for residents; and Obituary searches are now $10.

The Livonia Arts Commission approved another generous grant to help underwrite the cost of the Noontime Concert Series. Local businesses charitably donated incentives to the Library for its Summer Reading Program to help encourage young readers. The Library extends its sincere thanks to the many citizens who donated money to the Library in honor or in memory of their loved ones over the past year.

The Friends of the Library continue to work tirelessly to organize and carry out their Book Sale events and the Friends Used Bookstore is still very popular. The Library is especially appreciative of the Friends’ hard work and substantial donations during these difficult economic times.

While Millage funds went down from $3,141,255 in 2013 to $3,123,464 in 2014 (a loss of $17,791) State Aid to Libraries increased $13,722 dollars over last year to $57,136, but still down significantly from the $88,304 received in 2004. Penal Fines went up this year to $94,948, an increase of $16,295. We hope this trend will continue and help us realize our goal of adding another day to the Sandburg and Noble Branches in order to meet the needs of the residents who utilize them.

<table>
<thead>
<tr>
<th><strong>STATISTICAL REVIEW</strong></th>
<th>October 2013</th>
<th>October 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Program Attendance</td>
<td>29,120</td>
<td>28,017</td>
</tr>
<tr>
<td>Meeting Room Attendance</td>
<td>73,350</td>
<td>73,766</td>
</tr>
<tr>
<td>Registered Borrowers</td>
<td>47,424</td>
<td>45,915</td>
</tr>
<tr>
<td>Items in the Collection</td>
<td>316,674</td>
<td>312,229</td>
</tr>
<tr>
<td>Circulation</td>
<td>700,280</td>
<td>516,613</td>
</tr>
<tr>
<td>Library Website Usage</td>
<td>359,644</td>
<td>446,111</td>
</tr>
<tr>
<td>Internet Workstations</td>
<td>85,192</td>
<td>65,496</td>
</tr>
<tr>
<td>Wi-Fi Usage</td>
<td>26,432</td>
<td>30,299</td>
</tr>
<tr>
<td>OverDrive eBook Circulation</td>
<td>32,460</td>
<td>37,813</td>
</tr>
</tbody>
</table>
PARKS AND RECREATION

Creating Community through People, Parks and Programs

An integral part of Livonia’s quality of life is our solid commitment to Parks and Recreation services. We provide facilities, programs, classes and opportunities for leisure time as ways to develop healthy habits, improve fitness, develop skills and create memories.

With the assistance of 11 full-time staff and more than 300 dedicated and enthusiastic part-time staff, and the support of the Department of Public Services Building Maintenance and Park Maintenance, in 2014 we recorded:

- A daily average of 2,800 individual visits to the LCRC.
- 99,327 rounds of golf played at our three courses.
- 10,522 participants in Special Events.
- 6,865 visits to the outdoor pools.
- 27,081 people attending organized picnics at a park pavilion.
- 5,800 athletic participants playing over 3,500 games.

We received $1,000 as well as in-kind donations from 12 businesses/organizations for parks, programming and special events.

Parks and Recreation works cooperatively with and delivers services to other City Departments, civic organizations, community businesses and the Livonia and Clarenceville Public Schools. As part of this cooperation we have partnered with three civic organizations to manage athletic facilities (Rotary and Jaycee Parks and soccer fields at Greenmead and Wilson Barn) and with one community business, DMC - Rehabilitation Institute of Michigan.

Our Department recognizes the dynamic and unique role we play in fostering a healthy community and lifestyles of those we serve through one of our six divisions:

- Aquatics
- Athletics
- Community Center
- Golf
- Special Events
- Parks
AQUATICS DIVISION
The Aquatics Division is comprised of two indoor pools at the Community Recreation Center and three (Botsford, Clements Circle and Shelden) outdoor pools. We provide safe, educational and enjoyable aquatic services to the community through a wide array of swim lessons, water fitness classes, open swim, lap swim, diving lessons, pool rentals, synchronized swimming, special events and swim teams.

Community Recreation Center Pools
Over the last year, the classes and programs we offered had over 4,351 participants, not including the swim teams.

We were the host of swim practices for four (4) swim teams, and are considered the home pool for three (3) of those teams. We are also the home of the Catholic High School League Swimming and Diving championships for both men and women. Other large meets that we hosted include Tri County Swim League championships, the Snowball Splash and the Polar Plunge. The listed meets had between 300 and 1,200 participants each. In addition we hosted two (2) dual meets for Ladywood High School, one (1) meet for Livonia Stevenson High School, and two (2) dual meets for Catholic Central High School.

Among the special events at Community Center pools this year were the 11th Annual Cardboard Boat Races and the 8th Annual Arctic Chill Indoor Triathlon.

Outdoor Pools
6,865 daily pass visits were recorded at the pools this year (3,938 at Botsford and 2,927 at Shelden). This was a decrease from last year’s total of 9,224. This year, Clement Circle pool did not open due to mechanical difficulties. While Clement Circle had no paid visits, Botsford did have an increase of 194 swimmers and Shelden had an increase of 481 over last year. There were 683 season passes sold this year, and due to Clement Circle being closed, we permitted residents who lived near that pool (Section 36) to use Botsford and Shelden pools at no charge.

Our swim lesson program recorded 408 students at the Shelden pool. We cancelled swim lessons at Botsford pool completely in order to accommodate the rentals that were displaced from Clement Circle. Three (3) different swim teams used our outdoor pools for summer practice.

ATHLETIC DIVISION
Athletic Division provides a wide variety of athletic programs for adults and youth of all ages. Programs include league play men's/women's softball, men’s basketball, youth basketball, t-ball, coach pitch, softball, baseball, soccer, archery and tennis.
**League Play**
We had more than 5,800 participants and played over 3,500 games. We offered the following team sports for participants ranging in age from four years to over 65 years old. We had over 147,000* contact hours in our athletic programs.

<table>
<thead>
<tr>
<th>Programs</th>
<th>Ages</th>
<th># of Teams</th>
<th># of Games</th>
<th># of Players</th>
<th>Average Game Time</th>
<th>Contact Hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Winter</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Men’s Basketball</td>
<td>18 &amp; older</td>
<td>24</td>
<td>168</td>
<td>288</td>
<td>1 hour</td>
<td>4,032</td>
</tr>
<tr>
<td>LJAL Basketball</td>
<td>18 &amp; under</td>
<td>85</td>
<td>892</td>
<td>1,030</td>
<td>1.25 hours</td>
<td>26,760</td>
</tr>
<tr>
<td><strong>Spring/Summer</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Men’s Basketball</td>
<td>18 &amp; under</td>
<td>8</td>
<td>56</td>
<td>96</td>
<td>1 hour</td>
<td>1,344</td>
</tr>
<tr>
<td>Co-sponsored Baseball &amp; Softball</td>
<td>18 &amp; under</td>
<td>111</td>
<td>1,332</td>
<td>1,332</td>
<td>2 hours</td>
<td>63,936</td>
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<tr>
<td>Collegiate Baseball</td>
<td>22 &amp; under</td>
<td>4</td>
<td>66</td>
<td>84</td>
<td>2.5 hours</td>
<td>6,930</td>
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<tr>
<td>Men’s Softball</td>
<td>18 &amp; over</td>
<td>48</td>
<td>302</td>
<td>864</td>
<td>1.25 hours</td>
<td>13,590</td>
</tr>
<tr>
<td>Men’s Modified</td>
<td>18 &amp; over</td>
<td>5</td>
<td>30</td>
<td>90</td>
<td>1.25 hours</td>
<td>1,350</td>
</tr>
<tr>
<td>Women’s Softball</td>
<td>18 &amp; over</td>
<td>10</td>
<td>60</td>
<td>180</td>
<td>1.25 hours</td>
<td>2,700</td>
</tr>
<tr>
<td>Co-Ed Softball</td>
<td>18 &amp; over</td>
<td>16</td>
<td>112</td>
<td>288</td>
<td>1.25 hours</td>
<td>5,040</td>
</tr>
<tr>
<td>Senior Softball</td>
<td>55 &amp; over</td>
<td>19</td>
<td>74</td>
<td>380</td>
<td>1.25 hours</td>
<td>3,330</td>
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<tr>
<td>T-Ball</td>
<td>5-6 yr. olds</td>
<td>22</td>
<td>88</td>
<td>352</td>
<td>1.25 hours</td>
<td>3,520</td>
</tr>
<tr>
<td>Coach Pitch</td>
<td>7-8 yr. olds</td>
<td>24</td>
<td>96</td>
<td>384</td>
<td>1.25 hours</td>
<td>3,840</td>
</tr>
<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Men’s Softball</td>
<td>18 &amp; over</td>
<td>24</td>
<td>211</td>
<td>432</td>
<td>1.25 hours</td>
<td>9,495</td>
</tr>
<tr>
<td>Men’s Basketball</td>
<td>18 &amp; over</td>
<td>8</td>
<td>59</td>
<td>96</td>
<td>1 hour</td>
<td>1,416</td>
</tr>
</tbody>
</table>

*Contact Hours:*
1. Baseball equals number of games x 42
   (2 teams @ 21/team) x length of game
2. Softball equals number of games x 36
   (2 teams @ 18/team) x length of game
3. Basketball equals number of games x 24
   (2 teams @ 12/team) x length of game
4. Youth Programs equals number of games x 32
   (2 teams @ 16/team) x length of game
5. Co-sponsored equals number of games x 24
   (2 teams @ 12/team) x length of game
6. Does not include practice time or number of spectators at games

**Archery Range**
The outdoor Archery Range opened this year on April 5. The range has seven (7) targets at various distances and a broad-head range. Several area Boy Scout and Girl Scout groups used the range for badge certifications. The range is open Saturday, 10 a.m. until 4 p.m. from April through October; Sunday, 11 a.m. until 3 p.m. from May through October; and on Tuesday and Thursday at 4 p.m. until dusk from September through October. Over 700 people used the range through daily admission ($1,678) and season passes ($515). Range revenue was $2,193.

**Ice Skating**
The City owns two ice arenas, Eddie Edgar (2 sheets) and Devon-Aire (1 sheet). The Livonia Hockey Association manages both rinks and offers leagues, clinics, tournaments and open skating. Our Learn to Skate Program had over 270 enrollments. In addition, 29 girls joined one of three Synchronized Skating Teams. More than 50 girls competed in regional competition. The City hosted its bi-annual ice skating show called “Skating Network 2014” with 69 skaters performing in multiple numbers.

**COMMUNITY CENTER DIVISION**
The Community Center, in its twelfth year of operation, continues to meet its mission of serving the whole community by offering annual memberships and daily admissions for fitness, athletics, class participation, league play, community group partnerships and rentals.

Through all the ways we serve the community, the recreation center alone averages over 2,800 visitors per day. Since the center is only closed seven (7) days per year, almost 1 million people come through the door each year. We believe steady membership numbers reflect the desire of people getting in shape and looking for a great place to have fun. The variety of programs and facilities at the Community Center continue to outperform those at any facility in the region. Families continue to be our largest group of members.

The Community Center’s electronic fund payment plan for membership fees continues to grow. Over 5,400 members use this convenient payment method.
<table>
<thead>
<tr>
<th>Total Annual Membership</th>
<th>14,809</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer membership</td>
<td>889</td>
</tr>
<tr>
<td>Total Day Passes</td>
<td>39,248</td>
</tr>
</tbody>
</table>

Many classes and leagues reach the maximum enrollment each session. Swim lessons have continued to be a hallmark of our programs, with over 450 youth honing their skills each session.

<table>
<thead>
<tr>
<th>Total Enrollment</th>
<th>21,718</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerobics</td>
<td>7,483</td>
</tr>
<tr>
<td>Athletics</td>
<td>14</td>
</tr>
<tr>
<td>Camps</td>
<td>413</td>
</tr>
<tr>
<td>Camp Swoosh</td>
<td>768</td>
</tr>
<tr>
<td>Climbing Wall</td>
<td>765</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>555</td>
</tr>
<tr>
<td>Classes/Leagues</td>
<td>1,945</td>
</tr>
<tr>
<td>Personal Training</td>
<td>3339</td>
</tr>
<tr>
<td>Special Events</td>
<td>2,090</td>
</tr>
<tr>
<td>Swim Lessons</td>
<td>2,791</td>
</tr>
<tr>
<td>Water Exercise</td>
<td>1,555</td>
</tr>
</tbody>
</table>

Special projects completed in 2014 were:

1. Over 700 hours gym time to Livonia Junior Athletic League.
2. 21 new cardio equipment pieces.
3. Installed LED lighting throughout building and parking lot.
4. Repaired parking lot catch basins and restriped lot.
5. Installed LED display board in lap pool.
6. Upgraded electrical capacity in fitness center.
7. Re-upholstered couches.

**Fitness and Wellness**

Fitness and Wellness programming continues to offer great variety. Members can take advantage of a number of services: fitness hub workouts, fitness assessments, climbing wall classes, personal training, group personal training, nutritional counseling, massage therapy, group exercise (aerobics) and Livonia’s 100 Days to Health wellness program.

The fitness hub has remained a very busy area of the LCRC. Equipment orientations are offered free of charge by the personal training staff. We also offer Polar Body Age assessments. The Body Age assessment provides an individual with a baseline measurement of their overall fitness level. The assessment takes into account a number of health and fitness markers including strength, flexibility, percent body fat, nutrition and cardiovascular fitness to calculate the fitness of your body. For youth, we offer two types of orientations: Teens in Training Part I and Teens in Training Part II. The fitness hub has 95 cardio machines, 17 selectorized weight-training machines, 2 cabled functional trainers, 2 sets of 5 lbs. to 100 lbs. dumbbells and 1 set of 20 lbs. to 110 lbs. fixed curl bars. Cardio equipment is also available on the bridge leading to the track, upstairs hallway and in one of the track corners. Also available is an assortment of plate-loaded machines such as a smith machine, squat rack, leg press, calf raise and chest press benches. Another feature is the Cardio Theater function found on most of our cardio equipment. This
unit enables the member to tune into a television program while getting their cardio
dvout workout in.

With a staff of 10 attendants/instructors and a coordinator, the climbing wall
continues to be a unique feature of the recreation center. The wall has 13 routes,
ranging in degree of difficulty in order to challenge the novice through elite climber.
The wall remains open for use seven days a week. We offer a range of youth and
adult climbing classes throughout the weekends. Among the specialty programs
at the climbing wall are the rock wall climbing social every Friday night and a
Boy/Girl Scout Merit Badge program. The Boy/Girl Scout Merit Badge program is
a 3-4 hour class with classroom lectures and climbing wall time.

With a staff of 12 certified personal trainers, personal training continues to be
utilized on a consistent basis. Members can utilize personal training as an
individual, a couple or in a group setting. Members meet with a personal trainer,
with frequency dependent on the individual goal. Personal trainers help members
become successful with their fitness goals.

Nutritional counseling is an additional service that the LCRC is offering, with a
registered dietitian on staff. Members meet with the registered dietitian on an
individual basis. This service is by appointment only. Members also have an
opportunity to meet with our registered dietitian through some of the nutrition
seminars/workshops that are offered periodically.

Massage therapy is a service offered to members and non-members. We currently
have two (2) certified massage therapists on staff. This service is by appointment
only. Massage therapy is currently offered on Mondays, Tuesdays, Wednesdays,
Thursdays, every other Friday and Saturdays. Massage therapy will soon expand
to Fridays, with the addition of the new massage therapist.

Group exercise classes (land aerobics) continue to be a popular offering. We
currently offer 102 classes, seven days a week. We offer 48 classes in the
evenings and 54 classes in the mornings. The majority of our group exercise
classes are 50 minutes in length. We also offer 30 minute classes as well. Zumba,
women on weights, boot camp, yoga, cycle, step, TRX, challenge fitness and
Pilates are a few of our most popular classes. We have a total of 42 certified group
exercise instructors on staff.

Livonia’s 100 Days to Health has become a successful, community-wide initiative
to build partnerships with area businesses and increase community involvement
through programming at the LCRC. The goal of the program is to provide
participants with simple, factual and educational information on nutrition, exercise,
health and wellness for the entire family. The program runs from January to April.
The 2014 event attracted 480 participants. The 100-Day Weight Loss Fitness
Challenge had 138 participants, losing a combined 809 pounds. The winner for the
Weight Loss Challenge lost a total of 36 pounds. Corporate partners included the
DMC, Dick’s Sporting Goods, Time Too Savor, Running Fit, Health Quest Back & Neck and myTRIguys. Grocery stores that also participated were Kroger, Busch’s, Joe’s Produce and Trader Joe’s. Participants involved in the 100 Days have access to exercise classes, nutrition seminars, wellness seminars, grocery store tours, rock climbing and free workouts and swimming on Fridays at the LCRC.

**Sports and Leisure**

In 2014, we continued to offer a variety of leisure classes, covering all ages and all interests. We strive to offer quality programs at affordable prices for all our customers. Between the two winter sessions, one spring session, one summer session and two fall sessions, we offered close over 230 classes/clinics and multiple day camp experiences for youth.

Leisure classes include pre-school developmental classes such as Pre-school Playgroup, 2’s on the Move, Fun 2B Fit, and LOCO!-Motion. We also offer ballet classes and camps for youth! Kids Night Out continues to offer fun and excitement every third Friday of the month for kids ages 5-12. More than 20 different martial arts classes from Tae Kwon Do to Kung Fu and Karate are available. We also offer enrichment art and music classes for youth. This year, we added monthly Pewabic ceramic workshops for both youth and adults. We added to our lineup of safety classes, with snowmobile safety and pet first aid courses.

Indoor and outdoor sport programs include baseball, volleyball, basketball, soccer, and tennis. They are run in a variety of formats including seven (7) week class sessions, 2-3 day clinics, week-long camps and instructional leagues.

