Mercy College To Register

Registration for the spring term at Mercy College of Detroit is scheduled for Thursday and Friday, Jan. 3 and 4. The second semester begins Monday, Jan. 7.

Mercy College is at W. Outer Drive and Southfield in northwest Detroit.

Evening courses include business and industrial psychology, knowledge and the future of man, morality and legality, research in faith and films, medical - moral issues, urban sociology and Spanish and French.

Updating teaching methods for the health professions will be offered for graduate credit from 7 to 9:30 p.m. Thursdays, Jan. 10 through April 25.

TOWNSHIP OF PLYMOUTH BOARD OF TRUSTEES REGULAR MINUTES DECEMBER 18, 1973

The meeting was called to order by Supervisor McLaren at 8:00 P.M. All members were present.

READING, CORRECTING AND APPROVAL OF MINUTES - Regular Meeting, December 11, 1973. Mr. Millington requested that the second sentence in the fifth paragraph under Enforcement of Township ordinances on Page 3 which states "He wondered if the selling of firewood was really in violation of any ordinance" be deleted from the minutes as he did not make that statement. There being no objection and no further corrections, Elizabeth Holmes moved that the minutes of December 11, 1973 be approved as corrected. Supported by Gerald Burke and carried, with Mr. Overholt abstaining as he had been absent from that meeting.

READING, CORRECTING AND APPROVAL OF BILLS - Mr. Burke moved approval of payment of the bills in the amount of $22,144.74. Supported by Mr. Ash and carried unanimously.

OLD BUSINESS - Joseph Attard, Electrical Inspector, Re: Recommendation on bid for wiring Township Hall. Mr. Ash moved approval of Mr. Attard's recommendation to award the contract to Tillman Electric, Inc., 6850 Highview, Dearborn Heights, Michigan 48127 in the amount of $1,787.00. Supported by Mrs. Richardson and carried unanimously.

NEW BUSINESS - Parklane Homes Inc., Re: Release of Maintenance and Performance Bond for Parkland Meadows Subdivision No. 2. Mrs. Holmes moved approval of the release of the Maintenance and Performance Bond No. 84-71-169 for Parklane Meadows Subdivision No. 2 as recommended by the Clerk. Supported by Mr. Ash and carried unanimously.

Helen Richardson, Clerk, Re: Transfer of funds. Mrs. Richardson requested the Board to consider an additional transfer as requested by Fire Chief Gignac. There being no objection, it was so ordered. Mr. Burke moved approval of the transfer of funds as submitted and corrected. Supported by Mr. Overholt and carried unanimously.

Mr. Ash moved to adjourn the meeting. Supported by Mr. Overholt. Supervisor McLaren adjourned the meeting at 8:22 P.M.

Approved by, J. D. McLAREN, Supervisor

Respectfully submitted, HELEN I. RICHARDSON, Clerk

Publish: December 21, 1973

NOTICE OF PUBLIC HEARING ZONING BOARD OF APPEALS CITY OF PLYMOUTH, MICHIGAN

At a meeting of the Zoning Board of Appeals to be held in the Commission Chamber of the City Hall on Thursday, January 3, 1973, at 7:30 P.M., a public hearing will be held to consider the following:

APPEAL CASE NO. 74-1 - BUTLER CONSTRUCTION CO. of 141 S. Holbrook Street, Plymouth, requesting that a waiver be permitted of the width requirement for the property at 979 Palmer Street, to permit construction of a single family residence, which is in conflict with the provisions of ARTICLE IX, Chapter 52, Section 5.185, Plymouth City Code.

Section 5.185, Minimum Lot Size Per Dwelling Unit in Width, requires a lot size of 60 ft. in width in a R-1, Single Family Residential District.

All interested parties will be given an ample opportunity to participate in the Hearing and, at the close of said Hearing, all comments and suggestions of those citizens participating will be considered by the Zoning Board of Appeals, prior to rendering its decision.

PAUL V. BRUMFIELD, City Clerk

Publish: December 21, 1973

ORDINANCE NO. 1115

AN ORDINANCE AMENDING SECTION 5-1203 OF TITLE 5, CHAPTER 12 (ANTI-LITTER ORDINANCE) OF THE LIVONIA CODE OF ORDINANCES, AS AMENDED.

