



**CITY OF GROSSE POINTE WOODS**  
**20025 Mack Plaza Drive**  
**Grosse Pointe Woods, Michigan 48236-2397**

(313) 343-2440  
Fax (313) 343-2785

**NOTICE OF MEETING  
AND  
AGENDA**

**COMMITTEE-OF-THE-WHOLE**

Mayor Robert E. Novitke has called a meeting of the City Council, meeting as a Committee-of-the-Whole, for **Monday, August 6, 2012, at 8:00 p.m.** The meeting will be held in the Conference Room of the Municipal Building, 20025 Mack Plaza, 20025 Mack, Grosse Pointe Woods, MI 48236 and is accessible through the Municipal Court doors. In accordance with Public Act 267, the meeting is open to the public and the agenda items are as follows:

1. Call to Order
2. Roll Call
3. Acceptance of Agenda
4. Employee Handbook
  - A. Memo 07/27/12 – City Administrator
  - B. Social Media Policy
5. Grosse Pointe Woods Foundation Project
  - A. Memo 07/30/12 – City Administrator
6. Cook School House
  - A. Usage Proposal
7. Information for Ballot Proposals
8. New Business/Public Comment
9. Adjournment

Alfred Fincham  
City Administrator

IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT)  
POSTED AND COPIES GIVEN TO NEWSPAPERS

The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired, or audio tapes of printed materials being considered at the meeting to individuals with disabilities. All such requests must be made at least five days prior to a meeting. Individuals with disabilities requiring auxiliary aids or services should contact the City of Grosse Pointe Woods by writing or call the City Clerk's office, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 (313) 343-2440, Telecommunications Device for the Deaf (TDD) 313 343-9249, or e-mail the City Clerk at cityclk@gpwmichigan.us.

cc:  
Council – 7  
Berschback  
Fincham  
Hathaway

Rec. Secretary  
Email Group  
Media - Email  
Post -8

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## CITY OF GROSSE POINTE WOODS MEMORANDUM

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**Date:** July 27, 2012  
**To:** Mayor and Council  
**From:** Al Fincham, City Administrator *af*  
**Subject:** Employee Handbook

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On July 2, 2012, the Committee of the Whole had extensive discussion regarding the proposed Employee Handbook for the salaried/non-union employees of the City of Grosse Pointe Woods. Administration was provided with direction to modify the provisions of the Employee Handbook for a subsequent Committee of the Whole meeting and for eventual approval by the Council of the provisions of the Employee Handbook for publication and distribution to the affected employees.

We have included, for the majority of the issues, the "old" language of the Employee Handbook and the revised Employee Handbook language at the direction of Council below.

The Council requested that the process of the employees receiving the Handbook, signing for the Handbook, and being aware of the changes in the Handbook provisions be addressed – see attached process procedure.

1. Old Sec. 2.02 – Employee Type: The City's organization is comprised of different types of Employees, depending upon employment arrangements. Unless specified otherwise or addressed by a collective bargaining agreement or ordinance or other employment contract, all Employees are subject to the conditions outlined in this Handbook, and, (with the exception of Appointed Officials), are subordinate to the City Administrator the department's Appointed Official, and Department Heads. The various Employee types are described below.

**New Sec. 2.02 – Employee Type:** The City's organization is comprised of different types of Employees, depending upon employment arrangements. Unless specified otherwise or addressed by a collective bargaining agreement or ordinance or other employment contract, all Employees, including full-time Appointed Officials but excluding Elected Officials, are subject to the conditions outlined in this Handbook. With the exception of Appointed Officials, all Employees are subordinate to the City Administrator, the department's Appointed Official, and Department Heads. The various Employee types are described below.

2. Old Sec. 2.08 – Nepotism: In accordance with the City Charter (Section 5.12), relatives of any elected official or of his/her spouse, or of the City Administrator or of his/her spouse, are disqualified from holding any appointive office or any employment during the term for which said elective official was elected or during the tenure of office of the City Administrator. "Relative" includes child, grandchild, parent, grandparent, brother, sister, half brother, or half sister. All relationships include those arising from adoption or other legal arrangement.

Relatives or their spouses who are appointed officers or Employees of the City at the time of the election of said elective official or appointment of said City Administrator, respectively, are not disqualified from employment. However, direct reporting relationships between relatives are strictly prohibited and relatives shall not be employed within the same department unless otherwise approved by the City Administrator.

**It was the consensus of the Council to not make any changes to this provision.**

3. Old Sec. 2.10 – Employee Complaint Procedure: The City recognizes that from time to time an Employee may encounter a problem, question, or complaint that, if left unresolved, could affect job satisfaction and work performance.