Camp Swoosh continues to provide so much more than just a place for kids to go in the summer. Each week, Camp Swoosh offered kids the opportunity to make friends, build leadership and social skills, use their creative side through art and themed projects, stay physically active and involved, and instill a sense of pride to be a part of such a special group. Over the course of summer 2014, Camp Swoosh staff mentored a total of 100 children ages 6-11, while averaging 37.3 total campers per week.

**Kid Quarters**

Our short-term child care operation continues to serve the needs of our members, residents and non-residents, allowing parents to stay active and work out while their children are in a safe, friendly and fun environment. There were a total of 5,315 visits to Kid Quarters, which generated just over $17,138.15 and averaged 443 visits per month.

**Rentals**

The opportunity for family, friends and neighbors to use the center for special gatherings is a great way for people to take advantage of the Community Center services. The following events took place in 2014:
Birthday Parties 481: Package parties 228  Day Pass parties 253

Bar/Bat Mitzvah’s  6  Scout Groups  4
Parties/Gatherings  23  Team Parties  5
Meetings  13  Church Groups  2
Showers  23  Summer Camps  13
School Groups  14

Total 584 – This is a decrease of 58 events from 2013.

There were 449 hours of gym rental as well as 725 hours used by Livonia Junior Athletic League as part of the City sponsorship. Many teams rent gym time during off-season training to keep athletes in shape. After-hour outings are an opportunity to have a more private event.

GOLF DIVISION
Mother Nature was not kind to the golf industry in 2014. After a record-setting winter (and not in a positive way), nearly all courses in the area experienced some level of course damage. Within the City of Livonia Golf Division, Whispering Willows was hit the hardest and experienced never-before-seen damage to a number of greens and tee boxes.

Weather continued to be a huge hindrance throughout the golf season with April, May, June, August and October all falling below their five-year average. As an example, Tuesday night leagues were rained out every Tuesday in the month of August. July and September however, both exceeded their respective five-year average.

<table>
<thead>
<tr>
<th>Rounds Played</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whispering Willows  32,961</td>
</tr>
<tr>
<td>Idyl Wyld  27,947</td>
</tr>
<tr>
<td>Fox Creek  38,419</td>
</tr>
<tr>
<td>Total  99,327</td>
</tr>
</tbody>
</table>

Whispering Willows: Like a large number of courses in the area, the greens at Whispering Willows suffered a severe amount of damage from the winter’s brutal impact. The course was opened with temporary greens on six holes and all 18 greens were not in use until June 1. With input from a number of turf grass specialists, the grounds crew did everything they could to get the greens back in the condition to which our customers are accustomed. Most golfers were understanding of the situation but the turf conditions, combined with poor weather, reduced the amount of play.

While most of the attention was on restoring greens, the driving range at Whispering Willows also received some long-overdue restoration, with the range tee being stripped, re-leveled, and re-sodded.
**Fox Creek:** Greens at Fox Creek saw moderate damage from the winter but, thankfully, not nearly as bad as Willows. While not in normal condition, all greens were available from opening day. The focus in spring and early summer was on restoring green conditions. League and outings revenues were both up from the year prior.

**Idyl Wyld:** The greens at Idyl Wyld miraculously survived the winter with very little damage at all. A new green roller was purchased at the start of the year and many compliments were received about the conditions of the greens throughout the season.

In early August, one of the major storms we experienced this summer caused severe damage to one of the main bridges, necessitating immediate repairs that were covered by insurance.

The purchase of new irrigation satellite boxes has been approved and will be delivered and installed in advance of the 2015 season. This will be a big upgrade and provide the superintendent with more functionality and improved efficiency.

**SPECIAL EVENT DIVISION**

The Department places great emphasis on special events and programs that bring together families and friends, and shape memories. It is our intent to play an integral role in developing community involvement by working with local businesses and civic organizations that provide professional input, volunteers and/or financial assistance.

A sense of family and individual pride and community spirit is developed through such events as the Daddy/Daughter dance, holiday lunches, Memorial Day Ceremony, summer playground program, Tree Lighting Ceremony, Cardboard Boat Races, Elk’s Soccer Shoot and Hoop Shoot, Indoor and Youth Triathlon, and the Family New Year’s Eve Party. New to 2014 (and lined up already for 2015) we added Family Movie Nights in the Park!

For our playground program, we have continued with our successful blend of a park-based program and local field trips. Matching our strong registration total from 2013, we showed an enrollment of over 260 children in 2014. This summer program is designed to serve the opposite needs of those parents who use the all-day Camp Swoosh program. The Playground Program is a 4-hour drop off program that gives children the opportunity to socialize with their peers and connect with positive adult mentors in a safe, creative and activity-based environment.

Over 10,522 individuals have benefited from participating in our special events, totaling 68,367 hours of direct contact.
<table>
<thead>
<tr>
<th>Event</th>
<th>Ages</th>
<th># of Days</th>
<th>Time</th>
<th># of People</th>
<th>Contact Hours</th>
<th>Co-Sponsored By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kids Night Out</td>
<td>5-12</td>
<td>12</td>
<td>4</td>
<td>40</td>
<td>1920</td>
<td></td>
</tr>
<tr>
<td><strong>Winter</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Santa’s Workshop Calling</td>
<td>Gr K-3</td>
<td>1</td>
<td>0.5</td>
<td>148</td>
<td>74</td>
<td>Livonia Kiwanis</td>
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<tr>
<td>Santa Mailbox</td>
<td>7 &amp; under</td>
<td>1</td>
<td>0.5</td>
<td>131</td>
<td>65.5</td>
<td>Livonia Kiwanis</td>
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<tr>
<td>Essay Contest</td>
<td>5-12</td>
<td>1</td>
<td>1</td>
<td>128</td>
<td>128</td>
<td>Friends of the Barn</td>
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<tr>
<td>Tree Lighting Ceremony</td>
<td>All</td>
<td>1</td>
<td>3</td>
<td>1000+</td>
<td>3000+</td>
<td>Rotary Club, Libraries, Civic Chorus</td>
</tr>
<tr>
<td><strong>Event</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch with Santa</td>
<td>12 &amp;</td>
<td>1</td>
<td>2</td>
<td>150</td>
<td>300</td>
<td>Kiwanis</td>
</tr>
<tr>
<td></td>
<td>under</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elk’s Hoop Shoot Contest</td>
<td>8-13</td>
<td>1</td>
<td>2.5</td>
<td>62</td>
<td>155</td>
<td>Livonia Elks Lodge</td>
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<tr>
<td>Daddy Daughter Dance</td>
<td>4-16</td>
<td>1</td>
<td>2</td>
<td>225</td>
<td>450</td>
<td>Livonia Elks Lodge</td>
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<tr>
<td>Civic Chorus</td>
<td>All</td>
<td>1</td>
<td>1</td>
<td>150</td>
<td>150</td>
<td>Civic Chorus</td>
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<tr>
<td>Indoor Triathlon</td>
<td>18+</td>
<td>1</td>
<td>2</td>
<td>43</td>
<td>86</td>
<td>Wolverine S&amp;C</td>
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<td>Cardboard Boat Races</td>
<td>All</td>
<td>1</td>
<td>4</td>
<td>150</td>
<td>600</td>
<td>Wolverine S&amp;C</td>
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<tr>
<td>New Year’s Eve Party</td>
<td>All</td>
<td>1</td>
<td>3</td>
<td>331</td>
<td>993</td>
<td>Wolverine S&amp;C</td>
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<tr>
<td><strong>Spring</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Take Pride in Livonia Day</td>
<td>All</td>
<td>1</td>
<td>3</td>
<td>233</td>
<td>699</td>
<td>Rotary Club, Scouts, and School Groups</td>
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<tr>
<td>Passport to Safety</td>
<td>14 &amp;</td>
<td>1</td>
<td>5</td>
<td>1000+</td>
<td>5000</td>
<td>Various Sponsors</td>
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<tr>
<td></td>
<td>under</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memorial Day Ceremony</td>
<td>All</td>
<td>1</td>
<td>4</td>
<td>200+</td>
<td>800+</td>
<td>Veteran’s Alliance</td>
</tr>
<tr>
<td>Hunter Safety Course</td>
<td>10 &amp;</td>
<td>1</td>
<td>12</td>
<td>50</td>
<td>600</td>
<td>DNR</td>
</tr>
<tr>
<td></td>
<td>up</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td>Ages</td>
<td># of Days</td>
<td>Time</td>
<td># of People</td>
<td>Contact Hours</td>
<td>Co-Sponsored By</td>
</tr>
<tr>
<td>------------------------------</td>
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<td>-----------</td>
<td>------</td>
<td>-------------</td>
<td>---------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Civic Chorus Concert</td>
<td>18 &amp; up</td>
<td>2</td>
<td>2</td>
<td>200</td>
<td>800</td>
<td>Livonia Civic Chorus</td>
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<tr>
<td>Easter Bunny Lunch Egg Hunt</td>
<td>12 &amp; under</td>
<td>1</td>
<td>2</td>
<td>100</td>
<td>200</td>
<td>Optimist club</td>
</tr>
<tr>
<td></td>
<td>12 &amp; Under</td>
<td>1</td>
<td>3</td>
<td>2000</td>
<td>6000</td>
<td>Rotary</td>
</tr>
<tr>
<td>Pitch, Hit &amp; Run</td>
<td>7-14</td>
<td>1</td>
<td>2.5</td>
<td>100</td>
<td>250</td>
<td>LJAL/Wolverine S&amp;C</td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music From the Heart</td>
<td>All</td>
<td>8</td>
<td>1.5</td>
<td>200+</td>
<td>2,400+</td>
<td>Arts Commission</td>
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<tr>
<td>Playground Program</td>
<td>5-12</td>
<td>35</td>
<td>4</td>
<td>264</td>
<td>36,960</td>
<td></td>
</tr>
<tr>
<td>Nature Camp</td>
<td>5-8</td>
<td>5</td>
<td>2</td>
<td>12</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>Rock/Roll Camp</td>
<td>9-18</td>
<td>5</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>Wolverine Sports and Conservation Club</td>
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<tr>
<td>Kids Triathlon</td>
<td>6-14</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Mad Science Camps</td>
<td>3-12</td>
<td>5</td>
<td>4</td>
<td>9</td>
<td>180</td>
<td></td>
</tr>
<tr>
<td>Volleyball Camp</td>
<td>11-13</td>
<td>5</td>
<td>2</td>
<td>14</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>Ballet Camp</td>
<td>3-5</td>
<td>5</td>
<td>2</td>
<td>8</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>Park it movie night</td>
<td>All</td>
<td>1</td>
<td>4</td>
<td>500</td>
<td>2000</td>
<td>Multiple Sponsors</td>
</tr>
<tr>
<td>Senior Olympics</td>
<td>50+</td>
<td>1</td>
<td>1</td>
<td>25</td>
<td>25</td>
<td>Senior Center</td>
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<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch with Goblins</td>
<td>12 &amp; under</td>
<td>1</td>
<td>2</td>
<td>102</td>
<td>204</td>
<td>Optimist Club</td>
</tr>
<tr>
<td>Haunted Stroll</td>
<td>12 &amp; under</td>
<td>1</td>
<td>1</td>
<td>2349</td>
<td>2349</td>
<td>Friends of the Barn</td>
</tr>
<tr>
<td>Turkey Trot</td>
<td>All</td>
<td>1</td>
<td>3</td>
<td>520</td>
<td>1560</td>
<td>Goodfellows, And Corporate Sponsors</td>
</tr>
<tr>
<td>Hunter Safety Course</td>
<td>10 &amp; Up</td>
<td>1</td>
<td>12</td>
<td>0</td>
<td>0</td>
<td>DNR</td>
</tr>
<tr>
<td>Punt Pass and Kick</td>
<td>5-14</td>
<td>1</td>
<td>1</td>
<td>78</td>
<td>78</td>
<td>NFL</td>
</tr>
</tbody>
</table>
PARKS DIVISION
Our parks are a great place for families and groups to gather for picnics, outdoor activities or just to visit, walk or hike. We have many amenities, including pavilions, grills, play structures, ball fields, soccer fields, tennis courts, nature trails, walking paths, fitness clusters, in-line courts, playgrounds, sand volleyball courts or Wilson Barn. It is impossible to estimate the number of individuals visiting our parks.

Park Maintenance staff keeps up all parks, handles inspections and works with us in providing safe, clean and quality parks that our residents have come to expect.

Approximately 379 pavilion permits were issued with an estimated 27,081 attendees for Rotary, John Stymelski, Veteran's, Bicentennial, Clements Circle, Mies and Shelden Parks. Our revenue for the pavilion rentals totaled $28,941.50.

The parks also hosted numerous special events and activities.

MARKETING
The Marketing Department strives to promote the assets of the department and influence the lives of those we serve, as well as, develop and cultivate partnerships, collaborations and volunteerism. As a department, we are devoted to offering quality programs and facilities, while providing the highest standards of customer service possible.

The L Magazine continues to be our primary source of communicating with our users. The L is distributed three times a year to the 39,000 plus households in Livonia, as well as, the non-resident members. The L Magazine is also available on our website. We also promote and advertise are through our website, the new Google Maps virtual tour of the LCRC, Chamber Business Member e-blasts and the Chamber Directory, the City Newsletter, Facebook, promotional videos, member giveaway promotions, visiting local businesses, email blasts, news releases, program and event flyers, Livonia TV and news releases. We also send a new resident welcome letter, which includes a one-day family pass to the LCRC. Two Open House events in 2014 brought in a combined total of 727 guests and helped sell 41 membership packages totaling 89 members.

The Department also offers co-sponsorships and partnership opportunities. A new program called Livonia Business Benefit Share allows LCRC members to use their card for discounts and provides an opportunity to build partnerships with our Livonia business community. As a means to generate additional revenue for the new lap pool scoreboard, we added a local business sponsorship sign under the scoreboard.

* * * * * * *
Activities and projects handled by the Planning Commission and the Planning Department for the year 2014 included the following:

<table>
<thead>
<tr>
<th>Subdivision Plats Considered</th>
<th>Meetings Held</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Plats 0</td>
<td>Public Hearings (24 items) 13</td>
</tr>
<tr>
<td>Final Plats 0</td>
<td>Regular Meetings (16 items) 11</td>
</tr>
<tr>
<td></td>
<td>Study Meetings (43 items) 17</td>
</tr>
<tr>
<td></td>
<td>Special Regular Meetings (1 item) 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Petitions Processed</th>
<th>Amendments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rezoning 6</td>
<td>Master Plan Amendments 0</td>
</tr>
<tr>
<td>Waiver of Use 16</td>
<td>Language Amendments (Ord543) 2</td>
</tr>
<tr>
<td>Site Plans 16</td>
<td>Vacating 1</td>
</tr>
<tr>
<td>Site Condominiums 1</td>
<td></td>
</tr>
<tr>
<td>Sign Permits 1</td>
<td></td>
</tr>
<tr>
<td>Greenbelt &amp; Landscape 0</td>
<td></td>
</tr>
<tr>
<td>Satellite Dish 0</td>
<td></td>
</tr>
<tr>
<td>Lot Splits 17</td>
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</tr>
<tr>
<td>Extensions 0</td>
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</tbody>
</table>

2014 NOTEWORTHY PROJECTS
Throughout the past year, the Planning Department coordinated the processing of approximately 75 petitions involving land use modifications and development projects. Below is a summary of the more noteworthy projects, some of which the final outcome is still pending:

1) Approval to operate a limited service restaurant (Biggby Coffee) at 37298 Six Mile Road within the Northbrook Plaza Shopping Center, located on the north side of Six Mile Road between Newburgh Road and Levan Road;
2) Approval to demolish an existing gas station and construct a multi-tenant retail building in its place at 17108 Farmington Mile Road, located on the northeast corner of Farmington Road and Six Mile Road;
3) Approval to construct a wireless communication support structure (75 foot high monopole) and equipment shelter within the Schoolcraft College campus at 18900 Haggerty Road, located on the east side of Haggerty Road between Six Mile Road and Seven Mile Road;
4) Approval to operate a full service restaurant (Hot Head Burritos) at 30975 Five Mile Road within the Livonia Plaza Shopping Center, located on the south side of Five Mile Road between Merriman Road and Henry Ruff Road;
5) Approval to construct a one-story office-research building on property at 37640 Seven Mile Road, located on the north side of Seven Mile Road between Newburgh Road and Victor Parkway;

6) Approval to construct a three-story office-research and manufacturing facility (McLaren Performance Technologies) and erect a parking structure on properties at 32233 and 32367 Eight Mile Road, located on the south side of Eight Mile Road between Merriman Road and Hubbard Road;

7) Approval to operate a full service restaurant (Jimmy John's) at 13453 Middlebelt Road within the Livonia Commons Shopping Center, located on the west side of Middlebelt Road between the CSX Railroad right-of-way and Schoolcraft Road;

8) Approval to redevelop the easterly portion of the former Weirton Plaza Shopping Center with a new K-5 Public Charter School (Grand River Charter Academy), located on the south side of Eight Mile Road between Grand River Avenue and Angling Road;

9) Approval in connection with the demolition of an existing nursing home facility and the construction of a new two-story nursing and assisted living facility (Marycrest Manor) at 15495 Middlebelt Road, located on the west side of Middlebelt Road between Five Mile Road and Wentworth Avenue;

10) Approval to demolish existing building and structures and construct a new Consumers Energy customer service center at 11801 Farmington Road, located on the west side of Farmington Road between Plymouth Road and the CSX railroad right-of-way;

11) Approval to relocate and construct a new covered drive-thru facility at Community Choice Credit Union, 15420 Farmington Road, located on the east side of Farmington Road between Five Mile Road and Roycroft Avenue;

12) Approval to add a drive-up window facility to an existing full service restaurant (Panera Bread), at 20140 Haggerty Road, located on the east side of Haggerty Road between Seven Mile Road and Eight Mile Road;

13) Approval to operate a full service restaurant (Biggby Coffee) at 37405 Ann Arbor Road, located on the southwest corner of Ann Arbor Road and Newburgh Road;