THE CITY OF LIVONIA ORDAINS:

Section 1. Section 5-1203 of Title 5, Chapter 12 (Anti-Litter Ordinance) of the Livonia Code of Ordinances, as amended, is hereby amended to read as follows:

Section 5-1203 Litter in public and private places. It is unlawful for a person knowingly, without the consent of the public authority having supervision of public property or the owner of private property, to dump, deposit, place, throw, or leave, or cause or permit the dumping, depositing, placing, throwing, or leaving of, litter on public or private property or water other than property so designated and set aside for such purposes or in receptacles provided therefor. The phrase "public or private property or water" includes, but is not limited to, the right-of-way of a road or highway, a body of water or watercourse, or the shore or beach thereof, including the ice above the water; a park, playground, building, refuge, or conservation or recreation area; and residential or farm properties or timberlands. It is unlawful for a person who removes a vehicle, wrecked or damaged in an accident on a highway, road, or street, to fail to remove all glass and other injurious substances dropped on the highway, road, or street as a result of the accident.

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this ordinance full force and effect.

Section 3. Should any portion of this ordinance be held invalid for any reason, such holding shall not be construed as affecting the validity of any of the remaining portions of this ordinance.

The above ordinance was passed at the regular meeting of the Council of the City of Livonia held Wednesday, November 28, 1973, at 8:00 p.m.

ADDISON W. BACON, City Clerk

The foregoing ordinance was authenticated by me this 12th day of December, 1973.

EDWARD H. McNAMARA, Mayor

Publish: December 21, 1973

To the Supervisor and Clerk of the Township of Plymouth, Wayne County, Michigan.

Sirs:

You are hereby notified that the Board of County Road Commissioners of the County of Wayne, Michigan, did, at a meeting of said Board held on October 25, 1973, decide and determine that the certain section of County road described in the minutes of said meeting of said Board should be absolutely abandoned and discontinued as a public highway.

The portion of the minutes of said meeting fully describing said section of County road is attached hereto and made a part of this notice, which is given under and by virtue of Act 283 of the Public Acts of 1909, as amended.

In testimony whereof, I have hereunto set my hand at Detroit, Michigan, this 5th day of November, A.D. 1973.

BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF WAYNE, MICHIGAN
Michael Berry, Chairman
Freddie G. Burton, Vice-Chairman
Philip J. Neudeck, Commissioner

By ARMAND J. MATTE
Acting Secretary and Clerk of the Board

RESOLUTION

Commissioner Neudeck moved the adoption of the following resolution:

WHEREAS, pursuant to petition and in accordance with the provisions of Section 18, Chapter IV, Act No. 283 of the Public Acts of 1909, as amended, this Board, by resolution dated July 12, 1973, set a date of hearing on said petition and directed a Hearing Examiner to hold said hearing; and

WHEREAS, said hearing was held at the time and place appointed, and the Board has considered the Findings of Fact as reported by its Hearing Examiner concerning the advisability of absolutely abandoning and discontinuing:

That part of BEACON HILL DRIVE and dedicated to the use of the public in BEACON ESTATES SUBDIVISION NO. 2, part of the S.E. ¼ of Section 28, T. 1 S., R. 8 E., Plymouth Township, Wayne County, Michigan, and recorded in Liber 93 of Plats on Pages 70 and 71, Wayne County Records - which lies south of a straight line located 60.00 feet south of and parallel to the south line of Lot 38, and east of a straight line which is the west line of Lot 38 extended southerly all of which may be more particularly described as follows: Beginning at a point distant N. 88° 35' 02" W., 591.42 feet, S. 01° 58' 30" E., 711.75 feet, N. 88° 35' 02" W., 168.62 feet and S. 01° 58' 30" E., 60.11 feet from the East ¼ corner of Section 28 and proceeding thence S. 01° 58' 30" E. 84.11 feet to a point on the arc of a curve; thence easterly and northerly along a curve concave to the West 109.37 feet; the chord of said arc bears N. 25° 50' 34" E., 92.22 feet, radius 55.00 feet and central angle 113° 56' 00"; thence N. 88° 35' 02" W., 43.11 feet to the point of beginning, and

WHEREAS, the premises were viewed in accordance with said statute.

NOW, THEREFORE, BE IT RESOLVED, that it is in the best interest of the public that the above - described county road or portion thereof be absolutely abandoned and discontinued and that said road or portion thereof is hereby absolutely abandoned and discontinued.