The City encourages that any differences or misunderstandings be resolved as soon as possible in an informal manner and at the appropriate level. Discussion with your immediate Supervisor should be the first step to resolution. However, if the concerns cannot be resolved at that level, or if you are not comfortable with discussing the matter with your Supervisor, contact your Department Head, Appointed Official, or City Attorney for assistance. If necessary, the assistance of the City Administrator will be requested. In some cases, you may be asked to provide your complaint in writing.

Employees appointed directly by City Council should first present their issue to the Mayor. If the matter is not resolved at that level, Council appointees may wish to present it to the City Council, which has the sole discretion to determine whether to consider the issue.

This section is not intended to serve as a supplemental policy to collective bargaining agreements.

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This section is not intended to serve as a supplemental policy to collective bargaining agreements.

4. Old Sec. 3.01- Rules of Conduct – Weapons Section: Weapons are prohibited on City property regardless of whether the person has obtained a license or permit to carry a concealed weapon, except for: law enforcement personnel; any official security personnel engaged in official duties who are named as security personnel by the City; or, any person engaged in military activities sponsored by the federal or state government while engaged in official duties.

**After discussion of the open carry law in Michigan, the consensus of the Council was to maintain this provision as is.**

5. Sec. 3.02 – Sexual Harassment and Unwanted Conduct: The language in this provision was extensive and is not being re-typed here.

**After discussion, it was the consensus of the Council that the language in Appendix B answered the questions presented by the Council.**

6. Sec. 3.05 – Political Activity, Solicitations & Literature:

**Again, the language is not being re-typed in this memo but, after discussion, the consensus of the Council was to leave these provisions as is.**

7. Old Sec. 3.09 – Gifts and Gratuities: As public Employees, it is imperative that services are rendered and business contracts awarded without favoritism or the suggestion that gifts and/or gratuities are expected in return. To guard against even the appearance of such favoritism, Employees of the City must neither solicit nor accept any personal gift from any individual, business, firm, or organization having business, or endeavoring to secure business with the City, or for any service rendered by the Employee while on duty. If a gift, gratuity, or tip arising out of an Employee's work with the City is mailed or personally delivered to any Employee at his/her home or at work, he/she is expected to promptly report the incident to the Supervisor or Department head. The City Administrator or City Council may, at their discretion, approve the acceptance of

general group gifts. The acceptance of minor gifts such as homemade candy, cookies, fruit, and vegetables is generally permissible if the gift has minor financial value. Infrequent business breakfasts or lunches may also be accepted if the gratuity is reported to the Employee's immediate Supervisor or Department Head.

**In early discussion, a point was made that the language may seem to have been too broad. However, after discussion, it was the consensus of the Council to leave this language as is.**

8. Old Sec. 3.16 – Information Systems Policies: Many Employees have access to a computer with an internet connection and email system. These resources are provided to enhance customer service, general operational efficiency, and individual productivity and are to be used primarily for City business.

Internet activity and electronic mail, documents, and other information created or distributed through the City's information system(s) is the property of the City and may be accessed, monitored, and reviewed. There is no guarantee of security or confidentiality with regard to any of the above, nor should there be any expectation of privacy.

Except as otherwise required by an Employee's specific job duties and with the explicit permission of their Supervisor or Department Head, the City prohibits Employees from viewing, saving, distributing, transmitting, downloading, or accessing remarks, images, content, or other items that are defamatory, offensive, disruptive, pornographic, sexually explicit, racially or ethnically biased, or harassing or offensive in any way, either graphic or in text, illegal or pirated, or any other illegal or improper use.

The use of City computer equipment is a privilege that may be suspended or revoked at any time. Upon termination of employment, a user's access to the system, account information, and passwords will be terminated.

See the City's detailed Information Technology Policy in the attached Appendix D. Employees are responsible for being familiar with and adhering to all policies and procedures contained therein.

**New Sec. 3.16 – Information Systems Policies**: Many Employees have access to a computer with an internet connection and email system. These resources are provided to enhance customer service, general operational efficiency, and individual productivity and are to be used primarily for City business.

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Except as otherwise required by an Employee's specific job duties and with the explicit permission of their Supervisor or Department Head, when using the City's informational system the City prohibits Employees from viewing, saving, distributing, transmitting, downloading, or accessing remarks, images, content, or other items that are defamatory, offensive, disruptive, pornographic, sexually explicit, racially or ethnically biased, or harassing or offensive in any way, either graphic or in text, illegal or pirated, or any other illegal or improper use.

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See the City's detailed Information Technology Policy in the attached Appendix D. Employees are responsible for being familiar with and adhering to all policies and procedures contained therein. As directed by Mayor and Council additional language addressing social media, twitter, you tube, blogs etc. are included in the I.T. policy language.