14) Approval to reconfigure St Mary Mercy Hospital’s parking lots and drive aisles at 36475 Five Mile Road, located on the southwest corner of Five Mile Road and Levan Road;

15) Approval to construct an addition to the church (Faith Bible Church) at 34541 Five Mile Road, located on the south side of Five Mile Road between Farmington Road and Fairlane Avenue;

16) Approval to operate a full service restaurant with drive-up window facilities (Starbucks) within a multi-tenant retail building at 12691
Middlebelt Road, located on the west side of Middlebelt Road between the CSX Railroad right-of-way and Schoolcraft Road;

17) Approval to construct and operate a credit union with drive-thru facilities (Michigan Schools and Government Credit Union) at 20595 Farmington Road, located on the southwest corner of Farmington and Eight Mile Roads;

18) Approval to remodel the exterior of the commercial/office building (Mark E Building) at 15231 Farmington Road, located on the west side of Farmington Road between Lyndon Avenue and Five Mile Road;

19) Approval to construct additions to the nursing home (Autumnwood of Livonia) at 14900 Middlebelt Road, located on the east side of Middlebelt Road between Lyndon Avenue and Five Mile Road;

20) Approval to remodel the exterior of the nine-story independent senior housing facility, known as William W. Brashear Tower, at 17841 N. Laurel Park Drive, located on the west side of N. Laurel Park Drive between Six Mile Road and University Drive;

21) Approval to construct a new storage building adjacent to the existing hardware store (Wright’s Hardware) at 29150 Five Mile Road, located on the north side of Five Mile Road between Middlebelt Road and Harrison Avenue;

22) Approval to remodel the exterior of the commercial strip center at 29217-29226 Seven Mile Road, located on the southeast corner of Seven Mile and Middlebelt Roads;

23) Approval to expand the existing carry-out service restaurant (Green Cedar) into a limited service restaurant at 19217 Newburgh Road within the Fountain Hill shopping center, located on the west side of Newburgh Road between Seven Mile Road and Pembroke Avenue; (Pending)

24) Approval to operate a massage establishment (Elite Foot Spa) at 34389 Plymouth Road within the Stark Plaza shopping center, located on the southeast corner of Plymouth and Stark Roads; (Pending)

25) Approval to construct an addition to the BP gas station at 33265 Schoolcraft Road, located on the southeast corner of Schoolcraft and Farmington Roads (Pending)

2014 STUDIES, SURVEYS AND REPORTS PREPARED
Lot Splits Reports – 17
Language Amendments – 2
Vacating Reports – 1
Fully Digitized In-house Petition Books
- 1953 thru 1964
- 1965 thru 1976
- 1977 thru 1999
• 2000 thru Present
• City-wide overall map
Update Future Land Use Map
Prepared Zoning Ordinance Amendments

LIVONIA TOMORROW
Livonia Tomorrow is a long-range planning and community visioning process that was formally introduced in July 2012 with the release of a request for Statement of Qualifications. The intention of this initiative is to carry out an innovative planning exercise that will fully engage the community and key stakeholders in order to form a unified vision and conceptual blueprint for the City's future. The Planning Department prepared the initial draft of the RFQ, and coordinated the response and submission of seven (7) proposals from highly qualified urban planning and design consulting companies. After interviewing all seven (7) companies, Council narrowed the list to three (3) firms. The final interviews were conducted in December 12, 2012, and the team of Houseal-Lavigne Associates joined by inFORM Studio and a5, Inc. was awarded the contract. A total of $50,000 was budgeted for the initial phase of Livonia Tomorrow. The Council Committee on Economic Development, Community Outreach and Strategic Planning is currently spearheading this project with assistance from the Planning Department.

Project initiation commenced in June 18, 2013. As part of the public outreach process, the consultant interviewed a various citizens and community stakeholders, including business owners, elected officials, education professionals, students. Other outreach efforts involved multiple workshops and focus group meetings, DIY (Do-it-yourself) Workshop Kits, an Interactive Project Website, On-line Community Issues Mapping, and On-line Questionnaires. In February, the consultant presented a copy of the Outreach Summary to the City Council.

The City received a draft of the Livonia Tomorrow Vision Plan in April 2014. The Vision Plan contains nine community focus categories, 48 objectives, and 99 implementation steps. Once finalized, the main purpose of the document will be to provide guidance and direction to the community on future decision-making and resource allocation. Members of the Council Committee on Economic Development, Community Outreach and Strategic Planning are still in the process of reviewing and amending the draft Vision Plan.

PLYMOUTH ROAD DEVELOPMENT AUTHORITY
The Planning and Economic Development Department continues to provide support to the Plymouth Road Development Authority (PRDA). Over the past few years, activities of the PRDA have been severely limited due to budget constraints. Funding for debt retirement and basic maintenance operations is possible by the collection of a 2-mil levy throughout the district. Priority maintenance items include irrigation and street lighting.
ECONOMIC DEVELOPMENT
The Planning Department oversees and coordinates the activities and functions of the Economic Development Office, whose primary mission is to lend assistance to commercial and industrial businesses by administering a variety of economic incentive programs that helps attract new businesses into the community, as well as provide assistance to existing businesses to help them thrive and grow. Integrating economic development with the activities of the Planning Department provides a high level of governmental efficiency that helps reduce costs and expedite the local review and approval process. It enables concurrent review of projects with both planning and economic considerations. More often than not, the ability to provide timely decisions is critical to the success of a project.

Several projects that went through entitlement last year have come to fruition or are nearing completion. Most notably is the commercial corridor on both sides of Middlebelt Road between I-96 and the CSX Railroad. New store openings include Dick Sporting Goods, JoAnne Fabrics, Culvers, Outback Steakhouse, Goodwill, Applebee’s, and Del Taco.

The City of Livonia’s seasonally unadjusted jobless rate for the month of September 2014 was 3.5 percent, down from 3.9 percent one (1) year ago and 4.2 percent from two (2) years ago. Nationally, the average is 5.5 percent, and the State of Michigan and Wayne County are 6.4 percent and 9.2 percent, respectively.

Livonia’s industrial market continues on a trend of positive net absorption and leasing activity. The City has nearly 30 million square feet of classified industrial space. As of December 2014, the occupancy rate stood at 91.5 percent, equal to the 10-year high reported in 2004. According to CoStar Group, a commercial real estate tracking and information service, there were 107 industrial lease and sale transactions over the past 12 months. The largest single transaction involved the sale of the former GM Powertrain plant at 12000 Middlebelt Road. The seller was Racer Properties, LLC, and the new owner is East Middlebelt, LLC (a Schostak Bro’s Company). The recorded sale price was $1.6M, or roughly $1.69 per square foot.

One industrial project that stands out among the rest in 2014 is the expansion of McLaren Performance Technologies at 33223 Eight Mile Road. Final approval occurred in May 2014, and construction commenced in early fall with the demolition of the former Cushman building. Completion of the project will be in 2016. The new 75,000 square foot facility will be home to the Company’s Engineering and Sales offices. The Planning and Economic Development Department was key to the project’s success, working closely with the MEDC to deliver a competitive economic incentive package and that prevented the Company from moving closer to its headquarters in Canada. The project will result in over $20M of investment in Livonia, much of which will go to local contractors, and the creation of over 50 new jobs.
Looking at other sectors of Livonia’s economy, retail occupancy continues to climb upwards, and currently stands at 89.5 percent. Occupancy in the office market has remained relatively stable over the past year, fluctuating only slightly in the range of 84 percent. In terms of property sales, the most significant transaction of the year involved the sale of Victor Corporate Center, headquarters of Trinity Health, for a total of $51,000,000, or approximately $136.00 per square foot. The true buyer was American Realty Capital Global Trust, Inc. out of New York.

In 2014, the Livonia Economic Development Office (LEDO) provided assistance to many businesses. Listed below are a few of the companies and a project summary:

**Former Gm Powertrain (12000 Middlebelt Road)**
Development Agreement/Maintenance Agreement. These documents address several key items with respect to reuse of the property, including target job creation, building use restrictions, marketing, economic incentives, and property maintenance. A number of capital improvements are currently underway at the facility. Bay Logistics, a distributor of automotive parts, is leasing a portion of the building.

**NYX (38900 Plymouth Road)**
Livonia-based Tier 1 Auto Supplier specializing in plastic-injection molded parts. In late summer 2014, NYX opened a new 44,000 square foot manufacturing plant. LEDO assisted the Company throughout the process, including design, permitting and construction, and coordinated application and approval of a P.A. 198 tax abatement.

**Quality Metalcraft (12001 Farmington Road)**
Quality Metalcraft is a Livonia-based manufacturing company that specialized in stamped metal parts primarily for the auto industry. Currently underway is a substantial expansion of the Company’s Farmington Road production facility. LEDO provided guidance and assistance to QMC throughout the process, and is working with the Company on filing a P.A. 198 tax abatement application.

**David Corporation (38701 Seven Mile Road)**
San Francisco-based software firm specializing in risk management. DAVID is in the process of locating offices in Livonia. Based on the Company’s projected $460,000 in qualified capital investment which will create at least 26 new jobs over three years, efforts are underway to provide an economic development package of state and local incentives totaling up to an estimated $152,000, including $150,000 in funding from the Michigan Business Development Program.

**Quad City Innovations (30933 Industrial Road)**
QCI is a unique and innovative company that specializes in ultra-clean, ultra-efficient waste-to-fuel energy technologies. QCI’s patented process extracts the
hydrocarbons in waste plastics and converts it into fuel. Over the course of several months, the City worked closely with the Company’s CEO, Dean Rose, to find a suitable building in Livonia. This past June, QCI purchased a building on Industrial Road. Renovation of the 75,000 square foot former Kroger meat packaging plant is underway, and will eventually house several waste-plastic to fuel conversion machines.

**Leapers (32500 Capitol)**
Global manufacturer of a wide variety of sporting goods equipment and accessories. Leapers acquired an additional building on Capitol Road allowing the Company to consolidate its headquarters, engineering, prototype design, production and testing, as well as some manufacturing operations. This past June, Leapers amended previously approved Industrial Facilities Tax Exemption Certificate to include an additional $750,000 capital investment. Plans are currently underway to expand the Company’s production capacities in Livonia.

**Alpha USA (32711 Glendale)**
Earlier in the year, Alpha USA purchased a second building located only a few doors down from its main headquarters and manufacturing plant located on Glendale. The second building will increase the capacity of Alpha’s production operations. To assist this long-standing Livonia business, the City Council granted a personal property tax exemption on a planned capital investment in machinery and equipment totaling approximately $3,000,000.

**Liberty Street Brewing Company (11721 Levan)**
Livonia Planning and Economic Development assisted this Plymouth-based brewery with establishing a beer production facility. Being the first of its kind in the City required coordination between several departments, including Inspection, Law and Police. City Council approval is the final step in the local authorization process, anticipated sometime either in December or January.

**Grand River Academy (28111 Eight Mile)**
Grand River Academy is a free public charter school offering grades K–5 (adding one grade per year through grade 8). The official school opening was fall 2014 after months of construction and preparation. Grand River Academy occupies a substantial portion of the former Werton Plaza Shopping Center located at the corner of Grand River Avenue and Eight Mile Road. For years, the shopping center building once anchored by a Farmer Jack grocery store sat empty. Early in the planning process, LPED worked with the parent charter organization, National Heritage Academies, to transform this long-neglected property into a viable and productive reuse.

**Ashley Capital (13000 Eckles)**
Ashley Capital is a well-known, well-established industrial development company, poised to purchase the City’s largest remaining vacant property. The 116-acre parcel is the former General Motors Spring and Bumper Assembly, later
known as Delco Chassis, located at the northeast corner of Eckles and Amrhein Roads. LPED has been working with the buyer during a period of due-diligence on matters related to the future redevelopment of the property, including zoning and site plan, site grading and engineering, environmental, and preparation of a development agreement.

**GLR Advanced Recycling (12600 Stark)**
GLR recycles metals, paper plastics, and electronics. Not long after opening a processing facility in Livonia on Merriman Road, the company outgrew the site, and turned to LPED and the Inspection Departments to find a new location. The City responded by finding an underutilized property on Stark Road adjacent to the railroad that is nearly ten times larger than the Company's previous location. GLR’s operations are no longer restricted due to a lack of property. In addition, because of the location and size of the property, the company’s outdoor operations no longer pose a potential nuisance to any neighboring businesses.

**Linear Mold & Engineering (12926 Stark)**
Linear Mold has become synonymous with the term “advanced manufacturing.” This Livonia-based company specializes in providing tooling for injection molds, compression molds, and any tooling required for processing of thermoplastic resins. Linear Mold is America's largest privately owned provider of 3D Metal Printing services, an additive manufacturing process used in the creation of functional metal parts for prototyping purposes, as well as creation of conformal cooled tooling inserts for production injection molds. Plans are currently underway to expand the Company’s 3D Metal Printing capabilities on Stark Road. The expansion will involve additions to the building and parking areas, as well as a new basin to manage storm water runoff. The building additions will provide space for more 3D Metal Printing machinery, a training and classroom area, and additional manufacturing and storage space to the main plant area. LPED is assisting the Company in navigating its way through the local approval process, as well as working with the MEDC to help incentivize the project.

**ActuaPlast North America, Inc. (31690 Glendale)**
French-owned auto supplier that specializing in plastics technology, including 2D and 3D extrusion blow molding, design and tooling manufacturing, CAD-CAM design, and plastic welding and assembly. ActuaPlast's decision to locate its first production facility in Livonia hopefully will set the stage for future growth and expansion. The Company has installed a state-of-the-art injection blow-mold machine with plans to add 3 or 4 more machines by 2016. Livonia Planning and Economic Department is working jointly with the Michigan Economic Development Corporation, Detroit Regional Chamber, and the Economic Department of the Embassy of France to assist ActuaPlast in developing a U.S. growth strategy. The incentives profile for ActuaPlast includes participation in the Michigan Business Growth Fund (Loan Participation Program), PA 198 Tax Abatement, and Workforce Training.
MISCELLANEOUS RETENTION AND ATTRACTION PROJECTS
The Livonia Economic Development Office meets regularly with existing and prospective businesses to learn more about their operations, address concerns and issues they may have, assist with site selection and planning, provide information on local incentive programs, and direct them to the proper State, County and/or City agencies or departments for additional assistance. Below is a list of some of the companies and organizations that the Economic Development Office worked with over the past year:

- KTX America, Inc.
- Digital Terrain
- Total Sports Complex
- Optomi, LLC
- Bill Brown Ford
- Roush Industries
- Thixomat
- Plastomer
- VantagePort
- Allied Commerce Center
- Belfor
- Schoolcraft College
- A123
- Awrey Bakery
- Verizon Wireless
- Livonia Mitsubishi
- Wayne County EDGE
- Antiochian Orthodox Basilica of St. Mary
- Get Go (Former Chi-Chi’s site)
- Livonia Marketplace
- UPS
- Soave Homes

MAPS
The Planning Department has prepared many new maps for City use and has revised others. These maps are used at the various public hearings conducted by the Planning Commission and City Council. The maps are also made available to other City departments and groups.

GIS
The Planning Department continues to work closely with the Information Systems Department and other City Departments involved in the development and maintenance of the City’s desktop Geographic Information System (GIS). The City’s GIS is a powerful collection of computer hardware and software designed to visualize, explore, query and analyze data geographically. The Planning Department utilizes the GIS on a daily basis for a variety of planning related
tasks including: mapping, obtaining land use statistics and information, generating mailing labels for public notification purposes, and much more. As part of its responsibility of providing accurate and current land use information, the Planning Department maintains the following spatial GIS layers and accompanying attribute information:

- Zoning
- Liquor Licenses
- Existing Land Use
- Cell Towers
- Future Land Use
- Truck Routes
- Building Footprints
- Act 198 Industrial Districts
- Control Zones

**PLANNING DATABASE**
The Planning Department continues to expand the use of its computer database, which was designed and developed for the purpose of tracking and storing information about all of the various petitions that the Department is responsible for overseeing. The new database was created with several benefits in mind, including faster and more efficient delivery of information to residents, other City Departments and developers, better record keeping, and expandability and compatibility with other computer software programs including the GIS. The Planning database was developed using Microsoft Access and includes detailed information on each petition including the type of project, the review procedure, the applicant, critical deadlines (i.e., public notification), past history, zoning, etc. Select information can be linked directly with the GIS and viewed in a spatial context. For example, maps can be generated showing the locations of all properties involved in certain types of land use proposals (i.e., restaurants), over a given period of time. As of December 2014, the Planning database contains detailed information on approximately 3,057 petitions.

**ASSISTANCE TO OTHER CITY DEPARTMENTS**
Hundreds of hours have been spent supplying other departments with technical help including:

- Community Resources
- Assessor’s Office
- Historical Commission
- Engineering/Inspection
- Legal Department
- Library Commission
- Parks & Rec.
- Finance Department
- Historic Preservation
- Housing Commission
- Police Department
- Mayor’s Office

**LIVONIA DIVISION OF POLICE**
The Livonia Police Department is the ninth largest police department in the State of Michigan. The Administration Bureau consists of the Chief of Police, one Deputy Chief of Police, two Captains who are Division Commanders. Two civilians provide administrative support, including payroll and benefit administration, employee records, and financial tracking.
In 2014, the police department added 25 members to its staff; however, the police department also experienced 18 separations of service. We are committed to maintaining adequate staffing levels without sacrificing the high standard of qualifications of candidates.

SUPPORT SERVICES DIVISION
Support Services is responsible for the efficient day-to-day operation of the Department. Important functions include preparing and maintaining the budget, purchasing, training, personnel, labor relations, contacts with citizens groups, as well as providing reports to the Mayor’s Office, City Council and various City Commissions.