The motion was supported by Commissioner Burton and carried by the Following Vote.

Ayes, Commissioners Berry, Burton and Neudeck. Nays, None.

Publish: December 21, 1973

ORDINANCE NO. 1110

AN ORDINANCE AMENDING CHAPTER 1 OF TITLE 4 (GENERAL LICENSING PROCEDURE) OF THE LIVONIA CODE OF ORDINANCES, AS AMENDED, BY ADDING SECTION 4-121 THERETO.

THE CITY OF LIVONIA ORDAINS:

Section 1. Chapter 1 of Title 4 (General Licensing Proedure) of the Livonia Code of Ordinances, as amended, is hereby amended by adding Section 4-121 thereto to read as follows:

Section 4-121 Alarm systems, devices; requirements.

(a) No person shall install or maintain an alarm system or device connected to the Police and/or Fire Dispatch Board without first having obtained a license therefor from the City Clerk as provided in this ordinance and paying an annual fee of $12.00 per alarm unit.

(b) No alarm shall cover more than one business place and/or one residence, meaning that buildings with more than one business must have a separate alarm for each business located therein, provided they have separate entrances. No single alarm shall cover a grouping of houses, apartments, or condominiums which have separate entrances to each living quarters.

(c) No alarm device shall be installed within the City unless such device is "Underwriters Laboratory Approved" or equivalent, as approved by the Chief Building Inspector.

(d) To defray the cost of responding to false alarms, the licensee shall pay to the City the sum of $25.00 for each occasion that the alarm system is activated and responded to by the Police and/or Fire Department, and by way of example but not limited to, such additional fees shall be required in any of the following cases:

(1) no evidence of illegal entry;
(2) no evidence of fire;
(3) a malfunction in the system;
(4) activated by mistake;
(5) alarm activated by persons working on the alarm system, where the Police and/or Fire Department was not previously notified;
(6) alarm activated by weather conditions; and
(7) any other occurrence except that which the system was designed for.

(e) The payment of fees prescribed herein shall constitute a condition for the right to continue use of an alarm system.

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this ordinance full force and effect.

Section 3. Should any portion of this ordinance be held invalid for any reason, such holding shall not be construed as affecting the validity of any of the remaining portions of this ordinance.

The above ordinance was passed at the regular meeting of the Council of the City of Livonia held Wednesday, November 28, 1973, at 8:00 p.m.

ADDISON W. BACON, City Clerk

The foregoing ordinance was authenticated by me this 12th day of December, 1973.

EDWARD H. McNAMARA, Mayor

Publish: Dec. 21, 1973

ORDINANCE NO. 1112

AN ORDINANCE AMENDING SECTION 5-506 OF CHAPTER 5 (SEWERS) OF ARTICLE 1 OF TITLE 5 OF THE LIVONIA CODE OF ORDINANCES, AS AMENDED, OF THE CITY OF LIVONIA.

THE CITY OF LIVONIA ORDAINS:

Section 1. Section 5-506 of Chapter 5 (Sewers) of Article 1 of Title 5 of the Livonia Code of Ordinances, as amended, is hereby amended to read as follows:

Section 5-506 Connection Rates for Buildings.

(a) There shall be paid on behalf of each premises capable of connection to the system, for the privilege of making such connection, a sanitary connection rate in the amount of $1,000.00 times the number of sanitary use factor units assigned to such premises, in accordance with the following schedule:

USAGE	SANITARY USE FACTOR (UNITS)
Automobile Car Wash (with recirculation system)	1.00 per 10 gallons per minute of water required.
Automobile Car Wash	10.00 per 20 feet of production line.
Automobile Car Wash (where no conveyor	10.00 per stall.
Automobile Car Wash (self-service)	1.00 per stall.
Automobile Dealers	0.50 per 1000 square feet.
Automobile Service Stations	3.00 per station.
Bar (drinks and dinners)	2.00 per 1000 square feet of building area.
Barber Shop	0.50 per 1000 square feet of building area.
Beauty Shop	1.00 per 1000 square feet of building area.
Boarding School and Rooming House	0.20 per bedroom.
Bowling Alley (bar, restaurant, etc. and their own factors)	0.20 per 1000 square feet.
Church	1.00 per 20 fixture units
Cleaners	1.00 per 1000 square feet of building.
Clinics, Doctors and Dentists	0.50 per 1000 square feet.
Convalescent Home	0.25 per bed.
Drug Store (with fountain service)	0.80 per 1000 square feet of building.
Factories (exclusive of industrial wastes)	0.75 per 1000 square feet.
(Sanitary use factor units will be assigned for industrial wastes based on study of individual cases)	
Grocery Stores-Super Markets	0.50 per 1000 square feet.
Hospitals	1.[illegible] per bed.
Hotels and Motels (restaurant, bar and pool at respective unit factors)	0.[illegible] per bedroom.
Laundry (self-service)	2.50 per 1000 square feet.
Light manufacturing and/ or light industrial	0.20 per 1000 square feet.
Multiple Family Dwelling:	
Apartment or Condominium	0.75 per apartment or condominium.
High Rise apartment or condominium (three or more stories)	0.50 per apartment or condominium.
Senior Citizen Apartment or condominium	0.25 per apartment or condominium.
Office Building	0.30 per 1000 square feet.
Professional Building (other than Doctor or Dentist)	0.25 per 1000 square feet.
Restaurant	2.00 per 1000 square feet.
Schools (without pool and showers)	0.60 per classroom (or per 1000 square feet.)
(with pool and showers)	1.50 per classroom.
Service Station	0.25 per pump.
Single Family Residence	1.00 per dwelling.
Snack Bars (Drive-in, etc.)	2.00 per 1000 square feet.
Speculation Building (use unit factor suitable to use if known-otherwise)	0.50 per 1000 square feet.
Stores (other than specifically listed)	0.25 per 1000 square feet.
Swimming Pool (residential excluded)	3.00 per 1000 square feet.
Theaters	0.01 per seat.
Theaters (Drive-in)	0.02 per car space.
Trailer Parks	0.40 per trailer space.
Warehouse	0.10 per 1000 square feet.

(b) The foregoing schedule shall be subject to compliance with the following:

1. The building area shall be computed using outside measurements and adding all floors, including the basement.
2. The minimum number of factor units for each sewer connection shall be 1.0.
3. In lieu of square footage, twenty (20) fixture units equal one (1) sanitary use factor unit, whichever produces the lesser cost.
4. For a multi-story or multi-use building, each floor shall be computed in accordance with the unit factor applicable.
5. (a) Each addition to an existing building (except residential) already connected to the sewer system shall be subject to a $500.00 minimum charge or the appropriate unit factor charge, whichever is greater.
(b) Each addition under 1,500 square feet to an existing building already connected to the sanitary sewer system with no additional plumbing fixtures added to existing facilities, the sewer fee is waived.
(c) Each addition over 1,500 square feet to an existing building already connected to the sanitary sewer system with no additional plumbing fixtures added to existing facilites, a fee of $500.00 will be charged.
6. On industrial or commercial land, where the sewer laterals have been constructed by a developer and dedicated to the City, a credit will be allowed toward the connection charges. The percentage credit shall be the ratio of the length of developer-built sewer to the parcel frontage but in no case shall the credit exceed 80% of the unit charge and in no case shall the charge under this paragraph be less than $500.00 for each connection. If a new commercial or industrial building is to be constructed on a site where there is an existing sewer lead, the following will apply:
(a) Figure cost on type of building being built.
(b) Give credit for fee paid on original building.
7. In single family residential and multiple residential developments, where the sewer laterals have been constructed by a developer and dedicated to the City, a credit will be allowed toward the connection charges. The percentage credit shall be the ratio of the length of developer-built sewer to the parcel frontage but the minimum charge after the credit has been applied shall not be less than $500.00 for each sanitary use factor unit.
(a) If a residence is destroyed (by fire, windstorm, etc.) and the same type of structure as originally existed is to be built, and the sewer connection fees have been paid in full, there will be no additional charges for sewer fees.
(b) If there is a sewer connection fee balance, payments on the contract can be suspended until such time as a new residence is constructed.
8. For any connection not specifically covered in the above schedule, the connection charge shall be determined by the Water and Sewer Board at the time of application for any such connection.

Section 2. Ordinance No. 973 is hereby repealed as of the effective date of this ordinance and all other ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this ordinance full force and effect.

Section 3. Should any portion of this ordinance be held invalid for any reason, such holding shall not be construed as affecting the validity of any of the remaining portions of this ordinance.

The above ordinance was passed at the regular meeting of the Council of the City of Livonia held Wednesday, November 28, 1973, at 8:00 p.m.