9. Sec. 4.17 – Health, Dental and Optical Insurance Package:

**The old language is not being re-typed herein. There was extensive conversation regarding the many changes that occur regarding health, dental and optical insurance packages. In effect, it is THE EMPLOYEE BENEFIT GUIDE that hinges as collective bargaining agreements are finalized, the laws of the State of Michigan change, etc. It is the recommendation of Administration that the language remain the same but that the words "please see the Employee Benefits Guide for more details" contained in the first paragraph be in bold letters.**

10. Sec. 4.29 – Memorial Tree Policy: This provision will simply be deleted from the Employee Handbook and will be addressed at a future Committee of the Whole meeting.



## **PURPOSE:**

To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, City of Grosse Pointe Woods departments may consider using social media tools to reach a broader audience. The City encourages the use of social media to further the goals of the City and the missions of its departments, where appropriate.

The City of Grosse Pointe Woods has an overriding interest and expectation in deciding what is "spoken" on behalf of the City on social media sites. This policy establishes guidelines for the use of social media.

## **POLICY:**

1. All City of Grosse Pointe Woods' social media sites posted by departments will be in accordance with guidelines set by the Council from time to time.
2. The City Web site (<http://www.gpwmi.us>) is the City's primary and predominant Internet presence.
3. The best, most appropriate City of Grosse Pointe Woods use of social media tools fall generally into two categories:
  - a. As channels for disseminating time-sensitive information as quickly as possible, such as emergency information;
  - b. As marketing/promotional channels which increase the City's ability to broadcast its messages to the widest possible audience.
4. Whenever possible, content posted to the City of Grosse Pointe Woods' social media sites will also be available on the City's main Web site.
5. Whenever possible, content posted to the City of Grosse Pointe Woods' social media sites should contain links directing users back to the City's official Web site for in-depth information, forms, documents or online services necessary to conduct business with the City.
6. Appropriate department staff will be responsible for the content and upkeep of any social media sites their department may create with the approval of the City Administrator.
7. Whenever possible, all City social media sites shall comply with all appropriate City, State, and Federal policies and standards, including, but not limited to:
  - Acceptable Use of City Digital Equipment, Internet Access
  - Electronic Communications and Other Applications
  - Web Presentation and Accessibility Standards
  - Blogging Policy

- Online Privacy and Security Policy
- Policy on Non-Government Information and Links
- FOIA Policy
- Records Retention Schedule
- Title VII
- Employee Manual

All exceptions will be approved by the I.T. Department and subject to review by the City Administrator with the concurrence of the Mayor and City Council members.

8. City social media sites shall comply with all ethics policies and administrative rules.
9. City social media sites are subject to State of Michigan applicable public records laws. All content maintained in a social media format that is related to City business, including a list of subscribers and posted communication, is public record. The department maintaining the site is responsible for responding completely and accurately to any public records request for public records on social media. Content related to City business shall be maintained in an accessible format so that it can be produced in response to a formal request (for further information, see the City of Grosse Pointe Woods F.O.I.A. policy). Whenever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public disclosure requests must be directed to the relevant designated department public disclosure administrator.
10. Michigan State law and relevant City records retention schedules apply to social media formats and social media content. Unless otherwise addressed in a specific social media standards document, the department maintaining a social media site shall preserve the records required to be maintained pursuant to a relevant records retention schedule for the required retention period on a City server in a format that preserves the integrity of the original record and is easily accessible. Appropriate retention formats for specific social media tools are detailed in the City of Grosse Pointe Woods *Records Retention Guidelines*.
11. Users and visitors to a social media site shall be notified that the intended purpose of the site is to serve as a mechanism for communication between City departments and members of the public. City social media site articles and comments containing any of the following forms of content shall not be allowed:
  - a. Comments not topically related to the particular social medium article being commented upon;
  - b. Comments in support of or opposition to political campaigns or ballot measures;
  - c. Profane language or content;
  - d. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation;



- e. Sexual content or links to sexual content;
- f. Solicitations of commerce;
- g. Conduct or encouragement of illegal activity;
- h. Information that may tend to compromise the safety or security of the public or public systems; and or
- i. Content that violates a legal ownership interest of any other party.

These guidelines must be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available.

- 12. The City reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.
- 13. The City will approach the use of social media tools as consistently as possible, Citywide.
- 14. All new social media tools proposed for City use will be approved by the I.T Department and the appropriate department's public information authority and will be in accordance with guidelines set by the Council from time to time.

#### **Administration of City of Grosse Pointe Woods Social Media Sites**

- 1. The I.T. Department will maintain a list of social media tools which are approved for use by City departments and staff, including login and password information. Departmental public information officers will inform the I.T. Department of any new social media sites or administrative changes to existing sites and will be in accordance with guidelines set by the Council from time to time.