Training
During fiscal year 2014, the Training Division coordinated the attendance of our officers at more than 150 off-site, in-service training courses and administered the State training resources, as well as the Federal Bullet Proof Vest Grant. The Training Division also ensured that all officers completed the MCOLES Firearms Proficiency Standards, including our Reserve Officers, and conducted nearly 50 firearms training sessions throughout the year. All of the Dispatchers attended the required number of courses to comply with State Law and the reporting of the 9-1-1 funds was conducted in accordance with the grant. Our annual Police Officer Refresher Training (PORTS) covered MCOLES Firearms Re-certification, Subject Control, Emergency Vehicle Operation, First Aid/CPR/AED and Cultural Diversity/Autism. This training was in addition to mandatory training sessions which covered: Intermediate Weapons, issues specific to each shift, Incident Command, Body Scanners and Bicycle Enforcement. The Training Division coordinated with the Civil Service Department on hiring fifteen new Police Service Aides, four Police Officers, and two Dispatchers. Eight Police Service Aides attended the Western Wayne County Regional Police Academy and were promoted to the rank of Police Officer. Additionally, four other Police Service Aides were promoted to Police Officer during this period.

The Training Division coordinated the attendance of three command officers to the Northwestern University School of Police Staff and Command, which carries prestigious accreditations.

Communications
The Dispatch Center equipment includes the computer aided dispatch terminals, 9-1-1 premise equipment, early warning sirens, cable override capabilities, Law Enforcement Information Network (LEIN) teletype equipment, etc. In 2014, research and planning was completed on replacing the city’s Enhanced 9-1-1 system which will allow for text to 9-1-1, remote location answering, and additional redundancy. This project is scheduled to be completed in early 2015. There are currently 12 dispatchers assigned.
Communications is also responsible for the building’s Uninterruptible Power Supply system and its battery bank, as well as the proper testing and operation of our emergency generator.

**Computer Services**

Computer Services is responsible for research and development, maintenance, implementation, training, support, and purchasing for the Police and Fire Departments’ 300+ computer devices, software and specialty equipment. This includes: desktops, mobile scout car computers, printers, servers, fingerprint identification equipment, video and audio devices, surveillance equipment, as well as wireless and Bluetooth devices. Computer Services also supports multiple networks including all fire stations, the CLEMIS consortium, and mobile scout car wireless communications. Additionally, Computer Services is responsible for the 9-1-1 Public Safety Answering Point (PSAP) Director’s duties. In all, over 3500 projects, support calls, and service requests have been completed for 2014.

In 2014, the purchase of a new 9-1-1 system was made, with installation scheduled to take place in the first quarter of 2015. All scout cars were equipped with new laptops and video systems that enabled wireless uploads of the video data. Electronic document exchange between the 16th District Court was implemented. Research has also begun on a replacement jail management system, with a conversion slated for the first quarter of 2015. A no-cost network connection was acquired and installed between the police department, the gun range, and fire stations.

**Central Records**

Central Records is staffed with five full-time and two part-time civilians. This bureau reviews and files all arrest and history information and verifies/updates information on incident reports, as required by the State of Michigan. In addition, they fulfill Freedom of Information requests, subpoenas and discovery orders, electronically fingerprint citizens for record checks, and are responsible for the issuance of pistol purchase permits. Central Records personnel also update Criminal Records information as necessary.

**Property and Licensing**

The Property and Licensing Unit is staffed by one Police Officer and a temporary part-time civilian. The main function of the Property and Licensing Unit is to receive, document and store evidential and non-evidential property coming into the possession of the Livonia Police Department. Other work activities include the control and tracking of impounded and abandoned vehicles; oversight of vehicle auctions conducted by towing agencies; categorizing and submitting confiscated firearms and other miscellaneous weapons to the Michigan State Police for destruction; and licensing taxi cab operators and other licensing investigations authorized under Title 5 of the Livonia Code of Ordinances.
INVESTIGATIVE DIVISION
The Investigative Division is comprised of several units, including Detective Bureau, Crime Scene Unit, Crime Prevention, Special Victims Unit, Court Services/Liquor Control Enforcement, Internet Crimes Against Children, School Resource and Crime Analysis. The Investigative Division Lieutenant is in charge of four Sergeants, 13 Police Officers, one Clerk Typist, and two civilian analysts.

The Detective Bureau is currently staffed with two Sergeants, four Police Officers and one civilian analyst. Their responsibilities include the investigation of most of the reported crimes. These include assaults, robberies, burglaries, larcenies and frauds. One Sergeant, one Police Officer, and one civilian make up the Crime Scene Unit. This unit is responsible for processing crime scenes, which includes the collection and analysis of evidence. A Police Officer is assigned to Crime Prevention and his duties include tours of the police station, as well as teaching civic groups and businesses crime prevention techniques. In addition, the Crime Prevention Officer is responsible for research, compilation, analysis, mapping of crime trends/patterns and the distribution of such findings throughout the department. The information assists patrol, investigative and administrative staff in planning the deployment of resources for the prevention, intervention and suppression of criminal activities within the city. The Special Victims Unit is comprised of one Sergeant and two Police Officers. This unit investigates domestic violence and sexual assault cases. The Sergeant is also our Polygraph Examiner. One Police Officer and one civilian analyst, under the supervision of a Detective Bureau Sergeant, are assigned to Court Services/LCC enforcement. They handle the daily court activity and process all warrants. They also investigate Michigan Liquor Control Commission license applicants and enforce the MLCC laws.

One Police Officer is assigned to the Michigan State Police Internet Crimes Against Children (ICAC) Unit. The ICAC Unit investigates individuals who, via the Internet, attempt to lure minors for illicit acts. The School Resource Unit is comprised of three Police Officers who are assigned to the middle and high schools. They provide a liaison between the police and schools and investigate any crimes that occur at the schools.

The Clerk Typist serves as an Office Manager responsible for daily logs, employee time records, Sex Offender Registry, canceling warrant recalls and handling writs.

UNIFORM DIVISION
Patrol Bureau
The Patrol Bureau is comprised of one Captain, four Lieutenants, 13 Sergeants, 59 Police Officers, 11 Police Service Aides, 12 Dispatchers, and one Vehicle Maintenance Coordinator. The Patrol Bureau provides around-the-clock assistance, protection, and law enforcement to the City of Livonia.
Traffic Bureau
The Traffic Bureau consists of one Sergeant and four Police Officers, one of which is a Motor Carrier Officer. All Traffic Bureau personnel have been trained in basic traffic crash investigation, which is the primary focus of this bureau. Several officers in this bureau are also trained in accident reconstruction. This bureau investigates all fatal and serious injury crashes, which are surveyed and photographed with an extensive technical follow-up investigation. The Traffic Bureau is also comprised of the Motorcycle Unit and a Motor Carrier (commercial vehicle) Enforcement Officer. Secondary responsibilities include: investigation and prosecution of traffic-related crimes, civil forfeiture of vehicles for drunk and drugged driving, selective traffic enforcement activities, traffic crash pattern analysis, engineering enhancement recommendations for improved traffic flow and increased safety, breath test instrument calibrations, hiring and supervision of school crossing guards, training and monitoring of all speed enforcement equipment, and Planning Board/Zoning Boards' research and recommendations. The Traffic Bureau Sergeant is an ad-hoc member of the Livonia Traffic Commission and attends all meetings.

Additional bureau responsibilities include: completion of numerous injury and property damage crash investigations, hit and run crash investigations, reckless driving complaints, and fleeing and eluding investigations. The Traffic Bureau reviews all crash reports, tracks and reviews all drunk driving arrests and related vehicle forfeitures, and manages the Strategic Traffic Accident Reduction (S.T.A.R.) program and the Safe Communities grant program (Click-It or Ticket and Over the Limit, Under Arrest).

Community Service Bureau
The Community Service Bureau is staffed by one Police Officer, who reports to the Patrol Operations Lieutenant. This officer serves on the Board of the Livonia Anniversary Committee, planning and implementing all public safety aspects of the annual Spree Festival. The Community Service Bureau is responsible for the administration of the Police Reserve Program, which currently consists of 45 Reserve Officers. Reserve Officers provide police presence at special community events, such as the Livonia Spree, school functions and miscellaneous civic events. Reserve Officers also respond to snow emergencies, downed power lines, and situations where crowd control is required. In addition, Reserve Officers function as support personnel at the 16th District Court and serve as vehicle maintenance officers for the Livonia Police Department. During 2014, uniformed personnel in this bureau worked 10,350 hours. The total cost of services for the year is estimated at $172,870.00, with fractional reimbursement at $82,025.00 and discounted unsubsidized services in the amount of $90,845.00.

This bureau oversees the Community Emergency Response Team (CERT). The Livonia CERT consists of 60 members who are trained in disaster response skills, such as medical operations, light search and rescue, and fire safety. In 2014, CERT members worked 13 activations throughout Southeastern Michigan.
The Community Service Bureau also manages Police Explorer Post #213. The Police Explorer Post, in partnership with the National Learning for Life Organization, is a community-based group that gives young adults interested in law enforcement the opportunity to experience both law enforcement and community service activities. Presently, the Explorer program has been suspended due to a lack of candidates displaying the commitment necessary to carry out the principles of the program. It is the intention of this bureau to reinstate the Explorer program upon increased interest and a willingness among participants to commit to the mission of the program.

INTELLIGENCE BUREAU
The Intelligence Bureau is staffed by One Lieutenant, five Sergeants, six Police Officers, and one Clerk Typist. Their responsibilities are as follows:

As the Officer-In-Charge, the Lieutenant supervises all members of the bureau and is responsible for the management and administration of the bureau. The Lieutenant reports directly to the Chief and Deputy Chief of Police.

One Sergeant directly supervises four Police Officers who are responsible for all narcotics enforcement and criminal surveillance affecting the City of Livonia. This team is usually staffed with two Sergeants instead of one and six Police Officers instead of four. The shortage is due to current budget issues affecting the department.

One Sergeant handles all of the narcotics evidence for the department and narcotics case preparation, which includes court presentation and civil forfeiture actions.

One Sergeant is assigned to the Combined Hotel Interdiction Enforcement (C.H.I.E.F.) Task Force. This unit consists of our Sergeant, along with officers from the Federal Bureau of Investigation (FBI), Michigan State Police, Allen Park, Brownstown Township, Dearborn, Romulus, Southgate, Taylor, Woodhaven, and the Wayne County Airport Authority Police Department. This unit is responsible for disrupting illegal drug trafficking in the Detroit Metropolitan area by detecting and targeting violators and trafficking organizations that are primarily utilizing hotels to facilitate drug trafficking.

One Sergeant and one Police Officer are assigned to the Michigan State Police – Western Wayne Narcotics Investigations. This unit consists of our two officers and officers from the Michigan State Police, Plymouth Township, Northville Township, Canton Township, Huron Township, and the federal Alcohol, Tobacco, Firearms & Explosives Bureau (ATF). This unit is responsible for developing and prosecuting narcotics cases in the Western Wayne County communities.
One Sergeant is assigned to a United States Marshal Fugitive Apprehension Team. This unit is responsible for the arrest of felony fugitives who have fled prosecution in local, state and federal criminal cases.

One Police Officer is assigned to a federal Drug Enforcement Administration (D.E.A.) Tactical Diversion Task Force, specifically targeting illicit prescription medications being trafficked in the Detroit Metropolitan area.

The Clerk Typist serves as an Office Manager responsible for daily supplies, records management and employee time records.

**EMERGENCY PREPAREDNESS**

The City of Livonia is recognized as an independent Emergency Management Program by the State of Michigan under Public Act 390. The purpose of Livonia’s Emergency Management Program is to allow the City to prevent, prepare, mitigate, respond to and recover from emergencies, natural disasters and acts of terrorism. Primary responsibilities include: planning, training, equipment, exercise, and the management and administration of Livonia personnel and resources charged with responding to major incidents. Along with these primary responsibilities, Livonia’s Emergency Management Program focuses on being an emergency preparedness resource for the citizens and business community.

The City’s Director of Emergency Preparedness is responsible for the overall organization and management of Livonia’s Emergency Management Program. A Police Sergeant is appointed as the Director of Emergency Preparedness and works closely with local, county, regional, state, federal, private and volunteer partners involved in emergency management and homeland security.

During 2014, significant emergency preparedness activities included enacting provisions within the City of Livonia Emergency Operations Plan for heavy rains which resulted in significant flooding in Southeast Michigan. This flooding incident ultimately led to a presidentially declared disaster for the City, which enabled Livonia residents the opportunity to receive federal funding for cleanup and property losses; procuring and managing Justice Assistance Grants (JAG’s) which provide equipment to enhance the City’s emergency response capabilities; procuring and managing Urban Area Security Initiative (UASI) grants that provide for the training and purchase of equipment that increase the interoperability of the City, as well as the Western Wayne County Mobile Field Force and Western Wayne County Special Weapons and Tactics (SWAT) law enforcement specialty teams. During this period, just over $40,000.00 in upgraded radio equipment was secured for the Western Wayne County Special Weapons and Tactics Team.

Additional activities include: participating in a full-scale hostile action based exercise at the Fermi II nuclear power plant, which was evaluated directly by the Federal Emergency Management Agency (FEMA); conducting training for City emergency response personnel, as well as general employees, as required by the
Department of Homeland Security, in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF); updating the Emergency Response and Building Evacuation plans for Livonia’s three libraries, as well as conducting “Active Shooter” training for library employees; representing the City with multiple local, county, regional and state homeland security and emergency management organizations; conducted communications drills with Livonia Publics Schools, Clarenceville Public Schools, and parochial schools; acquired and oversaw the installation of body scanners into the Livonia Police detention facility, providing enhanced screening of individuals entering the detention facility.

Livonia’s Emergency Management Program is an all hazard based program that partners with the community as a whole. This partnership with the citizens and businesses of Livonia was accomplished by conducting emergency planning presentations/exercises with public and private partners including: Schoolcraft College, Madonna University, St. Mary Mercy Hospital, Marywood Nursing Care, Livonia Woods Nursing and Rehabilitation Center, the Civil Air Patrol, Livonia Rotary Clubs, and the Livonia Amateur Radio Club.

Additional community based activities included: partnering with the National Weather Service to bring “Skywarn” training to the citizens of Livonia; providing assistance to Livonia’s long-term care (LTC) facilities with the state mandates and fire drill requirements; hosting the Livonia Amateur Radio Club’s annual “QSO” communications drill, as well as partnering with the Wayne County Department of Public Health to provide resources that will allow Livonia to maintain operational continuity during a health emergency.

The Emergency Management program continues to maintain oversight of the citizen based Community Emergency Response Team (CERT). The Livonia CERT continues to be a model program, with members volunteering well over 100 hours to both Livonia and regional activities/emergencies. Livonia CERT members played a pivotal role during the state flooding disaster, manning many of the state coordination centers in Southeast Michigan which provided assistance to residents devastated by the August flooding.

### ACTIVITIES

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<td>-----------------------------------------</td>
<td>--------</td>
<td>----------</td>
<td>-----------</td>
<td>----------</td>
</tr>
<tr>
<td>Purchase Permits - N/C</td>
<td>3,436</td>
<td></td>
<td>3,135</td>
<td></td>
</tr>
<tr>
<td>Record Clearance/Checks</td>
<td>194</td>
<td>$1,158</td>
<td>202</td>
<td>$1,212</td>
</tr>
<tr>
<td>Record Clearance/Checks - N/C</td>
<td>715</td>
<td></td>
<td>1,315</td>
<td></td>
</tr>
<tr>
<td>Public Vehicle License - New</td>
<td>1</td>
<td>$20</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Public Vehicle License - Renew</td>
<td>32</td>
<td>$384</td>
<td>3</td>
<td>$36</td>
</tr>
<tr>
<td>FOIA / Discovery</td>
<td>943</td>
<td>$16,089</td>
<td>1,050</td>
<td>$13,400</td>
</tr>
<tr>
<td>Miscellaneous (Jail Phone, Vehicle Forfeiture, etc.)</td>
<td>148</td>
<td>$34,892</td>
<td>119</td>
<td>$30,969</td>
</tr>
<tr>
<td>Warrant Processing Fee</td>
<td>625</td>
<td>$6,250</td>
<td>653</td>
<td>$6,530</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td><strong>$100,302</strong></td>
<td><strong>$119,738</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PROPERTY AND LICENSING**

<table>
<thead>
<tr>
<th>Activity</th>
<th>2013</th>
<th>Est. 2014</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Vehicle Permit Applications/Renewals</td>
<td>36</td>
<td>4</td>
<td>-89%</td>
</tr>
<tr>
<td>Taxi Cab Inspections</td>
<td>4</td>
<td>3</td>
<td>-25%</td>
</tr>
<tr>
<td>Business License Applications</td>
<td>275</td>
<td>197</td>
<td>-28%</td>
</tr>
<tr>
<td>Impounded/Abandoned Vehicles Processed</td>
<td>2,007</td>
<td>1,730</td>
<td>-14%</td>
</tr>
<tr>
<td>Property Items Received/Processed</td>
<td>4,289</td>
<td>4,638</td>
<td>+8%</td>
</tr>
</tbody>
</table>