ADDISON W. BACON, City Clerk

The foregoing ordinance was authenticated by me this 12th day of December, 1973.

EDWARD H. McNAMARA, Mayor

Approved as to form:
Harry C. Tatigian, City Attorney
Dated: December 10, 1973

Publish: December 21, 1973

ORDINANCE NO. 1111

AN ORDINANCE AMENDING CHAPTER 2 (FINANCIAL ORDINANCE) OF TITLE 2 OF THE LIVONIA CODE OF ORDINANCES, AS AMENDED.

THE CITY OF LIVONIA ORDAINS:

Section 1. Chapter 2 (Financial Ordinance) of Title 2 of the Livonia Code of Ordinances, as amended, is hereby amended to read as follows:

CHAPTER 2
FINANCIAL ORDINANCE

Section 2-201 Title.
Section 2-202 Purpose.
Section 2-203 Construction.
Section 2-204 Accounting system; forms.
Section 2-205 City treasurer, duties.
Section 2-206 Independent auditor, designation.
Section 2-207 Audit of accounts, claims; city clerk, duties.
Section 2-208 Department of finance; director of finance, duties.
Section 2-209 Division of accounting; chief accountant, duties.
Section 2-210 Division of budget; budget officer, duties.
Section 2-211 Contracts; appropriation, authorization required.
Section 2-212 Contracts, approval.
Section 2-213 Bids, requirements.
Section 2-214 Requisitions, purchase orders.
Section 2-215 Payment of claims: approval of general payroll.
Section 2-216 Duly certified vouchers.
Section 2-217 Finance and insurance committee; creation, composition, function, quorum.
Section 2-218 Control of funds.
Section 2-219 Expenses.
Section 2-220 Utility services.
Section 2-221 Transfer of funds.
Section 2-222 Executive emergency fund.

Section 2-201 Title. This ordinance may be known and cited as the "Financial Ordinance."

Section 2-202 Purpose. The purpose of this ordinance is to provide on behalf of the city procedures for accounting, the purchasing of property and services, the making and approval of contracts, the approval and payment of accounts, and the control of receipts, cash and expenditures.

Section 2-203 Construction. This ordinance shall be liberally construed in such manner as to best effectuate its purposes.

Section 2-204 Accounting system: forms. The accounting system of the city shall conform to such uniform system as may be required by law. In the absence of a state law or city ordinance providing a uniform system of accounting, such system shall be established and maintained under the supervision of the director of finance according to generally recognized rules of municipal accounting. The director of finance shall prepare all forms and rules of procedure necessary or incidental to the complete operation of said system of accounting.

Section 2-205. City treasurer, duties. The city treasurer shall have custody of all monies of the city and shall pay all claims against the city, including: sums due on purchase orders and contracts, only on presentation to him of duly certified vouchers. The treasurer shall also keep and maintain in his office all records and books as are necessary and incidental to his prescribed duties.

Section 2-206 Independent auditor, designation. The term "independent auditor" as used in this ordinance shall mean a certified public accountant experienced in municipal accounting and engaged by the city to make the annual audit required by Section 12, Chapter VII, of the city charter, and other audits as may be required by the city council pursuant to such charter provisions. The city council shall at least once a year designate and enter into a contract for the service of an independent auditor, which contract shall fix his duties and responsibilities, and determine the compensation he is to receive for such services.

Section 2-207 Audit of accounts, claims; city clerk, duties. The city clerk shall be the internal auditor of the city and shall examine and audit all accounts and all claims against the city and countersign all vouchers for payment.

Section 2-208 Department of finance; director of finance, duties.

(a) Department of finance management and control. The department of finance shall be under the general management and control of a director of finance. The department shall consist of the division of accounting and the division of budget. The director of finance shall be a certified public accountant, and the appointing authority for his department. Each division head shall be under the direction of and directly responsible to the director of finance. The functions of the department of finance shall include:

(1) Supervision over the administration of the financial affairs of the city;
(2) The keeping of accounts and financial records of the city and all departments and agencies of the city government;
(3) Supervision and responsibility for the purchase, custody and distribution of all the supplies, materials, equipment and other articles used by any office, department or agency of the city government;
(4) The preparation of the annual budget(s) for the mayor.

The director of finance shall have the authority to do all things that are necessary and incidental to carrying out the functions of the department of finance.