The City must be able to immediately edit or remove content from social media sites. For each social media tool approved for use by the City, the following documentation will be developed and adopted:

- Operational and use guidelines
- Standards and processes for managing accounts on social media sites
- City and departmental standards
- Standards for the administration of social media sites

## **Social Media Standards**

The following social media tools have been approved for use by the City of Grosse Pointe Woods:

- Official City Web site [www.gpwmi.us](http://www.gpwmi.us)
- Cable Station
- *UPDATE* Newsletter
- NIXLE
- Mail Chimp



## CITY OF GROSSE POINTE WOODS MEMORANDUM



**Date:** July 30, 2012  
**To:** Mayor and Council  
**From:** Al Fincham, City Administrator *AF*  
**Subject:** Grosse Pointe Woods Foundation Project

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The Foundation at their meeting on July 18, 2012 voted on their next project. After much discussion, the Foundation has decided to make improvements to the entrance at the Lakefront Park. The additions will create a much safer entranceway into the park for pedestrian and bicycle use. Pathways will be installed to connect to the existing walking path thus eliminating the need for bicyclists to share the road going into and exiting the park. Also incorporated into their plan is to install approximately 12 fitness stations throughout the 1.3 mile walking/biking path.

I have attached a rough rendering of the plan and also two examples of bike racks that would be installed along the newly created path as you enter the park.

After discussing this project with Director Ahee, Dave Allyn from the Traffic Improvement Association and Sue King from Risk Alliance we are in agreement that this project will enhance the use of the park as well as create a much safer environment while promoting physical fitness..

The Foundation plans to kick off their fundraising campaign at their annual member meeting and reception at the Grosse Pointe Yacht Club on September 6th, 2012.

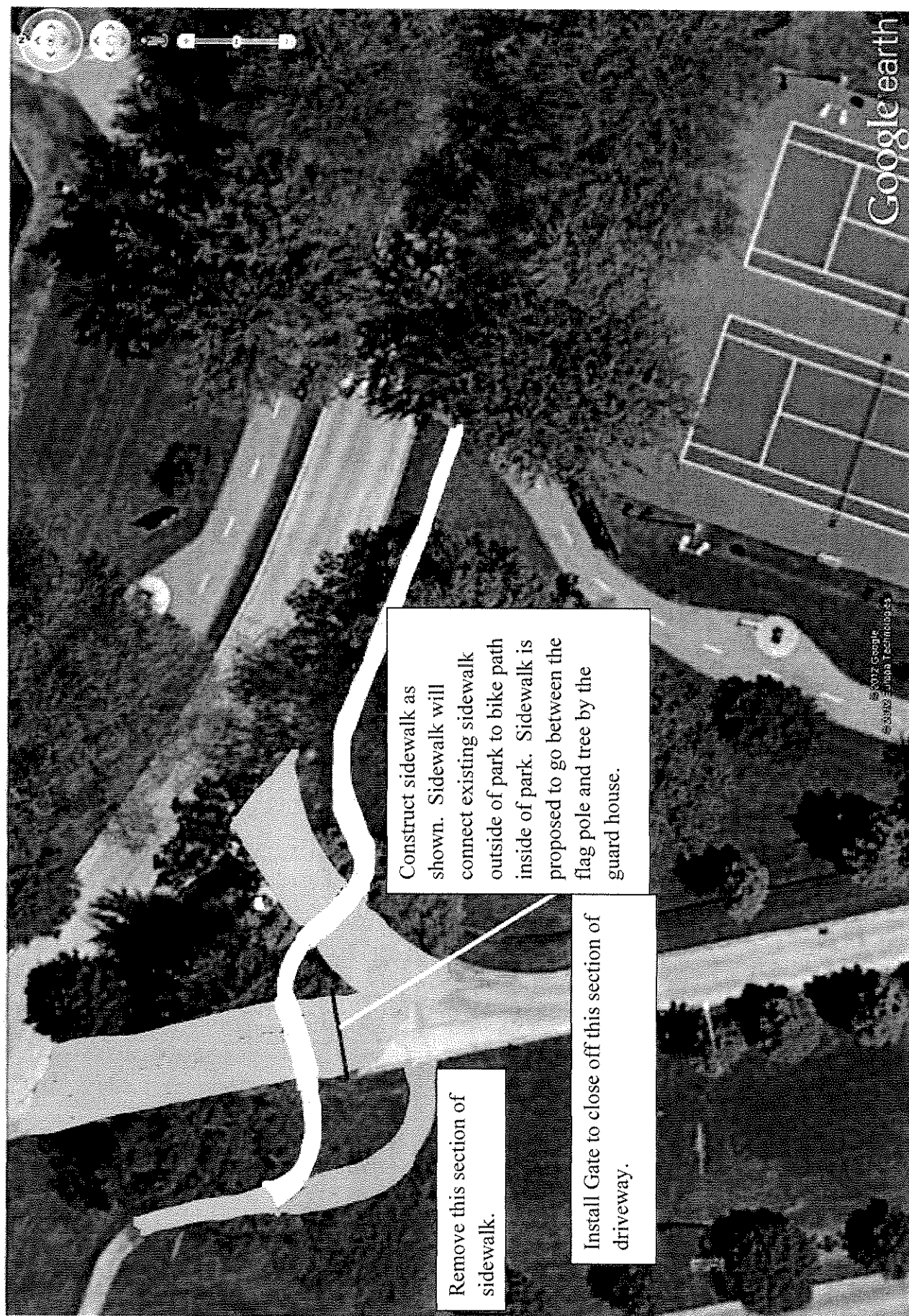
Attached are two drawings showing the proposed sidewalk change at the entrance to Lakefront Park and the addition of a bike path to connect the existing bike path to the bike rack location near the bath house/swimming pool.