**INVESTIGATIVE DIVISION**

<table>
<thead>
<tr>
<th>Activity</th>
<th>2013</th>
<th>Est. 2014</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cases Investigated</td>
<td>5,705</td>
<td>5,489</td>
<td>-4%</td>
</tr>
<tr>
<td>Felony Warrant Requests</td>
<td>472</td>
<td>249</td>
<td>-47%</td>
</tr>
<tr>
<td>Misdemeanor Warrant Requests</td>
<td>1,202</td>
<td>1,308</td>
<td>+9%</td>
</tr>
<tr>
<td>Precious Metal Documents</td>
<td>*7,583</td>
<td>26,148</td>
<td>+245%</td>
</tr>
<tr>
<td>Crime Scenes Processed</td>
<td>101</td>
<td>64</td>
<td>-37%</td>
</tr>
<tr>
<td>Vehicles Processed</td>
<td>79</td>
<td>49</td>
<td>-38%</td>
</tr>
<tr>
<td>Pieces of Evidence Processed</td>
<td>2,115</td>
<td>1,119</td>
<td>-47%</td>
</tr>
<tr>
<td>Latent Prints Identified</td>
<td>150</td>
<td>136</td>
<td>-9%</td>
</tr>
<tr>
<td>Reports by Crime Scene Unit</td>
<td>235</td>
<td>180</td>
<td>-23%</td>
</tr>
<tr>
<td>AFIS Cases</td>
<td>707</td>
<td>509</td>
<td>-28%</td>
</tr>
<tr>
<td>Polygraphs Administered</td>
<td>18</td>
<td>25</td>
<td>+39%</td>
</tr>
<tr>
<td>Referrals to Youth Assistance</td>
<td>29</td>
<td>20</td>
<td>-31%</td>
</tr>
<tr>
<td>MLCC Reports</td>
<td>34</td>
<td>33</td>
<td>-3%</td>
</tr>
<tr>
<td>MLCC Inspections (on site &amp; decoy)</td>
<td>151</td>
<td>156</td>
<td>+3%</td>
</tr>
<tr>
<td>MLCC Violation Reports</td>
<td>2</td>
<td>6</td>
<td>+200%</td>
</tr>
<tr>
<td>MLCC Applications Investigated</td>
<td>52</td>
<td>47</td>
<td>-10%</td>
</tr>
</tbody>
</table>

*data adjusted by Leads On-Line from previous year
PATROL BUREAU

<table>
<thead>
<tr>
<th>Activity</th>
<th>2013 Actual</th>
<th>2014 Projected</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calls for Service – Police</td>
<td>33,985</td>
<td>34,248</td>
<td>+1%</td>
</tr>
<tr>
<td>Calls for Service – Fire</td>
<td>9,211</td>
<td>9,598</td>
<td>+4%</td>
</tr>
<tr>
<td>Reports Taken</td>
<td>8,999</td>
<td>8,386</td>
<td>-7%</td>
</tr>
<tr>
<td>Adult Arrests</td>
<td>5,253</td>
<td>4,948</td>
<td>-6%</td>
</tr>
<tr>
<td>Juvenile Arrests</td>
<td>160</td>
<td>105</td>
<td>-34%</td>
</tr>
<tr>
<td>Use of Force Incidents</td>
<td>46</td>
<td>40</td>
<td>-13%</td>
</tr>
<tr>
<td>Vehicle Pursuits</td>
<td>16</td>
<td>24</td>
<td>+50%</td>
</tr>
</tbody>
</table>

TRAFFIC BUREAU

<table>
<thead>
<tr>
<th>Activity</th>
<th>2013 Actual</th>
<th>2014 Projected</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drunk Driving Prosecutions</td>
<td>295</td>
<td>301</td>
<td>+2%</td>
</tr>
<tr>
<td>OWI Vehicle Forfeitures</td>
<td>39</td>
<td>31</td>
<td>-20%</td>
</tr>
<tr>
<td><strong>Traffic Crash Data</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Damage</td>
<td>2,562</td>
<td>3,141</td>
<td>+23%</td>
</tr>
<tr>
<td>Injury</td>
<td>687</td>
<td>744</td>
<td>+8%</td>
</tr>
<tr>
<td>Fatal</td>
<td>3</td>
<td>3</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Traffic Crash Totals</strong></td>
<td>3,252</td>
<td>3,835</td>
<td>+18%</td>
</tr>
<tr>
<td>Uniform Law Violations</td>
<td>34,191</td>
<td>35,676</td>
<td>+4%</td>
</tr>
</tbody>
</table>

INTELLIGENCE BUREAU

<table>
<thead>
<tr>
<th>Activity</th>
<th>2013 Actual</th>
<th>2014 Projected</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned Cases</td>
<td>1,288</td>
<td>1,073</td>
<td>-17%</td>
</tr>
<tr>
<td>Search Warrants</td>
<td>61</td>
<td>59</td>
<td>-3%</td>
</tr>
<tr>
<td>Forfeiture Actions</td>
<td>195</td>
<td>163</td>
<td>-16%</td>
</tr>
</tbody>
</table>

* * * * * * *

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works includes the Public Service Division and the Engineering Division, which operate under the direction of the Director of Public Works. The responsibilities of the two Divisions are as follows:

**Public Service Division** – This Division is responsible for the performance of a wide variety of maintenance functions. These functions range from in-house activities such as building maintenance and vehicle maintenance (except Police and Fire) to the more visible maintenance of public utilities, park sites and roadways.

**Engineering Division** – The Engineering Division is under the direction of the City Engineer and is responsible for all construction operations within public rights-of-way and/or public easements. The division has provided engineering services as directed by the Mayor, the City Council, other City departments and various Boards.
Highlights of the 2014 year's accomplishments include:

ENGINEERING DIVISION

Administrative Section
This section prepares reports for the City Council, subdivision bond establishments and releases, and various other reports; reviews the design of public improvements in connection with the development of residential subdivisions, commercial and industrial site plans; prepares legal descriptions as required by other departments; and provides technical assistance and advice to administrative and legislative groups within the City as well as State and County governmental units. The Administrative Section is also responsible for the issuance of permits for work in the public rights-of-way and/or easements, along with fielding residential complaints on drainage, sidewalk and road issues. Attendance at Council, Commission and citizen meetings is also a function of this section.

The Administrative Section was involved with the following matters during 2014 in addition to attending meetings with State and County officials, and investigating citizen complaints:

- Old M-14 (General Drive to Newburgh Road) Microsurfacing Project.
- Dedication of Sanitary, Storm and Water Main Easements.
- DTE Streetlight Outage Reporting.
- DWRF Project 7355-01 Phase I.
  - Eight Mile Water Main Improvement Project.
  - Coventry Gardens Water Main Project.
  - Karen/Haller Water Main Project (Section 36).
- DWRF Project 7356-01 Phase II.
- I-96 Reconstruction (US-24 to Newburgh) Coordination with MDOT.
- Levan Road, S. of Five Mile Road Revised Sanitary Sewer SAD.
- Pilot Footing Drain Disconnect Program.
- PRDA Streetlight LED Retrofit Study.
- PRDA Streetlight Monitoring in Cooperation with DPW.
- SESC Permits.
  - 7 Residential.
  - 25 Commercial.
- SRF Project #5543-01.
  - Manhole Rehabilitation Program.
• Sanitary Sewer Pipe Rehabilitation Program.
• Sanitary to Storm Disconnection Program.
• Numerous Pavement Reconstruction and Rehabilitation Projects in conjunction with the Annual Paving Program.
• Numerous Utility Permits for AT&T/SBC Upgrades and Installations.
• Numerous Utility Permits for Consumers Energy Projects.
• Closed out numerous MDOT and Wayne County Projects.
• Updated the City website in regard to the Citywide Pavement Management Program with the renewal millage for the 2014/2015 Road Programs.
• Annual Permits for Utility Companies performing work in the right-of-way and upgrades before paving contracts.

Four site condominium projects and numerous commercial and industrial projects were also reviewed and/or inspected by the Division.

• Applebee’s and Del Taco (13301 and 13201 Middlebelt Road).
• Allied Commerce Center Phases I and II (31800 Enterprise Drive).
• Cedarbrook of Northville (West of Section 18).
• Clarenceville School Dist. – 2014 Athletic Complex (20155 Middlebelt Road).
• Comcast Utility Installation (Merriman Road N. of Plymouth Road).
• Consumers Energy Livonia Service Center (11801 Farmington Road).
• Contaminated Soil Removal Plan (12633 Inkster Road).
• Culvers Restaurant (13030 Middlebelt Road).
• Demolition of Washington Elementary School (9449 Hix Road).
• Dunkin Donuts (34899 Plymouth Road).
• Fibertech Networks, LLC (Six Mile Road, Middlebelt Road to Inkster).
• Golf Ridge Site Condominiums (Section 5).
• Goodwill Inc. – Menards Outlot Parcel C (12651 Middlebelt Road).
• Grand River Charter Academy (28111 Eight Mile Road).
• Livonia Commons Re-development (13507 Middlebelt Road).
• Livonia Manor 2 Site Condominiums (Section 3).
• Madonna University Ballfield Phase II (33600 Schoolcraft Road).
• Manoogian Manor Expansion (15775 Middlebelt Road).
• Marycrest Heights Senior Village – Phase II (15475 Middlebelt Road).
• McLaren Performance Tech., Inc. (32233 Eight Mile Road).
• Medora Building Company (13245 Newburgh Road).
• Menards Outlot Parcel A (12691 Middlebelt Road).
• Menards Outparcel Sanitary Sewer Plans (12701 Middlebelt Road).
• Menards Outparcel Stormwater Management (12701 Middlebelt Road).
• MKOS Medical Office Building (36622 Five Mile Road).
• MN Express – Medora Building Company (13520 Merriman Road).
• Multi-tenant Retail Building (17108 Farmington Road).
• NYX Inc. (38900 Plymouth Road).
• Outback Steakhouse – Millennium Park (13010 Middlebelt Road).
• Proposed Repaving Plan (34501 Industrial Road).
• Quality Metal Craft – Building Addition (12001 Farmington Road).
• Renovation for Tennyson Chevrolet/Barbershop (32590 Plymouth Road).
• Repair/Replace Culvert and Storm Sewer (28400 Plymouth Road).
• Retail Development – Menards Outlot Parcel A (12691 Middlebelt Road).
• Richfield Park Estates Site Condominiums (Section 31).
• St. Jude Convalescent Center Addition (34350 Ann Arbor Trial).
• Sarah Estates Lane Extension (34618, 34619 and 34622 Sarah Beth Lane).
• Schoolcraft College – CEC Demo & Parking Lot (18600 Haggerty Road).
• St. Mary Mercy Hospital – Proposed Parking Lot Imp. (36475 Five Mile Road).
• St. Mary Mercy Hospital – NE Parking Lot (36475 Five Mile Road).
• Soil Borings – Old M-14 (Newburgh Road and Old M-14).
• St. Mary Mercy Hospital – NW Parking Lot (36475 Five Mile Road).
• St. Mary Mercy Hospital – West Road Construction (36475 Five Mile Road).
• Schoolcraft College – Ring Road and E. Parking Lot (18600 Haggerty Road).
• Schoolcraft College – Seven Mile Road Building (36901 Seven Mile Road).
• Temporary Stockpile Area (9340 Richfield).
• Tennyson Chevrolet (32570 Plymouth Road).
• Tim Hortons’ (31300 Five Mile Road).
• Tim Hortons’ (37755 Five Mile Road).

**Design Section**
This section, in conjunction with the Administrative Section, prepares plans, specifications and bidding documents for the City’s public improvement projects. It also prepares legal descriptions as needed. In addition, this section provides utility information to the public, assigns addresses and reviews residential site plans.

The following major projects were designed and/or built in 2014:

• 2014 Pavement Joint and Crack Sealing Program.
• 2014 Lane Line Marking Program.
• 2014 Pavement and Sidewalk Repair – Water Main Breaks.
• 2014 Sidewalk Program.
• Levan Road Revised Sanitary Sewer SAD.

Field Section
This section, in conjunction with the Administrative Section and the Design Section, prepares, administrates and provides all field inspection and survey services in connection with contract plans and specifications for projects constructed under the jurisdiction of the Engineering Division, as well as all subdivision and commercial developments involving the installation of public improvements.

Inspection and surveying services were provided for projects valued at approximately $882,432 were handled by the division during the past year. These are summarized as follows:

• 2014 Pavement Joint and Crack Sealing Program = $105,000.
• 2014 Lane Line Marking Program = $62,500.
• 2014 Pavement and Sidewalk Repair – Water Main Breaks = $169,015.
• 2014 Sidewalk Program = $545,917.

In addition to the public improvement contracts, this section was also responsible for the field inspection and survey services of:

• All inspection of work under permits numbers 14-001 through 14-437.
• 2013 Sidewalk Program.
• 2014 Sidewalk Program.
• Lawsuit Investigations.
• Drainage Complaints.
• Catch Basin Complaints.
• Soil Erosion Permits.
• Grade Inspections.
• Landfill permit renewal and application.
• Ditching and Ditch Cleanouts as Requested by the Department of Public Works.
• Commercial Site Sedimentation Basin Inspections, including the related letters and follow up of the clean outs.
• Residential Plot Plan Review and Grade Certificates.
• Installation of Public Utilities.
PUBLIC SERVICE DIVISION

Administrative Section
- Provided administrative services for the City telecommunications system.
- Prepared annual budget submittal for Public Service Division.
- Conducted employment interviews.
- Administered safety programs within the Department.
- Maintained an alcohol and controlled substance testing program per requirements of Federal law.
- Prepared monthly payment submittals for solid waste contract.
- Conducted a Household Hazardous Waste/Electronic Waste Drop-Off Day at Ford Field on April 26, 2014 and publicized the Wayne County events and the Northville event which were held throughout 2014.
- Maintained City Type III landfill in compliance with all Federal, State and County requirements.
- Prepared and submitted all solid waste reports required by State of Michigan and Wayne County.
- Continued community solid waste and recycling educational programs through use of City newsletter.
- Prepared and distributed to all Livonia households a Bulk Leaf Pick-Up Program brochure.
- Conducted a secure document shredding, electronic waste and tire recycling event for Livonia residents at the Livonia DPW yard on September 13, 2014.

ROAD MAINTENANCE SECTION
Snow and Ice Control
- Maintained roads on primary salt routes 24/7 throughout the 2013-2014 snow season. Salted the primary salt routes once in November, 14 times in December, 21 times in January, 14 times in February, and 6 times in March. We used 3,293 tons of salt.
- Restocked both of our salt storage buildings with salt at the early season salt consortium pricing of $46.51 per ton. Private contractors are currently paying close to $100 per ton.
- Performed seven citywide major snow events (cycles) last season using DPW forces and contractors. Plowed 370 miles of road each time, salted 69 miles of primary, industrial and collector roads.
- Spread slag on gravel roads and parking lots when icy and needed for traction.
- Installed snow fence at the most drift-prone locations to prevent roadway drifting, reducing salt use and plowing call-ins.
• Provided plowing and ice control services in conjunction with the Parks section at municipal buildings, parks and in City-owned public parking lots.
• Filled and maintained citizen-access salt barrels at specific locations throughout the city.
• Spot salted water break, problem area and house fire locations, as well as specific locations requested by LPD.
• Will be replacing 2 more badly rusted and worn salt trucks with live bottom, brine equipped, computer controlled salt applicator dump trucks. These give a significant boost to the reliability of the snow removal fleet, as well as reducing even further the amount of salt that needs to be applied for a given snow and ice situation.
• Made 20,000+ gallons of salt brine. Brine is primarily used to pre-wet road salt so it sticks to the roadway better and activates faster, giving better performance at lower salt application rates.

Sweeping, Drainage and Grading
• Graded all parks, alleys and gravel roads 3 times using in-house equipment and personnel, did additional spot grading and added gravel as needed. The use of our articulating under blade truck again saved the expense of hiring a contract grader to reshape the roads again this year.
• Reworked drainage ditches, culverts and gravel road surfaces to improve road surface longevity and improve drainage. Re-dug 100+ feet of ditch and replaced roadway cross tubes where needed.
• Applied brine solution to gravel roads citywide, and spot treated as needed to solidify the gravel and minimize dust.
• Swept residential roads 4 times. Industrial and major roads were done 3 times.
• Swept City parking lots once.
• Cleaned the inlet grates on the major storm drains throughout the city 18 times this year to prevent flooding and erosion damage to the surrounding area.
• Repaired eroded banks, removed overgrown vegetation from the major drains, maintained and cut back access roads and trails.
• Performed illicit discharge inspections, sampled and lab tested water samples where needed on 154 storm water outfalls citywide to keep us in compliance with state storm water regulations.

Landfill, Transfer Station and Recycling Center
• Maintained licensed City landfill, including clay closure cap, underground leachate pumping system, the “active face” dumping area, all exposed slopes, access roads, drainage pipes and ditches in compliance with State of Michigan and Wayne County regulations and inspections.
• Removed small trees from capped area of landfill to prevent the root systems from breaking the seal of the clay cap.
• Composted 27,310 cubic yards of leaves collected from last year’s Leaf Pickup Program. This year’s program is in progress.
• Maintained the berm and contact water conveyance system along the limits of the Glendale licensed landfill area in order to contain and dispose of leachate.
• Maintained the cardboard, paper, glass, oil, battery and antifreeze recycling facility per County and State regulations, as well as loading yard waste for composting off site.
• Maintained the citizen solid waste drop-off / transfer area to County and State specs.
• Pumped approximately 2,500,000+ gallons of leachate contact water from the landfill to be processed at the Detroit sewage treatment plant.
• Monitored the contractor bulk brush and woodchip disposal operation in conjunction with the transfer site operation.

**Brush Pickup**
• Conducted a spring cleanup brush sweep of all streets in the city.
• Did a mid-season, citywide brush sweep with almost all of the Roads, Signs, Parks and Forestry section employees. Brush chippers, leaf claws, dump trucks, pickup trucks and hand labor were used after 4 different storms caused significant tree damage.
• Began by-call brush service for the season, responded to requests citywide. There were 3,562 requests for brush pickup this year, with 10,500 + stops.
• Removed logs from large tree removals and storm cleanups, disposed of chips resulting from stump grinding using various Roads section heavy equipment and dump trucks.