(b) Director. The director of finance shall be responsible for and shall be required to:

(1) Submit to the mayor and the council a monthly statement of all receipts and disbursements in sufficient detail to show the exact financial condition of the city;
(2) Prepare for the mayor and the council within sixty (60) days after the close of each fiscal year a complete financial statement and report;
(3) Provide for the examination and approval of all contracts, orders and other documents by which the city government incurs financial obligation, having previously ascertained that monies have been appropriated and allotted and will be available when the obligation shall become due and payable;
(4) Keep a system of accounts which shall conform to such uniform system as may be required by law;
(5) He shall perform such other duties as may be prescribed by him by state law, city charter, the ordinances of the city, the mayor or by the council.

Section 2-209 Division of accounting; chief accountant, duties. The division of accounting shall be under the supervision of a chief accountant. The chief accountant shall keep and maintain the control accounting records and detailed accounting records of the city and pre-audit of all expenditures and invoices. The chief accountant shall be responsible for the preparation of all financial statements and reports needed to show the financial condition and financial operation of the city as directed by the director of finance, and as subject to the provisions of Section 2-206 of this ordinance. The chief accountant shall also keep and maintain excerpts of all ordinances, resolutions, contracts, communications, proceedings, and other matters pertaining to accounting.

Section 2-210 Division of budget; budget officer, duties. The division of budget shall be under the supervision of a budget officer. The budget officer shall be responsible for and shall be required to:

(a) Assist the director of finance in the preparation of all budgets, and the analysis and administration of these budgets;
(b) Act as purchasing agent for the city and, pursuant to the rules and regulations established under this ordinance, shall contract for, purchase, store and distribute all supplies, materials and equipment required by any office, department or agency of the city, and shall establish and enforce specifications with respect to supplies, materials and equipment required by the city, inspect or supervise the inspection of all deliveries of supplies, materials and equipment and determine their quality, quantity and conformance with specifications, transfer to or between offices, departments or agencies, or sell surplus, obsolete or unused supplies, materials and equipment, and delegate to any director or department head, or a representative thereof, such authority of purchasing agent to the extent and under such conditions as the budget officer may determine;
(c) Prepare all forms and rules of procedure necessary for the purchasing of property and services as provided in this ordinance, and for the performance of his duties as budget officer, all of which forms and rules shall be subject to approval by the director of finance; and
(d) Perform such duties as may be required of him by ordinance or the director of finance.

Section 2-211 Contracts; appropriation, authorization required. No contract for the purchase of property or services, or for any other purpose, shall be binding on the city unless and until a proper appropriation has been made by the council sufficient to satisfy the city's current fiscal year financial obligation under such contract, and unless such contract has been duly authorized as hereinafter provided.

Section 2-212 Contracts, approval. Where not prohibited by law and where otherwise permitted by this ordinance, contracts on behalf of the city for the purchase of personal property or services involving an obligation on the part of the city less than $1,500.00 may be approved by the budget officer subject to the provisions of Section 2-213 after his receiving a proper requisition from a director or head of the department requiring such property or services without first obtaining approval of the city council. All other contracts shall not be binding on the city until approved by action of the council.

Section 2-213 Bids, requirements.