The proposed sidewalk change at the entrance to Lakefront Park will keep the pedestrians and bicyclists from having to be in the entrance drive to the park by the guardhouse. Our field review showed that it will be possible to construct a continuation of the 5 foot wide sidewalk, crossing the little used bypass drive on the westerly side of the guardhouse which is typically used for parking by the guard. The proposed change to the sidewalk would take it between the flag pole and a large tree by the guardhouse and bring it very close to where the guard checks vehicles into the park. The sidewalk would then extend from the easterly side of the vehicle entrance drive to the internal bike path with a pedestrian crossing at the guardhouse. An additional Stop Sign would be installed just prior to the sidewalk by the guardhouse so the drivers stop prior to the sidewalk crossing.

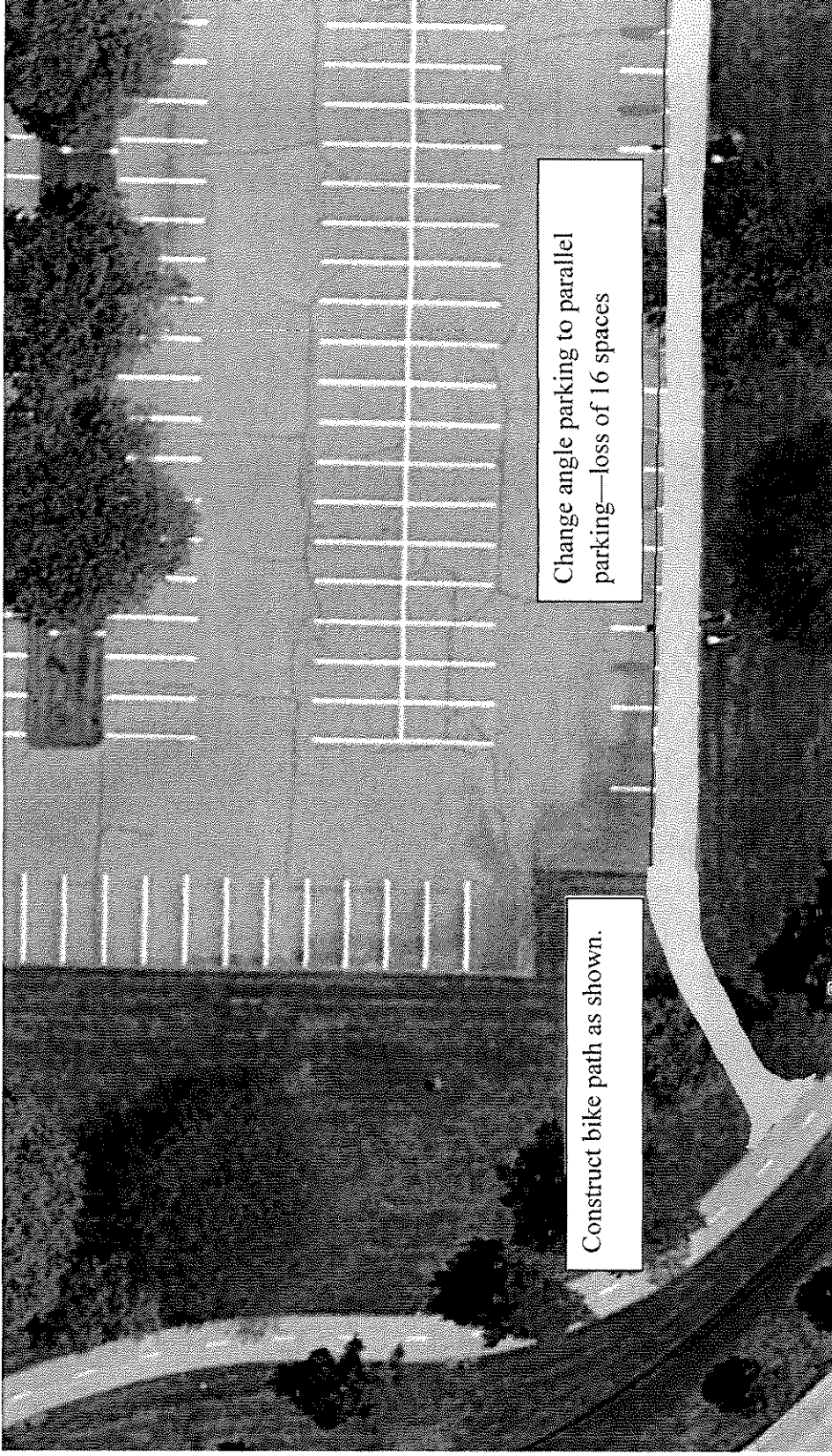
The proposed addition of the bike path from the existing bike path to the bike racks near the swimming pool is to provide pedestrians and bicyclists with a way to get to the bike racks without going through the parking lot as they do now. The proposed bike path requires construction of a new path for a portion of the distance and the use of the southerly side of the parking lot for the remainder of the length.