**Leaf Pickup**
• Deployed 40 DPW employees from the Roads, Signs, Parks, Building Maintenance, Forestry, Equipment Maintenance, Water and Sewer sections for a period of 6 weeks to provide residents with two scheduled leaf pickups. We picked up 27,310 cubic yards of bulk leaves last season, this year’s program is in progress.
• Provided street sweeping to clean paved streets and clear storm drain grates after the final leaf pickup was completed.
• Steam cleaned 36 leaf pickup vehicles, removed and stored truck tailgates, boxes.
**Construction, Road Maintenance and Miscellaneous**

- Responded to 5,489 service requests from residents.
- Did a pothole repair blitz after MDOT completed I-96, removed their construction zones and gave us access to all lanes of Schoolcraft Rd.
- Monitored the mill and fill trial asphalt repairs done in Hidden Pines over the winter/spring freeze and thaw seasons. Patches worked well, we will add this as another treatment possibility for our road program.
- Provided 3 foremen and a supervisor to participate in the weekly after hour’s on-call program. This program provides 24/7 on-call coverage for all DPW activities and areas of responsibility.
- Repaired or adjusted 53 manholes, storm drains, catch basins and water gate wells.
- Provided and delivered storm and sanitary manhole frames and covers, water gate castings etc. to Dan’s excavating for the I-96 project, and contactors doing road replacements in Livonia. These are installed by the contractor while the pavement is out to repair or upgrade castings on infrastructure that is normally the City’s maintenance responsibility.
- Repaired or replaced 6 sanitary and storm sewer lines.
- Milled concrete streets to eliminate heat pops or water ponding problems at 30 locations.
- Completed asphalt repairs or replacements to utility cuts, water main repair sites and cracked pavement at 99 locations.
- Ground and chemically treated rust, repainted dump beds on 2 dump trucks. Frequent snow storms limited the amount of time available for body work this year.
- Patched potholes on 370 miles of City-maintained roads, parking lots and some sites excavated by the Water and Sewer section. Repaired potholes reported on the Pothole Hotline within 2 business days of the report.
- Ramped vertical separations on sidewalks as reported to us by Law, Engineering, Forestry and field staff to maintain safe walkways until the slabs are replaced.
- Assembled a scattered location contract to address high priority structure and pavement repairs citywide. Provided major road construction zone signing and barricading when needed.
- Used heavy equipment to clear storm-washed trees and logs from primary drains.
- Maintained access ways to major drains to minimize flood control response time and maintain access for regular maintenance activities.
- Picked up and cleaned oil spills, large debris or lost loads from trucks on City streets 7 times.
- Closed roads, rerouted traffic as needed due to downed power lines, traffic accidents, water main breaks, fallen trees and storm damage.
• Provided truck training for 7 employees so they could get commercial driver’s licenses and be available for snow removal and storm damage cleanup in dump trucks.
• Changed truck and tractor attachments (buckets, blades, boxes, tailgates, leaf claws, salt spreaders) from construction season/summer mode to leaf pickup mode, then to winter plowing/salting configuration.
• Cleaned debris from outfalls and inlets of major City storm drains 18 times to prevent flooding and storm drain backups.
• Repaired or replaced 3 damaged guardrails.
• Cut and cleared brush from city-owned alleyways.
• Made lawn and or sprinkler repairs resulting from Water Dept. and Roads maintenance activities and occasional snow plow damage at 301 locations.
• Repaired or replaced 21 mailboxes after they were damaged or removed during various maintenance and snow removal operations.
• Patched vertical separations and holes in sidewalks citywide to maintain a safe walking surface until the slabs are replaced.
• Worked with the Forestry section picking up logs and stump chips at over 30 locations.
• Programmed and delivered the lighted message board for road projects and for other City departments when requested.

SIGN MAINTENANCE SECTION
• Traffic and Street Name Signs: Replaced or Removed: 300+
• Traffic Posts: Replaced or Removed: 150+
• Engraved 45 signs for various City departments.
• Created outdoor and indoor signage for golf courses, volleyball courts, baseball diamonds, soccer fields, parking lots, City roads, entranceways and buildings.
• Created signs, provided barricading, reconfigured parking spaces at Nehasil Park.
• Assisted with the delivery, setups, signing, snow fencing, barricading and traffic control devices as needed for SPREE, Household Hazardous Waste Day, Passport to Safety, the Save Our Youth run, the electronic waste and tire disposal event, Fire Dept. Open House, Easter Egg Hunt, Rouge Rescue, Music From the Heart, several Wilson Barn shows, the flea market, the cancer walk, the Highland Games plus additional events at Greenmead, as well as the Memorial Day Ceremony and the Christmas tree lighting event.
• Maintained traffic control signs (stop, yield, one way, etc.) throughout the city in compliance with new retroreflectivity standards.
• Continued upgrading street name signs to conform to new retroreflectivity standard.
Continued to update the Signview module in our Cartegraph system. Added road sign information and updated data to reflect ongoing changes made again this year from Traffic Control Orders to remove stop signs, change speed limits, etc., as well as sign upgrades.

Applied or removed reflective striping, vehicle numbers and City seals to 23 new, repaired or scheduled for auction vehicles.

Handled 212 service requests for making or replacing signs.

Installed posts in various parks to prevent blow-over or intentional tipping of porta-johns.

Provided signs and materials for the advance notification signs at subdivision entrances for the Leaf Pickup Program.

Investigated and acted on most non-leaf pickup service requests sent to Roads and Signs sections during the leaf pickup program, including debris in road, damaged guardrail, pothole, equipment damaged mailbox, barricading and flooded road service requests.

Maintained barricades and construction signs for all City departments.

Repainted school crosswalks as requested by LPD.

Restriped numerous City parking lots.

Maintained and provided barricades for Council-approved citizen block parties.

Did emergency road closures and created detours for Livonia P.D., Water Dept. and contractors working for Engineering.

Removed graffiti from walls or pavement at 3 locations.

Installed and removed specialized signage in support of the I-96 project.

ANIMAL CONTROL SECTION
The City’s Animal Control section provides public services for Livonia residents, businesses and law enforcement agencies. Responsibilities and duties include:

- Maintain community standards for Livonia by monitoring animal treatment and wellbeing throughout the community and by reducing animal related nuisances, concerns and dangers.
- Maintain public safety as it relates to animal issues.
- Provide timely response and assistance to request from residents, businesses, and law enforcement as needed.
- Provide 24/7 response to LPD request for Animal Control related emergencies.
- Maintain awareness of changes in state laws related to animal and enforce current standards. Consult with legal department as needed.
- Monitor and address quality of animal conditions in Livonia pet stores, and kennels.
• Educate and advise the public on animal related issues including; animal welfare and handling, neighborhood pet and wildlife nuisances.
• Build community through education, assistance and prevention.
• Handling animal bites and enforcing rabies quarantines as it pertains to state law.
• Provide yearly inspections and monitoring of residences that are found to have vicious or potentially vicious animals as dictated in Livonia ordinances.
• Participate in regional Animal Control Community to share best practices and assistance when possible.

Performed the following services for the community in Livonia in 2014:

• Patrolled all city neighborhoods, with focus on known problem areas.
• Patrolled all city parks to prevent or address patron complaints of dogs off leash. Continued increased patrol of Rotary Park to keep the reduced numbers of dogs routinely off leash.
• Patrolled schools and playgrounds.
• Coordinated with Ordinance Enforcement on animal related ordinance issues.
• Responded to 799 requests for service. The breakdown of these requests is:
  1. 433 dog (42 bites)
  2. 151 cat (6 bites)
  3. 142 wild life complaints (1 bite)
  4. 1 kennel complaint
  5. 18 coyote complaints
  6. 5 miscellaneous complaints.
• 4 routine rabies testing. Specimens were tested only where there was exposure to humans or pets.
• Continued cost saving measures, including staggered shifts to reduce overtime.
• Provided educational lessons on animal safety to Livonia Little Tots Daycare and Preschool children.
• Handled one large scale hoarding case where approximately 51 cats were removed from a residence.
• Provided training and ride-a-longs for 8 new animal control officers for the city of Westland and Dearborn Heights.
FORESTRY SECTION

- Achieved Tree City USA status for the sixteenth year and received our eleventh year “growth award.”
- Continued the young tree-training program for newly planted trees with both City staff and contracted services. Young tree training helps trees with proper form and strong structure as they mature. Young tree training also helps reduce the amount of pruning later in the trees mature life. Work was done on trees planted in 2005 - 2012.
- Forestry personnel removed 25 small trees and stumps.
- Supervised the removal of 650 trees and stumps by one contractor, Greener Still, Inc.
- Approximately 70 mature trees were removed on three streets associated with the concrete road replacement program.
- Supervised and administrated the planting of 650 trees associated with the 2014-planting program. Also supervised the warranty replacement of 70 trees from the 2013 program.
- Planted 10 trees received from the Alliance of Rouge Communities based on their grant reception through the USDA. These trees were planted on the City Hall campus.
- Planted two trees in connection with the Arbor Day Program. One sweetgum and one tulip tree were planted in the schools playground area. Also, 400 seedling pine trees were handed out as part of the program to the children at the school. The trees were donated by the school’s PTA, and planted on school property.
- Treated approximately 50 wasps’ nest, mainly in August and September, with insecticide to kill the wasps. Calls increased exponentially from 2012.
- Completed over 200 storm related tree trimmings. Three main storm events necessitated several emergency removals in two sections. We had storms in June, August and September that affected many areas of the City.
- Received and investigated 1,400 requests for service through Oct. 13th, 2014. Of those, 1,250 have been closed as either serviced or answered. 950 of the requests were for tree trims.
- Performed miscellaneous repairs and blade sharpening on the Sections saws and trimming equipment.
- Assisted other departments (Water, Engineering, Ordinance, etc.) with emergency tree removals, site inspections, and tree inspections. Opened several pathways in two areas so the Sewer section could access creek crossovers.
- Performed snow removal operations to City buildings and Right of Way sidewalks. Service included plowing, shoveling and salting.
Coordinated the City's annual Rouge Rescue Day. This year's event was held at Goff nature preserve. Native plantings, stream bank stabilization, trash removal, and invasive species removal were the focus. 15 volunteers helped in this cause.

Supervised one contractor who trimmed approximately 5,000 trees in six City sections. These trees were trimmed to current International Society of Arboriculture Standards for street tree elevations. Those standards call for elevations of 16 – 18' over the street, and 8 – 10' over the sidewalk.

Supervised the same contractor doing resident call-out trim requests. Of the 950 tree trim requests through Oct. 13th, 2014, 700 had been trimmed.

Tracked gypsy moth populations in Sections 10, 11, 22, 23, and 24 as part of the gypsy moth egg mass survey. No spraying was needed in 2014. Populations increased in 2014. We also received calls in the northwest quarter of section 24. One localized area had complete defoliation of several oak trees.

Attended these seminars to increase job knowledge: Michigan Nursery and Landscape Association annual meeting; Michigan Turfgrass Foundation annual Meeting, Arborist Society of Michigan annual meeting, Metro Detroit Landscape Association annual meeting, Society of Municipal Arborists, various seminars on chain saw safety; tree climbing, hazard assessment and aerial rescue training; roping and rigging training and equipment repair training.

Responded to 160 tree-planting requests.

Issued 50 planting / removal permits.

Continuously updated the TreeKeeper tree inventory program to accurately reflect our ROW tree inventory.

Supervised four (4) contractors in the section. The contractors are the removal contractor, trim contractor, planting contractor and park tree removal contractor.

Gather inspection reports, and prepare the 2015 tree removal list. There are 550 trees to be removed, and the program will be bid out on 12/4/14.

Build the 2015 tree planting contract. There are 750 addresses on the planting list. The program will replace trees that were removed in 2014. Included is the 2014 removal program, and the 2014 road construction program. The goal of this program is to replace trees removed on earlier removal programs, and to continue to diversify our urban forest. This program will be put to bid on 12/4/14.

Plant 90 trees in Coventry Garden this fall. 50 were through the DWRF grant program. 40 were through forestry.
Athletic Field and Park Maintenance Section

- Floated and lined all City baseball and softball diamonds, and painted soccer field lines on a regular schedule.
- Performed all landscape maintenance activities on a regular schedule to all City Parks and buildings. Applied fertilizers and pesticides to all City buildings, Mile road boulevard islands under our care, and prime athletic fields on an as-needed basis.
- Aerified prime ball fields, and soccer fields to reduce compaction issues.
- Performed safety inspections, repaired or removed damaged playground parts in all City parks and installed 1000 yards of “Softfall” under playground structures.
- Oversaw four contractors doing work for Parks Maintenance. One mowed twenty-seven parks, and three cemeteries covering 150 acres. Most of these parks were non-recreational open space. The second contractor maintained irrigation systems, and applied fertilizers and pesticides at Wilson Barn, Fire Stations 4 – 6, Sandburg and Noble libraries, and the Six Mile boulevard islands. The third contractor performed maintenance, and repairs on the Plymouth Rd. irrigation system. Lastly, a tree removal contractor removed 80 trees in several City parks.
- Monitored trashcans on athletic fields that Waste Management couldn’t get to.
- Continued a cost savings measure instituted in 2009, weekend trash detail was not done saving over 250 hours of overtime expense.
- Performed snow removal services for City buildings and Right-of-Way sidewalks leading to Parks on an as-needed basis. This included shoveling, plowing, and salting sidewalks as well as plowing numerous City-owned parking lots. 2014 was a harsh winter, and decimated the overtime budget. Employee response was excellent, and I was extremely proud of the work the crew performed.
- Continued renovation of planting beds at the Senior Center, Civic Center Library, Chamber of Commerce, and Veterans Memorial Park. New material replaced old, overgrown material to ease maintenance requirements. The process began in 2012.
- Added sand to all sand volleyball courts in the parks.
- Employees attended safety-training seminars for chain saw operations, athletic field maintenance, and playground safety.
- Set out, and brought in the picnic tables and trash barrels for the picnic season. Repaired tables as needed, and ordered new trash cans to replace old cans beyond a useful life.
- Pruned trees and shrubs in Parks, City buildings and Athletic Fields where needed.
- Assisted with Spree related activities including set-up, takedown, and trash
clean-up. Also repaired damage to diamonds 3 – 7 as a result of parked vehicles on the diamonds.

- Completed 130 "Requests for Service" that related to special activities for other City Departments (entailed delivering, setting up, taking down canopies, tents, picnic tables and garbage cans), delivering and setting up the Showmobile, delivering TEFAP commodities for Community Resources, Wilson Barn, Greenmead activities, and other City activities.
- Repaired and maintained irrigation systems at Civic Center, LCRC, Ford Field, Bicentennial Park, and Greenmead.
- Maintained the fountain at City Hall. Oversaw the lining project of the fountain in the fall.
- Maintained the LCRC, including soccer field renovations, and landscape work.
- Cleared deadfall trees and branches off of Nature Preserve walkways. Major work was accomplished on the nature trails at Bicentennial Park.
- Continued testing vacuum breakers as part of Wayne County’s DEQ requirements regarding irrigation systems.
- Four employees attended the playground safety institute, which re-certified them as playground inspectors.
- Maintained ice on the three outdoor ice rinks through the winter of 2014. The winter mad for excellent ice conditions.
- Plowed the Community Garden once. We were able to plow the garden in the fall because of weather conditions.
- Worked with two Eagle Scouts on their project. Scouts chose Rotary, and Bicentennial as their projects.
- Coordinated the maintenance of the PRDA with the 16th District Court work program. Coordinated maintenance of the irrigation system with a contractor.
- Coordinated the annual port-a-john ordering, and unit placement, with a contractor.
- Verified all billing from assorted contractors, and input the information into CarteGraph.
- Worked with the Mayor’s office in dealing with unhappy residents, and trying to satisfactorily resolve their issues.
- Wrote specifications for new equipment that was bid on MITN. Gathered information on surplus equipment auctioned on MITN.
- Ordered the annual sidewalk ice melt shipment, fertilizers, garbage bags, dog station waste bags, and chemicals used in the section.
- Assisted with the building / construction of Nehasil Park.
- Removed tree forts / hideouts in parks as we became aware of them.
- Inspected graffiti issues, and asked the 16th District Court for help in dealing with the issues.
BUILDING MAINTENANCE SECTION

Miscellaneous Repairs and Improvements

- Closed out 1350 work orders through November 21, 2014.
- Opened, closed, and winterized City out, pool buildings and pumps.
- Start-up, service and shut-down Landfill, Leachate, lift stations and other pump systems as needed.
- Maintained and relamped City owned outside lighting fixtures at various locations and buildings.
- Perform preventative maintenance on equipment and appliances.
- Semi-annually replace all flags, unless otherwise requested; maintain flag poles.
- Strip and finish floors in buildings as requested.
- Spot and clean carpeting in buildings as requested.
- Clean inside and outside first floor windows on all buildings as needed.
- Clean exterior windows at City Hall, Library and Community Center.
- Monitor building automation and climate control systems.
- Monitor and maintain electronic and mechanical access systems.
- Answer environmental complaints.
- Perform yearly shut-down services in addition to daily maintenance and custodial assignments at Community Center.
- Continue to adjust the custodial job assignments, checklists and service delivery program based on current resources for all buildings.
- Test and treated all process water systems.
- Assist with all other departmental projects as requested.
- Serviced overhead and pedestrian doors as needed.
- Replaced sump pump at old courthouse.
- Repiped portion of leaking City Hall roof sump. Replaced damaged ceiling tiles and grid.
- Replaced loose ceramic floor tile in City Hall atrium.

Roof Replacement, Maintenance and Repair

- Repaired roof on Fire # 3.
- Addressed roof leaks at City Hall and Fox Creek resulting from reroof projects.
- Repaired roof leak at LPD.
- Repaired roof leak at Senior Center.
- Installed pitch pocket covers on roof top equipment screen wall at LCRC.
**Painting**
- Paint hallway by old jail in LPD.
- Painted NW City Hall vestibule ceiling.