(a) Where the obligation of the city under a contract is $500.00 or less, no bids shall be required prior to the making of such contract. Prior to the making of any contract imposing an obligation on the city of an amount greater than $500.00, the director or department head of the particular department involved, or the purchasing agent, if there be one, shall procure at least three competitive bids in writing; provided, however, that less than three bids may be procured where the director, department head or purchasing agent certifies in writing the reasons why three bids cannot be procured.
(b) In determining whether or not the amount of any purchase requires the taking of bids for materials or services, the total estimated expenditures for the next succeeding twelve months shall govern.
(c) The council at its discretion shall have the right to reject any and all bids. No contract shall be awarded other than to the lowest bidder except by authority of the council. Where the obligation of the city under a proposed contract is $1,500.00 or more, sealed bids shall be solicited by advertisement in the official newspaper by the director or head of the department, and such advertisement shall reasonably state pertinent information concerning the proposed contract and fix a period of at least seven days following the date of publication within which bids shall be received.
Wherever possible the plans and specifications for the items to be bid upon shall be drafted so as to allow at least two bids to be received. Where drafting of the plans and specifications in such manner is not possible the director or head of the department shall submit proper documentation establishing that such is the case to the city council. All advertisements for bids shall be approved as to form by the city attorney, by the budget officer as to an existing sufficient appropriation, shall require that bids when submitted be identified and marked "sealed bids" and shall be addressed to the City of Livonia.
All bids requiring advertisement shall be presented publicly unopened to a bid committee consisting of the city clerk or his authorized representative, the budget officer and the representative of the requisitioning authority at a time and place set forth in the advertisement. All council members shall be ex-officio members of this committee and shall be notified of bid committee meetings. The bids shall then be referred by the bid committee to the requisitioning authority for report and recommendation to the city council. All advertisements for bids shall also provide that bids may be received prior to the specified time of the public opening of such bids.
(d) Notwithstanding the foregoing provisions of this section, no bids shall be required prior to the making of a contract in the following instances:
(1) In the case of an emergency which is fully explained in a written memorandum, approved by the mayor, filed with the city clerk, and transmitted to the council; and
(2) In connection with contracts for engineering, legal, accounting, architectural, insurance, or other professional services which are approved by resolution of the council stating the reason or reasons for not taking bids; and
(3) In connection with all contracts for the acquisition and construction of projects by the city under the provisions of Act 62, Public Acts of Michigan, 1963, as amended; and
(4) Where the subject of any contract does not exceed $5,000.00 and the city council, upon written recommendation of the mayor, authorizes the execution of such contract without competitive bidding; and
(5) Where the subject of the contract is a product or material not competitive in nature and no advantage to the city would result from requiring competitive bidding, and the city council, upon written recommendation of the mayor, authorizes execution of a contract without competitive bidding.
(e) All bids, regardless of amount, shall constitute public records and shall be preserved in the office of the city clerk for a period of six years following the date of opening.

Section 2-214 Requisitions, purchase orders. All purchases of property and services shall require the issuance of a requisition. Purchases of property in excess of $10.00 shall require the issuance of a requisition and the approval of such requisition by the budget officer. No requisition shall be approved nor purchase order issued by the budget officer until there is filed in the office of the budget officer a written requisition prepared in quadruplicate and signed by the person requesting the purchase order, approved by the director or department head, giving full particulars as to the proposed purchase and appropriation to be charged, and until the budget officer shall have approved the proposed expenditure as having been authorized by the budget, or a special appropriation. Before approving any requisition, the budget officer shall determine that there is a sufficient balance in the budget account to meet the proposed expenditure. Whenever bids are required by Section 2-213 of this ordinance, copies of such bids shall accompany the requisition for purchase order.

Section 2-215 Payment of claims; approval of general payroll.

(a) All vouchers shall be prepared and certified and one copy shall be left in the office of the city treasurer as his permanent record of his authority to pay each claim; provided, however, that where it is impossible to leave such voucher in the treasurer's office, there shall be deposited in such office, in lieu thereof, a duly certified list of such vouchers. Payment of such claims shall be made by warrant on the proper fund which shall be in the form of a check payable by a depository bank out of funds of the city deposited in such bank and signed in such manner and by such officers as the council may determine by resolution.
(b) In addition to any other approvals heretofore required, and before payment shall be made, the general payroll of the city shall have endorsed thereon (1) the approval of the budget officer that sufficient monies are available in proper budget accounts, and (2) a certification by the city clerk that names appearing thereon are the names of either employees or the officials of the city. For the purposes of this subsection, the term "general payroll" shall mean that monthly payroll upon which appears the names of city personnel other than classified employees.

Section 2-216 Duly certified vouchers. The term "duly certified voucher," as used herein, shall mean a voucher form to which an invoice or letter of authorization is attached, indicating the particular fund or budget account to be charged and supported by the following certifications:

(a) By the director or department head in charge of the department receiving such goods, or services, that the quantity and quality are the same as stated in the invoice, letter of authorization or appropriate receiving report that such goods or services have been received by the city, that the director of department head has on file in his department evidence of the delivery of such goods, and that the goods and price thereof conform with the order placed by such department; and
(b) By the chief accountant that the invoice, letter of authorization or appropriate receiving report agrees with the purchase order and/or requisition as to price, quantity, and extension of price.

Provided, however, that the director or department head shall transmit to the chief accountant the invoice, letter of authorization or appropriate receiving report. The budget officer shall also transmit a copy of the purchase order to the accounting division. The accounting division upon receiving such information shall prepare a voucher form which shall be audited by the city clerk and thereafter transmitted to the city treasurer for payment.