Although the attachment depicts parking along the southerly portion of the swimming pool parking lot with parallel parking, another option has been discussed which seems to be a better choice.

That option is to keep the same configuration of parking we have now. Director Ahee indicates by restriping the lot, we can accommodate the same number of vehicles as we do now and still have the required parking lengths, widths and distances needed.

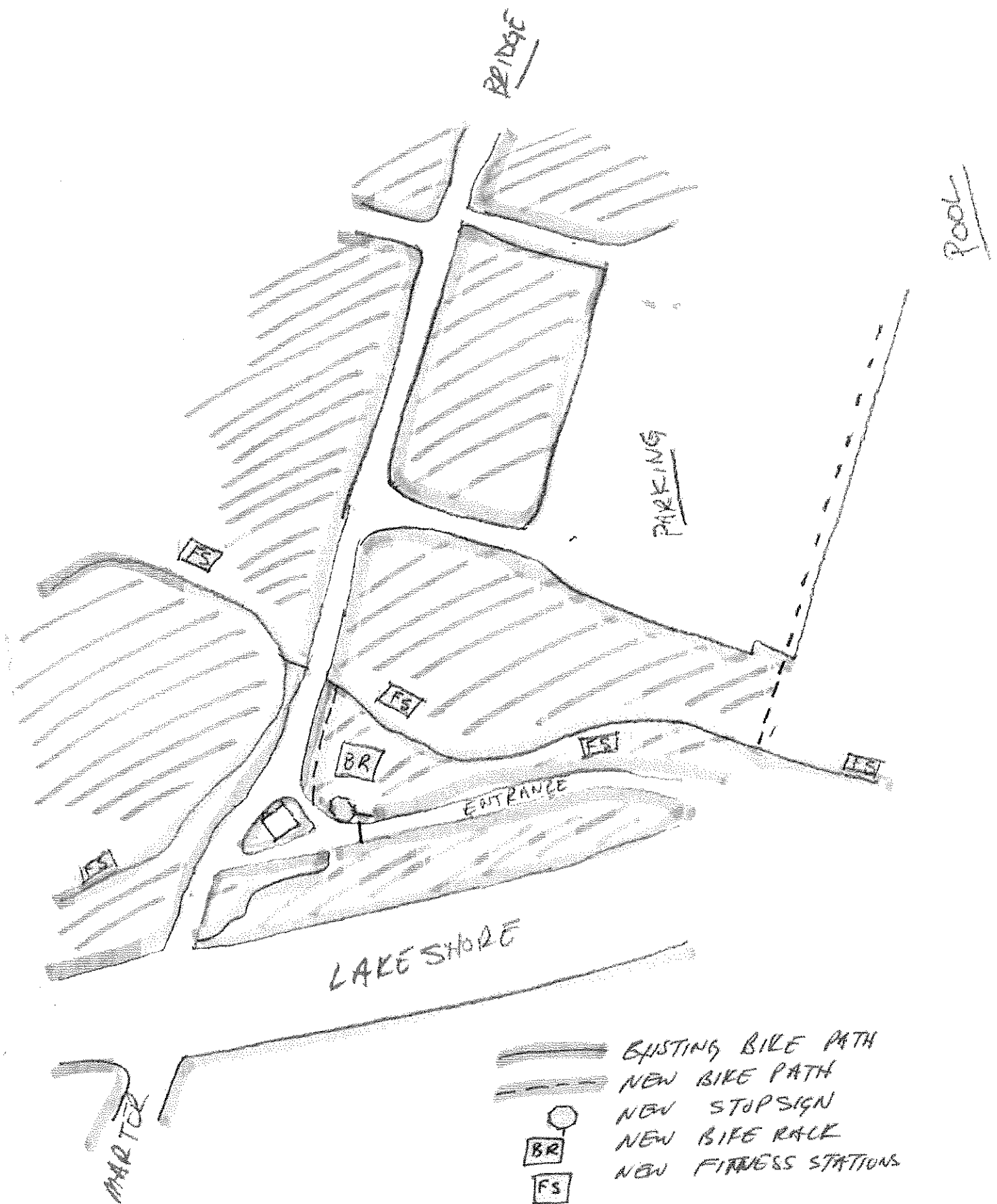


LAKEFRONT PARK  
SIDEWALK PROPOSAL AT PARK ENTRANCE



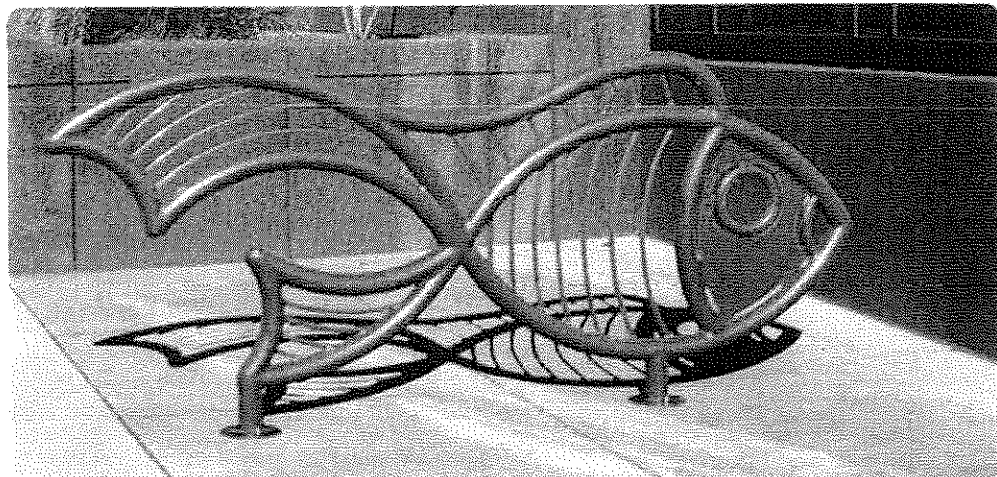
## LAKEFRONT PARK

### PROPOSED BIKE PATH TO SWIMMING POOL BIKE RACKS





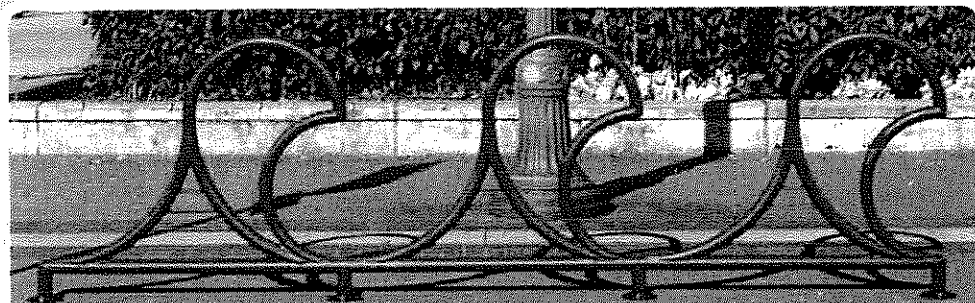
# ARTFUL CYCLOOPS



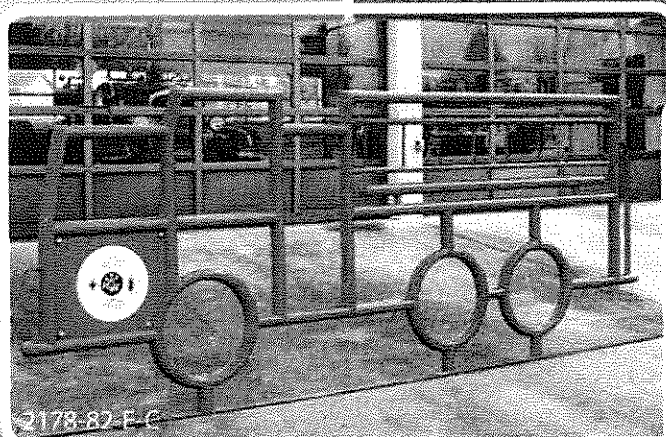
Using identifying representations (shapes, letterforms and color) these imaginative bike racks provide function with artful style.