**Health, Safety and Energy Conservation**
- Addressed water back up in buildings as needed.
- Serviced Glendale Landfill and Leachate pumps and controllers.
- Maintained street lighting for PRDA.
- Inspected and cleaned commercial hood and duct systems in Fire Stations.
- Tested fire alarms, sprinklers and suppression systems in City buildings.
- Maintained compliance with State of Michigan Boiler and Elevator inspections, testing and certifications.
- Maintained Employee State required licensing, certifications and training.
- Arranged for annual Blood borne pathogen training for staff.
- Exterminated or remove pests in City buildings as needed.
- PM and load-bank tested generators.
- Reset all clocks, lighting and equipment and automation systems for time changes.
- Clean debris and growth from building rooftops, sumps and gutters.
- Perform annual required CSD-1 test and monthly inspections on all boilers.
- Cleaned and maintained sump discharge lines at various buildings.
- Cleaned and PM’d City lift stations.
- Tested all seasonal and fire protection backflow devices; maintain database to track same.
- Maintained lighting on Newburgh bridge underpass.
- Test EM lighting in City buildings, replace lighting as needed.
- Maintained and monitor methane exhausters at Glendale yard.
- Cleaned City buildings as resources permit.
- Rekeyed Water and Sewer building with security cores.
- Rekeyed Building Maintenance building with security cores.
- Repaired burst/frozen water pipes in DPW Administration building.
- Repaired burst/frozen suppression lines in attic of Fire # 3.
- Repaired frozen water line in Whispering Willows riser room.
- Replaced water heater in Building Maintenance building.
- Relamped Bi Centennial comfort station.
- Installed safety viewing peepholes on Library service doors.
- Replaced emergency lighting at LCRC as needed.
- Decommissioned unused boilers in Senior Center and Livonia Aid buildings.
• Assisted Treasurer’s office with installation of counter security curtain.
• Redesigned Custodial service delivery program to reflect budgeted man-hours and allotted personnel.
• Continued cross training of Custodial staff.

**Greenmead**
• Assisted with all events held on grounds (Highland Games, Flea Markets, Car Shows, Fall Harvest, and Holiday Walks).
• Install and remove decorations for Holiday and special events.
• Move and set-up and install furniture, furnishings and equipment as requested and able.
• Continue maintenance, set-up and custodial service as able.
• Assisted with construction and maintenance projects as able.
• Inspected and cleaned commercial hood and duct system in Blue house.
• Replace furnaces in Church and History house.
• Replaced furnace, water heater and sump pump in Quaker Meeting house.
• Replaced sump pump in City Hall elevator pit.

**Renovation and New Construction**
• Oversee and track day to day activities of City Contractors.
• Installed new rooftop HVAC unit for Fox Creek Pro Shop.
• Completed cleaning and calibrating all CV boxes in City Hall.
• Re-caulked exterior of center section of LPD.
• Converted Law Library to new conference room.
• Refinished west exterior gable of Devonaire Ice Arena.
• Replaced exterior lawn CT cabinet for City Hall.
• Install new exterior wall pack lighting for Eddie Edgar Ice Arena.
• Demoed wall in New Assessor’s office, relocated utilities, installed new ceiling tiles, missing carpet, touched up paint and rearranged furniture.

**Special Projects and Interdepartmental Assistance**
• Assisted with various City Hall functions as requested.
• Provide set up and tear downs for meetings and events as requested.
• Maintained facilities leased from the City as per agreements.
• Handle citizen complaints as received.
• Moved furniture, computers, work stations and materials and equipment as requested.
• Assembled, hung, switched, took apart, repaired and disposed of items in buildings as asked.
• Respond to and perform daily maintenance requests on equipment and physical facilities as requested.
• Assist with Senior Citizen shows and events as requested.
• Regularly cleaned out grease trap in Senior Center and Blue house kitchens.
• Jetted and maintained inside basement drains at Fire Stations and other buildings as needed.
• Assist with snow removal and cycles as requested.
• TA personnel to leaf pick-up as needed.
• Assist with special facility projects and repairs at LCRC, pools and parks.
• Provide service for golf course buildings as requested.
• Administered Service contracts for trades.
• Seasonally start, shut down, PM and maintain City HVAC equipment.
• Continued ordering, stocking and distributing PPE supplies as needed.
• Continued custodial and safety supply procurement and distribution.
• Monitor and close out City Hall roofing project.
• Assist Community Resources with Cheese Run.
• Installed unit heater in Whispering Willows riser room.
• Assist Parks with maintaining City Hall fountain.
• Support employee and departmental activities or concerns as requested.
• Replaced air compressor at Fire # 5.
• Replaced garbage disposal for Fire # 5.
• Replaced water heater at Fire # 3.
• Install and remove festive blue globes for LPD entrance lighting.
• Replaced compressor for Annex chiller.
• Run Kat-5 lines and cabling, install boxes and connectors for IS as asked.
• Assemble and install fixtures and plaques for Nehasil Park.
• Replaced regulators on all LFD air lines.
• Assist LPD with building renovations as able.
• Serviced pool boilers as needed.
• Assisted LCRC with lighting upgrades.
• Assisted with energy management upgrade project for LCRC.

EQUIPMENT MAINTENANCE SECTION
Responsibilities of the Equipment Maintenance Section include, but are not limited to, the following:

• Maintain existing fleet of all City-owned vehicles and equipment, other than Police and Fire, which is approximately 700 pieces.
• Prep and maintain all seasonal equipment and vehicles, including mowers, leaf and snow removal equipment.
• Write specifications, order, and put into service new equipment as required for various departments.
• Maintain City Senior Center Busses.
• Maintain and operate City-wide computerized fueling systems at DPW, LPD, Civic Center, and Golf Courses.
• Place generators during power outages at required intersections in coordination with Wayne County and LPD.
• Set up and monitor annual safety inspections for the man lift, bucket trucks and equipment hoists at both DPW and the Recreation Center.
• Assist with the radio system for all non-uniform employees. Working with the Emergency Preparedness Officer to address radio needs such as Inventory, chargers, batteries and so on.

**Highlights of 2014:**
Completed specifications on:
• Single axle dump trucks for snow removal.
• Pickup trucks for several departments.
• Service truck for Fleet maintenance.
• Transit connect vans for Housing department.
• Ford F-550 3 yard dump truck for Roads department.
• Reviewed specifications for Water department back hoe and service truck.
• Reviewed specifications for Inspection department Escapes.
• Reviewed specifications for Transit department busses.

Purchased and put into service the following new equipment in 2014:
• Four pickup trucks for use in the DPW.
• One pickup truck for the Court.
• Ford F-550 3 yard dump truck for Roads department.
• Transit connect van for Fleet Maintenance.
• Two gators and two Z master mowers for Parks department.
• One bus and one Caravan for Transit department.

Maintained our snow removal fleet during the record setting winter with only five employees.

We have hired two equipment mechanic trainees to our staff, this will help us greatly.
We have replaced our thirty year old bulk oil storage tanks with new double walled spill protected tanks and extended the mezzanine catwalk for added safety.

Replaced some outdated shop equipment tire breaker, balancer and nitrogen inflator.

Our propane site has been up running for a year. We are refueling our busses and pickup trucks regularly. We are also filling our propane tanks for use on our mowers, forklifts and grills.

The Gasboy fuel system has completed an upgrade which should prevent data loss in the event of a computer crash.

Purchased five Escapes from the Inspection department to replace less reliable vehicles that were being used in the DPW.

Fabricated leaf boxes for our new dump trucks.

Reassigned some equipment to better serve the department needs.

Auctioned off some of our oldest pool vehicles and some out of service equipment.

- Continuing our agreement with Livonia Public Schools which transferred 17 Transit busses and repairs to them to save overtime costs.
- Attended seminars for snow and ice control which focused on safety and reducing cost using current best practices and equipment.
- Assisted LPD and other various departments throughout the city with a number of fabrication and modification projects during the year.
- Completed over 1788 equipment repair work orders as recorded in the Cartegraph system.

Preformed preventative maintenance work (full vehicle inspection with repairs as needed of oil change, air filters, coolants, tires) on approximately 20-30 vehicles each month along with unscheduled work.

**WATER AND SEWER OPERATION AND MAINTENANCE**

**Sanitary Sewer System**

- Cleaned 202.38 miles in 16 city sections of sanitary sewer lines by hydrant flushing, power flushing, bucketing, and chemical and power root cutting, down 106.78 miles from last year due to staffing issues and equipment problems.
- Cleared 8 sanitary sewer main backups Public Act 222 of 2001 claims, down 3 from last year.
- Investigated 178 sanitary sewer complaints, down 6 from last year.
- Televised over 5 miles of sanitary sewer.
- Inspected 16 city sections for sanitary lines and structures.
- Assisted with sanitary sewer lining projects for Cast In Place (C.I.P.)
- Assisted with sanitary sewer structure rehabilitation program.

**Storm Sewer System**
- Responded to 158 storm sewer and perimeter drainage complaints, down 41 from last year.
- Jetted 127 restricted storm sewer lines generated from homeowner complaints, down 12 from last year.
- Retrieved and replaced 7 catch basin covers, down 19 from last year.
- Started storm sewer catch basin cleaning, cleaned 1,378-storm sewer catch basins, up 271 from last year. Worked 71 days, up 18 from last year cleaning for Storm Water Pollution Prevention Initiative (S.W.P.P.I) program started in late April, and then ended the last week of November.

**Water Distribution System**
- Inspected, exercised 392 water gate valves, down 1,057 from last year and the condition of the structure and updated inspection forms.
- Repaired 56 water gate valves and replaced old gland packing with O-ring type about 14.2% in need of repair after exercising gate valves.
- Low flow tested, inspected and maintained 268 fire hydrants and exercised the auxiliary valve down 534 from last year within the, city 36 sections.
- Repaired 77 fire hydrants in the field in these sections above about 28.7% need repair after exercising fire hydrant and inspection, down 46 from last year.
- Repaired 163 water main breaks or leaks, which is down 16 from last year.
- Repaired or replaced 176 water curb stop boxes, down 68 from last year.
- Located and marked over 8,913 locations for Miss Dig system for water and sewer utilities, up 3,312 from last year.
- Located 380 water and sewer services for the DWRF Project 7355-01 Phase I
- Made 33 service line repairs for various reasons, up 8 from last year.
- Disconnected and retired 9 water service lines, up 7 from last year.
- Rebuilt 12 fire hydrants in shop, up 3 from last year.
- Installed 2 new water gate valves and 14 new fire hydrants, up 12 from last year.
- Replaced 4 antiquated lead (Pb) with copper water service lines, up 1 from last year.
- Eliminated 42 hazards from existing water repair excavations.
• Assisted the Roads Section with 43 lawn restorations, up 17 from last year.

**Water Meter System**

• Replaced 8 antiquated large commercial water meters, down 7 from last year.
• Repaired 22 large commercial meters, down 22 from last year.
• Replaced 965 water meters (meter only) for various reasons, down 126 from last year.
• Replaced (updated) 455 residential water meters and outside readers for various reasons, down 172 from last year.
• Made 4,691 water related service request; up 20.1% from last year.
• Completed 4,198 service slips, down 294 from last year.
• Placed 295 note cards placed at residential homes requesting to gain access to home for internal meter repairs, down 536 from last year.
• Installed 83 (ORD) outside touch read device systems, down 11 from last year.
• Installed 118 (MXU) radio read device systems, up 24 from last year.
• Installed 128 (M-2) Flex Net 2-way radio read device systems, new this year.
• Established 28 new commercial accounts, up 22 from last year.
• Established 42 new residential accounts, down 5 from last year.
• Installed and removed 244 seasonal irrigation water meters, up 41 from last year.

**Special Projects**

• Repaired the 36 inch Pre-stressed Steel Cylinder Concrete Embedded water main leaking at Farmington and Seven Mile, was the 8 inch pressure blow off/line that is also used to drain the 36 inch water main.
• Assisted and supplied new style sanitary, storm, and water casting for the various contractor and consultants for the road repair program.
• Assisted with completing the DWRF Project 7355-01 Phase I.
  • Eight Mile Water Main Improvement Project (Sections 4 and 5).
  • Coventry Gardens Water Main Project (Section 16).
  • Karen/Haller Water Main Project (Section 36).
• Currently working on DWRF Project 7356-01 Phase II for 2015 in Old Rosedale Gardens.
• Administered cross training with the office staff at front desk due to staff shortages and cross training the water and sewer foremen for handling emergency situations to improve response time. In addition, the operation and maintenance field staff have are participating in this job enrichment again this year.
• Worked with IS Department to setup 2014 desktop computers for staff.
• Updated computer programs relating to lawn, concrete and asphalt repairs along with new tap list and Carte Graph 8.0 associate work orders to other sections for request to repair restorations.

• Assisted with the completion of the SRF Project 5543-01:
  • Manhole Rehabilitation Program.
  • Sanitary Sewer Pipe Rehabilitation Program.
  • Sanitary to Storm Disconnection Program.

• Updated computer programs relating to GIS Arc Map, Water and Sewer, Sensus water meter reading system software and hardware for Logos.net web based system that is operational for future enhancements.

• Coordinated hydrant repair requests for the Livonia Fire Department.

• Assisted Roads with asphalt, concrete, lawn, catch basin and pavement restorations.

• Assisted the Engineering with water main and fire hydrant replacement and completed projects for 2014 and planned 2015 water main and sanitary sewer replacement programs.

• Eliminated 112 homeowner self-read cards and scheduling water meter appointments to eliminate remaining homeowners' reads and streamlining the water meter reading, thus lowering water-billing complaints.

• Continue working on updating the water stop box location, seasonal meter stop box location, and contact information in MS Access database.

• Administered and inspected 62 water taps made by water section contractor (57-new construction).

• Administered and the field inspection of 141 O.S.D.S. (on-site septic systems) city wide for Wayne County Department of Health, this is in conjunction with the S.W.P.P.I storm water annual report for the M.D.E.Q.

• More flow tests for water model, S.C.A.D.A. system and flow test with Livonia Fire Department and water main replacement program that was installed in 2014 and proposed for 2015 water master plan program.

• Assisted with leachate system for the landfill to be processed at the Detroit sewage treatment plant.

• Worked on inventory updating pricing database for future software changes to take place with Carte Graph.

• Assisted Engineering with sidewalk, driveway approaches and major road replacement projects.

• Worked with various contractors for road, water and sewer main installations and repairs.

• Completed the Terms of Agreement for the Wireless Radio Water Meter Reading program is settled, need update to IS security and firewall, billing LOGOs integration for Sensus LOGIC software, and then place TGB computer unit at tower for water meter reading remotely-running live test.
• Checked road structures before road improvements, inspected and cleaned catch basins after completion throughout the city.
• Completed the West Nile Program, used 10,225 total briquettes used and 48 cans of fluorescent brown paint citywide, start 6-9-2014 finish 7-18-2014.
• Continued with the Illicit Discharge Elimination Program (I.D.E.P.) inspections of storm sewer outfall sampling and GIS mapping program, this is in conjunction with the S.W.P.P.I storm water annual report for the M.D.E.Q.
• Assisted with water activities for the Livonia Spree, Race for the Cure and other activities.
• Continue the replacement program for antiquated large commercial compound Badger, Hershey FM, and Rockwell water meters prepping for wireless meter reading system.
• Responded to 4 illicit discharge complaints and 1 emergency spill hazard on public right of way.
• Continue updating the 36 sections of water main location maps for duplicating to Engineering Department, for changes and as built.
• Continuing with the new US EPA mandated water-sampling report for the Disinfection By-Products (D.B.P.) Program for 2014, mandatory water sampling for Disinfectants and Disinfection Byproducts Program as required by EPA and MDEQ on a quarterly schedule, completed.
• Received approval for the M.D.E.Q. 2013 mandated Sanitary Sewer Operation and Maintenance Program this year, the 2014 report due before January 15th 2015.
• City buildings and Golf Courses Storm and Sanitary Sewer Improvements for MDEQ and Wayne County Illicit Discharge Elimination Program (I.D.E.P.).
• Backflow and cross connection program DELIVERING LETTERS for NON-COMPLIANCE testing and inspections monthly city wide for Hydro Designs, also meetings as needed to coordinate containment versus isolation for protection.
• As needed assisted with the I-96 Reconstruction (US-24 to Newburgh) Coordination with MDOT and Dan's Excavating, Inc.
• Levan Road, S. of Five Mile Road Proposed Sanitary Sewer SAD proposed 2015.
• Pilot Footing Drain Disconnect Program.
• Wireless water meter reading system installed May 2014, since have installed 128 Flex Net-M2 endpoints (radio readers) at existing commercial quarterly accounts, for validation meeting 9-30 and 10-1-2014.
• Completed the 8" PRV #10 and 20" PRV #11 rebuild at Stark and Schoolcraft (LV-14) on 8-23-2014.
• Completed the 16" PRV #5 rebuild at Eight Mile and Haggerty (LV-16) on 9-20-2014.
- Completed the 16" PRV #4 rebuild at Eight Mile and Newburgh (LV-12) on 10-18-2014.
- Unregulated Contaminant Monitoring Rule-3 (U.C.M.R.-3) quarterly sampling completed water-sampling program during the months of June and September 2014, finalized lab results. Next round is December 2014 mandated by the EPA that requires any water system serving over 10,000 persons to monitor for 21 different chemicals.
- Lab results finalized by DWSD for September 2014 mandated water sampling for lead and copper city wide, sent follow up letters via US post office results to all that participated in the process.
- Collect data for access database stop box locations and enter into computer system.
- Finalized the Eight Mile Pressure Enhancement Water Main Project land easement assessment study from 2013 mid 2014.
- New Construction Projects and Plan Reviews for underground utilities.

In addition to the operation and maintenance of the public water distribution and sewer collection systems, these sections are also responsible for the fielding complaints field inspection and investigation services of:

- Assisting Animal Control, Building Maintenance, Building Inspection, Engineering, Roads, and Water Billing Departments.
- 2015 City Wide Sidewalk Program.
- Continue investigations and documentation regarding claims as needed for MMRMA and the water and sewer board for the hardship cases.
- Lawsuit and Claims Investigations.
- Storm Drainage and Catch Basin Complaints.
- Soil Erosion and Grade Complaints.
- Miscellaneous Programs as needed.