Section 2-217 Finance and insurance committee; creation, composition, function, quorum. A finance and insurance committee is hereby created, consisting of three members of the council. The purpose and function of this committee shall be to consider, study and recommend all such matters with regard to the financial interest, dealings and transactions of the city. A quorum of such committee for the conducting of its business shall consist of two members.

Section 2-218 Control of funds. The collection of all money shall be centralized in the city treasurer and his deputy or deputies, except where otherwise permitted by the rules of procedure authorized in this ordinance. Where it is necessary for other officers or employees to receive money, they shall issue receipts therefor on numbered forms to be furnished to them by the city treasurer, and such forms shall be periodically examined and accounted for by the independent auditor and city clerk. The rules of procedure referred to in Section 2-204 of this ordinance shall provide for petty cash or working funds when needed for change or other purposes, for the advancement of definite sums from city funds for such purposes to the officer needing such advances, for keeping such funds intact, for the use of such funds in accordance with the imprest system where expenses must be paid out to them, for reimbursement of such funds when necessary, and for the return of such funds to the city treasurer when they are no longer needed.

All persons receiving money shall turn over all money collected daily to the city treasurer or his deputy, without deductions for commission, salaries or other items. Every person receiving city money shall be responsible and accountable for it until he has turned it over to the city treasurer or other persons authorized to receive it, and has received a proper receipt therefor, or in the case of the city treasurer, has disbursed it in an authorized manner. Any merger or intermingling of city funds with private funds is hereby prohibited. Every person receiving or handling money shall, by resolution of the council, be placed under bond and the expense thereof shall be paid by the city.

Section 2-219 Expenses. All officers and employees of the city shall each month file with the director of finance, in writing, an accurate and complete report of all expenses incurred or paid by them on behalf of the city during the preceding month. The council may, in its discretion, permit an extension of 60 days for the submission of any such report where it finds that the report has been delayed for reasons beyond the control of the person submitting the report. Such reports shall be supported by invoices, receipts and such other evidence as may be required by the rules of procedure under this ordinance. All officers and employees of the city shall be allowed, for the use of their own motor vehicle while on city business, the sum of 15 cents per mile; provided, however, that the council may, from time to time, provide by resolution that particular officers and employees may elect to receive a fixed sum per month, as determined by the council, in lieu of the aforementioned sum per mile, to be effective as of December 1, 1967.

Section 2-220 Utility services. No formal contract or purchase order shall be required in order that the city, and its various departments, subdivisions and agencies, may obtain necessary water, electric, gas, telephone and other utility services, and the city shall be obligated to pay for the same at the current approved rates generally charged by public utility companies; provided, however, that the city does not in any way waive its right to object to or contest such rates as to reasonableness and amount.

Section 2-221 Transfer of funds. No department shall transfer funds that have been appropriated to a certain account of the department to another account of the department, without having first obtained the approval of the mayor and the council for such transfer.

Section 2-222 Executive emergency fund. There shall be established in the annual budget each year a special budget account to be entitled "Mayor's Emergency Fund," in an amount not to exceed $5,000.00. The purpose of the "Mayor's Emergency Fund" shall be to make funds available in the case of an emergency. Notwithstanding the foregoing provisions of this ordinance, the city treasurer shall be authorized to disburse funds drawn on the "Mayor's Emergency Fund" upon direct request of the mayor. Subsequent to the disbursement of such funds, the mayor shall cause a request to be made for a transfer of funds to the council to replenish the "Mayor's Emergency Fund" by either charging an existing budget account or by an additional appropriation.

Section 2. Ordinance No. 956 is hereby repealed as of the date this ordinance becomes effective, and all ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this ordinance full force and effect.

Section 3. Should any portion of this ordinance be held invalid for any reason, such holding shall not be construed as affecting the validity of any of the remaining portions of this ordinance.

The above ordinance was passed at the regular meeting of the Council of the City of Livonia held Wednesday, November 28, 1973, at 8:00 p.m.

ADDISON W. BACON, City Clerk

The foregoing ordinace was authenticated by me this 12th day of December, 1973.

EDWARD H. McNAMARA, Mayor

Approved as to form:
Harry C. Tatigian, City Attorney
Dated: December 10, 1973

Publish: December 21, 1973