Material specifications are the same as Original CycLoops. Available in all powder-coating colors.

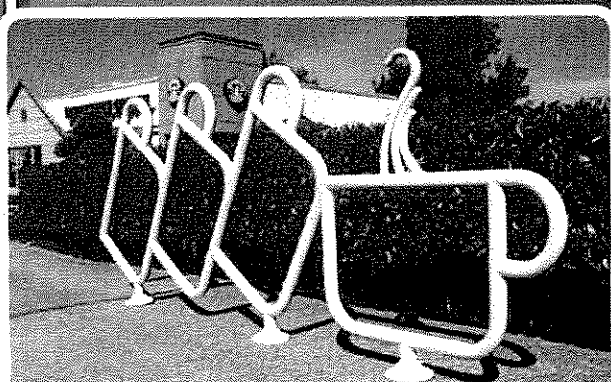
Standard mounting is by embedment. Surface mounting is optional on most models.



2178-16-P-C



2178-82-P-C

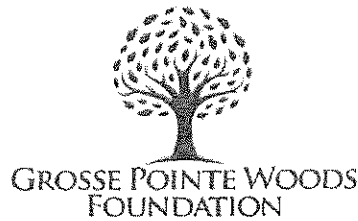


2178-05-P-C



2178-50-P-C





## **Grosse Pointe Woods**

### **Lakefront Park**

### **Fitness Trail**

#### **Donor Opportunities:**

Naming Sponsor - \$15,000 - only one

Gold Sponsor - \$10,000 – no more than three for this project

Silver Sponsor - \$5,000 – no limit

Bronze Sponsors - \$2500 – no limit

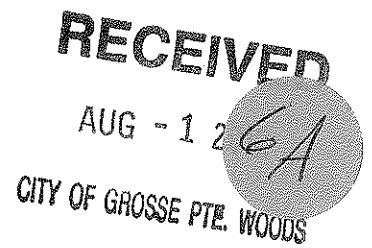
Fitness Station and Bike Rack Sponsors - \$2000 each (for each station)

Fitness Partners - \$1000 to \$500

The Lakefront Park Fitness Trail will feature 12-15 outdoor fitness stations, along the Park's 1.3 mile jogging/walking trail. Additionally, the current bike path entrance to the park will be modified to make it safer and easier for residents to ride their bikes to the park and travel to the Fitness Trail for exercise, jogging or walking, or the pool, all outside of road vehicle traffic.

The Naming Sponsor will be recognized by significant and permanent signage placed prominently at a fitting location in Lakefront Park, at or along the Fitness Trail. All other sponsors and partners will likewise receive recognition with appropriate signage, reflecting the level of their contribution. All our donors are greatly appreciated; we hope you can help our community as a donor on this exciting new project!

**GROSSE POINTE WOODS FOUNDATION**



## **Cook Schoolhouse Usage Proposal**

### **Suggested uses:**

- Civic or social group meetings
- Small catered parties – see kitchen facilities in Community Center Guidelines
- Weekday teacher/school group educational opportunities; groups consisting of one adult per ten children

### **Occupancy:**

- Maximum of 50 people

### **Availability & Fees**

- **Weekdays** - Monday through Friday, 9 a.m. until 5 p.m.  
\$40 for 4 hours; \$10 each additional hour or portion thereof  
\$30 for 4 hours for teacher/school groups
- **Evenings** - Monday through Thursday, 5 p.m. until 10 p.m.  
\$60 for 5 hours; \$15 each additional hour or portion thereof
- **Weekends** - Friday, 5 p.m. until 10 p.m.; Saturday and Sunday 10 a.m. until 10 p.m. in 5 hour blocks  
\$80 for 5 hours; \$15 each additional hour or portion thereof

### **Security deposit:**

- \$200 at time of reservation; refundable per Community Center policy
- Security deposit not applicable for teacher/school groups

### **Special considerations:**

- Refreshments can be brought in such as coffee, tea, soft drinks, cake, cookies, sandwiches and fruit.
- Catered events are subject to the Community Center Guidelines under use of kitchen facilities.
- Chafing dishes with fuel heaters, electric warmers and crock pots will be allowed.
- Candles or other open flames of any sort are prohibited.
- Groups with children under 18 years must consist of a minimum of one adult per ten children.

### **Procedure:**

- Reservation must be made by an adult resident of the City of Grosse Pointe Woods; exceptions will be made for teachers in Grosse Pointe Schools who are not residents of the Woods.
- Person making reservation should report to the building attendant in the Community Center upon arrival to open door; alert building attendant in the Community Center when vacating the building so it can be locked.
- Nothing is to be affixed in any way to the building walls or fixtures.
- Cook Schoolhouse rentals are subject to all guidelines as published for the Community Center.
- Basement is closed to the public.