* * * * * * *

LIVONIA TRAFFIC COMMISSION

The Traffic Commission is responsible for the planning, coordination, and determination of proposed traffic control devices to improve traffic flow and to provide maximum safety for all drivers, pedestrians, and property.

As provided by the City Charter, the Commission consists of seven citizens who are appointed by the Mayor. The Commission meets once a month to discuss and implement traffic control measures that are brought to their attention by citizens as
well as other City departments. The Commissioners work in conjunction with the Traffic Bureau of the Police Department.

**SIGNIFICANT ISSUES IN 2014**

Again this year, the Traffic Commission did not face many significant issues, as compared to years past. In general, the commission focused on responding to constituent concerns and requests this year.

In total, the Commission approved approximately 14 Traffic Control Orders in 2014.

The biggest focus of the commission this year was on advisory signs, such as No Parking and Speed Limit signs. The Commission placed several Speed Limit signs at subdivision entry points off the major mile roads in the city.

Some examples of Speed Limit sign placement include:
- Levan Road between Six and Seven Mile Roads
- Long Road east of Inkster

The Commission also approved several “No Outlet” signs at appropriate locations making sure motorists are aware that those particular streets do not go through and easing concerns of the residents seeing cars turn around in their driveways.

Some examples include:
- Capitol Street at Hubbard Street
- Bainbridge Street at Pickford Street
- Canterbury Street at Seven Mile Road

The Commission also worked closely with the several neighborhood groups/associations or corporations for signs in strategic locations throughout the neighborhood or the corporation campus. The signs were approved after discussion among the commission as well as with the various representatives, to provide better guidance and information to drivers. Some of these locations include:

- TRW campus on Tech Center Drive at Plymouth Road, section 36
- Old Rosedale Gardens, section 34
- Levan Road between Schoolcraft and Five Mile Roads, section 20

The Commission, along with the Livonia Police Traffic Bureau, continues to respond to all numerous citizen inquiries, comments or questions coming into their respective offices.

The work done by the Commission in conjunction with the Livonia Police Traffic Bureau continues to benefit the city and its residents. The Traffic Commission will
continue to monitor the changes it has made over the past several years and adjust, if needed, accordingly.

The Commission will also continue to monitor traffic and parking conditions within the City and will be particularly concerned with monitoring areas of re-development and construction. Ongoing monitoring of traffic concerns by this Commission will ensure that Livonia’s streets and highways will continue to be safe and well maintained.

The continued support from both the Engineering and Traffic Bureau aided significantly to the success of the Traffic Commission with meeting the needs of citizens throughout the city.

The biggest area of challenge during 2014 was managing the on-going traffic flows and bridge/road closures throughout the city during to the reconstruction of the I-96 freeway. The Police and Engineering Departments, working with Wayne County Traffic Bureau, retimed and engineered several traffic devices including signals throughout Livonia for better traffic flow. Our thanks for all their efforts and their communications with the Traffic Commission.

We believe the Police and Engineering Departments should continue to evaluate new traffic technology as it becomes available and determine if it can benefit or improve traffic studies which would lead to safety improvements. The Traffic Commission will continue to review and evaluate all traffic control devices throughout the city continuing to improve traffic safety conditions.

* * * * * * *

TREASURER

The Treasurer’s Department is responsible for collection, disbursement and custody of all revenues belonging to and held in trust by the City. All funds collected by City agencies are transmitted to the Treasurer, verified and recorded through cash receipting, deposited and reported daily to the Finance Department. In addition, the Treasurer’s Office, on instruction from the Finance Director, transmits instructions for the daily investment of City funds among City banks to maximize the interest on its holdings.

The Treasurer’s Office has strict procedures in place regarding the handling of City funds. All departments issue numbered receipts and timely deliver collected funds to the Treasurer’s Office for daily processing. Large checks and large cash transactions are deposited immediately to yield a higher rate of interest.

ADMINISTRATION

The Treasurer’s Department continues to utilize the BS&A Tax Software for printing our tax information on the front side of the tax bill allowing better control of
individualized information. This allows the department to print additional information right on the bill rather than include an additional insert with the tax bill. The department used a local printing/mailing company with capabilities to reduce the mailing costs and increase the efficiency of mailing. By utilizing the tax bill printing aspect of the BS&A Tax Software, we are able to print receipts and prior year tax bill copies on regular copy paper, and print information on the tax bill pertinent to each taxpayer. By using the same procedure in 2014 we continue to save over $2,000 for the fiscal year in printing and paper expense. The tax software also allows us to print a postal bar code to reduce the amount of first class postage charged for mailing by $.05 per piece resulting in a postage savings of over $4,000 per year.

The Treasurer’s Office sent letters to real and personal property taxpayers whose taxes for the 2013 tax year had not been paid by February 14, 2014, as has been our past practice. A total of 4,614 reminder letters were mailed.

Letters were also mailed to 2,581 real & personal property taxpayers who had not paid their taxes after the due date for the summer 2014 season.

The Treasurer’s Office is responsible for monitoring and maintaining the files on bankruptcy cases. Proof of Claims for personal property taxes are filed with the courts by the City Treasurer. In 2014, 6 businesses with locations in Livonia filed for bankruptcy protection as compared to 5 in 2013, 17 in 2012, 3 businesses in 2011, 9 businesses in 2010, and 15 businesses in 2009.

The Treasurer’s Office filed 1 personal property jeopardy tax bill with the Wayne County Register of Deeds for 2014. In 2013, we issued 6 jeopardy bills, in 2012 we had 2 jeopardy bills, in 2011 there were 11 jeopardy bills, and in 2010 we issued 9 jeopardy tax bills and 16 jeopardy tax bills in 2009.

Applications for electronic fund debit for tax payments are available on line, on the City’s Website and also by request as we have indicated on the reverse side of the tax bill. Again, we have seen a slight decrease in the number of taxpayers utilizing electronic funds transfer for payment of tax bills. During the summer 2014 season, 1,939 taxpayers participated in this convenient and no-cost service as compared to 2,017 during the summer of 2013, 2,082 during the summer of 2012, 2,171 during the summer of 2011, and 2,211 during the summer of 2010.

Beginning with the 2011 summer tax season, we instituted credit/debit card transactions at the counter for tax payments only. Chase Bank retains the fees which are currently 2.5% for credit transactions, and a flat $3.95 fee for debit card transactions; there is no transaction fee charged to the City. We have printed the information on the back of the tax bills referring residents to either call our office or check the city’s website for detailed information for all tax payment options. For the winter 2013 season, 80 taxpayers used this payment method and for the summer 2014, 65 residents/business owners charged or debited their tax payments,
compared to 71 for winter 2012 season and 64 for the summer 2013 and 52 for the winter 2011 season and 49 for the winter 2012 season.

Tax bills can still be paid with a credit card through Official Payments Corporation by phone and on line and this information is detailed on the City’s website. There is a convenience fee of approximately 3% collected and retained by Official Payments Corporation for this service. There is no cost to the City of Livonia for this service to be offered to the residents. During 2014, 489 taxpayers utilized this option, as compared to 444 taxpayers in 2013, 407 taxpayers in 2012, 438 taxpayers in 2011, and 423 taxpayers in 2010.

TAX COLLECTIONS
There are approximately 45,000 taxpayers in the City, the breakdown follows:

<table>
<thead>
<tr>
<th></th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Property</td>
<td>39,691</td>
<td>39,690</td>
<td>39,710</td>
<td>39,742</td>
</tr>
<tr>
<td>Personal Property</td>
<td>6,197</td>
<td>5,501</td>
<td>4,937</td>
<td>5,537</td>
</tr>
<tr>
<td>IFT</td>
<td>102</td>
<td>129</td>
<td>151</td>
<td>152</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>45,990</strong></td>
<td><strong>45,320</strong></td>
<td><strong>44,798</strong></td>
<td><strong>45,431</strong></td>
</tr>
</tbody>
</table>

Sixty-four percent of residents are responsible for paying their own property tax bills. Mortgage companies pay 36% of the real property tax bills.

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The total number of original tax bills mailed for Summer and Winter was 90,229. The tax levy breakdown is as follows (includes Real, Personal, & IFT for 2013 Winter and 2014 Summer):

<table>
<thead>
<tr>
<th></th>
<th>REAL</th>
<th>PERSONAL</th>
<th>IFT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Livonia</td>
<td>46,653,914</td>
<td>6,391,276</td>
<td>879,484</td>
<td>53,924,674</td>
</tr>
<tr>
<td>Livonia Public Schools</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating</td>
<td>17,538,075</td>
<td>2,086,032</td>
<td>368,172</td>
<td>19,992,279</td>
</tr>
<tr>
<td>Debt</td>
<td>14,664,848</td>
<td>2,026,384</td>
<td>266,373</td>
<td>16,957,605</td>
</tr>
<tr>
<td>Sinking Fund</td>
<td>3,570,737</td>
<td>493,374</td>
<td>64,855</td>
<td>4,128,966</td>
</tr>
<tr>
<td>Wayne Cty Intrmdiate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School District SpEd</td>
<td>10,815,823</td>
<td>1,472,831</td>
<td>182,618</td>
<td>12,471,272</td>
</tr>
<tr>
<td>RISD Op</td>
<td>309,737</td>
<td>42,191</td>
<td>5,227</td>
<td>357,155</td>
</tr>
<tr>
<td>Clarenceville Schools</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating</td>
<td>1,044,668</td>
<td>92,121</td>
<td>2,606</td>
<td>1,139,465</td>
</tr>
<tr>
<td>Debt</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sinking Fund</td>
<td>712,203</td>
<td>53,210</td>
<td>4,349</td>
<td>769,762</td>
</tr>
<tr>
<td>Oakland Intermediate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School District SpEd</td>
<td>501,491</td>
<td>37,467</td>
<td>3,062</td>
<td>542,020</td>
</tr>
<tr>
<td>OISD Op</td>
<td>31,685</td>
<td>2,367</td>
<td>183</td>
<td>34,245</td>
</tr>
<tr>
<td>State Education Tax</td>
<td>20,215,767</td>
<td>1,506,018</td>
<td>117,948</td>
<td>21,839,733</td>
</tr>
<tr>
<td>Schoolcraft Comm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coll</td>
<td>6,054,433</td>
<td>806,986</td>
<td>99,157</td>
<td>6,960,576</td>
</tr>
<tr>
<td>Wayne County</td>
<td>22,322,866</td>
<td>2,987,526</td>
<td>373,732</td>
<td>25,684,124</td>
</tr>
<tr>
<td>Wayne County Jail</td>
<td>3,117,573</td>
<td>427,083</td>
<td>58,766</td>
<td>3,603,422</td>
</tr>
<tr>
<td>Wayne County Parks</td>
<td>817,052</td>
<td>111,932</td>
<td>15,400</td>
<td>944,384</td>
</tr>
<tr>
<td>HCMA</td>
<td>713,024</td>
<td>97,684</td>
<td>13,444</td>
<td>824,152</td>
</tr>
<tr>
<td>Zoo Authority</td>
<td>332,172</td>
<td>45,515</td>
<td>6,264</td>
<td>383,951</td>
</tr>
<tr>
<td>Art Institute</td>
<td>664,428</td>
<td>91,043</td>
<td>12,529</td>
<td>768,000</td>
</tr>
<tr>
<td>PRDA (new)</td>
<td>466,600</td>
<td>365,662</td>
<td>62,512</td>
<td>894,774</td>
</tr>
<tr>
<td>Special Assessments</td>
<td>3,660,467</td>
<td>0</td>
<td>0</td>
<td>3,660,467</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>154,207,563</strong></td>
<td><strong>19,136,702</strong></td>
<td><strong>2,536,691</strong></td>
<td><strong>175,881,026</strong></td>
</tr>
</tbody>
</table>

The past few years the State of Michigan has begun fervently auditing tax returns for principle residence exemptions claimed in error. Once the Assessor’s office makes the changes to the tax roll, the Treasurer’s office staff has to adjust the tax liability and issue revised tax bills. Since 2009, the Treasurer’s Department has seen a major increase in the number of exemptions removed and thus increased the amount of revised tax bills mailed to city residents.

Beginning 2012, the State has allowed principle residence exemptions to be claimed beginning with the winter tax season which has added to the number of revised bills for the Treasurer’s office to process.
Disabled veterans are now eligible for exemption of property taxes with proper documentation, also increasing the amount of revisions and refunds due to the initial implementation of this exemption.

DELINQUENT TAX COLLECTIONS
City Treasurer Dennis Wright began taking a more active role in the collection of delinquent personal property taxes beginning in 2009. Besides regular visits that Treasurer Wright continues to make to businesses that are in a delinquent status, the Treasurer’s staff has also been more involved in the collection process by mailing notices and making phone calls that were previously done by a collection agency. The City has been able to retain the penalty and interest collected that were previously paid to the collection agency. In 2009, the Treasurer and staff personally collected 41% of all delinquencies recovered. In 2010, he increased that amount to 48%, 2011 increased to 73%, 77% in 2012 and up to 87% in 2013. Beginning March 2014, we have retained all the penalty and interest and have been successfully collecting the delinquencies ourselves. In addition to the City Treasurer’s active role in the collection of delinquent personal property taxes, the City utilizes the Legal Department for litigation to maximize collection efforts.

Our personal delinquent property taxes, penalty and interest collected from 12-1-13 through 11-30-14 were $377,231, lower compared to last fiscal year collections of $592,276, due to the decreased amount of personal property tax liens generated by local businesses. Under new guidelines for business personal property, we will continue to see a decline in this type of revenue.

The collections breakdown is as follows:

<table>
<thead>
<tr>
<th>Tax Year</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/30/14</td>
<td>438,147</td>
<td>430,272</td>
<td>332,998</td>
<td>452,617</td>
<td>756,906</td>
</tr>
<tr>
<td>FY 13-14</td>
<td>24,300</td>
<td>20,585</td>
<td>20,083</td>
<td>13,349</td>
<td>226,401</td>
</tr>
</tbody>
</table>

We are constantly working with the Assessment Department to get the delinquent personal property tax roll corrected with site visits to determine if the business is still operating or if there is any way to collect delinquencies on those that have relocated or closed.

OTHER COLLECTIONS
Invoices for Council authorized weed cuttings are mailed to taxpayers as well as any special assessments approved during the year. Invoices for weed cutting are billed monthly since the 6% interest rate was instituted during FY09-10. The Treasurer’s Office records payment on these assessments and any unpaid amounts are added to tax bills at year-end. In 2014, the Treasurer’s office issued
734 invoices for weed bills, as compared to 868 for 2013, 821 for 2012, 718 for 2011, and 891 for 2010.

Special Assessment breakdown as follows:

<table>
<thead>
<tr>
<th>Special Assessment Districts</th>
<th># of Parcels Billed on 2013 Tax</th>
<th>$ Amount Billed on 2013 Tax</th>
<th># of Parcels Billed on 2014 Tax</th>
<th>$ Amount Billed on 2014 Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sidewalk</td>
<td>119</td>
<td>33,759</td>
<td>99</td>
<td>36,368</td>
</tr>
<tr>
<td>Paving</td>
<td>209</td>
<td>31,197</td>
<td>195</td>
<td>25,877</td>
</tr>
<tr>
<td>Lighting</td>
<td>14,061</td>
<td>1,267,286</td>
<td>14,063</td>
<td>1,210,599</td>
</tr>
<tr>
<td>Weeds</td>
<td>231</td>
<td>67,033</td>
<td>174</td>
<td>54,296</td>
</tr>
<tr>
<td>PRDA Irrig</td>
<td>265</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Stream Bank</td>
<td>6</td>
<td>10,573</td>
<td>6</td>
<td>10,380</td>
</tr>
<tr>
<td>Dlqt Water</td>
<td>1,937</td>
<td>2,252,027</td>
<td>1817</td>
<td>1,907,847</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>16,828</strong></td>
<td><strong>$3,661,875</strong></td>
<td><strong>16,354</strong></td>
<td><strong>$3,245,367</strong></td>
</tr>
</tbody>
</table>

TELLER COLLECTIONS

The Treasurer's two tellers processed $605,088,740 in cash, checks, and credit cards for the following items during the course of conducting City business: property taxes, water bills, the greens fees for the City's three municipal golf courses, Livonia Community Recreation Center memberships and fees, park permits, fees for swimming and skating, amusement park ticket sales, registration fees for Parks and Recreation league sports, inspection and engineering permit and bond fees, licenses, the fees for the City's three libraries, Police Department adjudicated, non-adjudicated drug and D.A.R.E. funds, fees for City sponsored special events such as the Highland Games and the Arts & Craft fair, false alarm charges, accounts receivable items, SMART bus ticket sales, City garage sale, fees for using the City Dump, Police auction, rent payments for Silver Village, Newburgh Village, MacNamara Towers and city-owned homes, record duplication fees, etc. Of the amounts collected, $45,145,048 was for the general deposit items and $559,943,692 was for property taxes.

The tellers also receive walk-in water payments from residents. During this fiscal year, 9,856 water customers were assisted at the Treasurer's Office counter, a small decrease over last fiscal year. The busiest day was December 10, 2013, with 249 water bills processed. The average amount of water bills processed was 46 per day.

Due to the changes in receipting water bill payments over the last year, the total dollars collected were processed along with the Water Department's deposits.
DISBURSEMENTS
All payroll and payable checks are released through the Treasurer’s Office on approval of the Finance Director and the City Clerk (internal auditor). Most employees direct deposit and access their payday information online. The number of checks processed is as follows:

<table>
<thead>
<tr>
<th></th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Checks</td>
<td>32,797</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Vendor Checks-City &amp; Court</td>
<td>13,607</td>
<td>14,616</td>
<td>14,648</td>
<td>14,444</td>
</tr>
</tbody>
</table>