



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, December 20, 2010, at 7:00 p.m.** The meeting will be held in the Conference Room of the Municipal Building, 20025 Mack Plaza, 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. Park Pass Application Process A. Memo 12/15/10 – Director of Public Services/Recreation Supervisor
5. New Business
6. Adjournment

Alfred Fincham
City Administrator

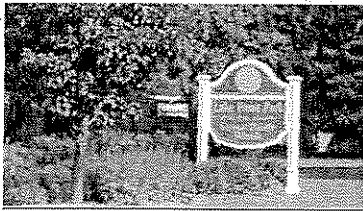
IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT)
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The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired, or audio tapes of printed materials being considered at 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@gpwwmi.us.

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Berschback
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City of Grosse Pointe Woods Parks and Recreation

Memorandum 165-10

Date: December 15, 2010
To: Alfred Fincham, City Administrator
From: Joe Ahee, Director of Public Services *JA*
Melissa Sharp, Recreation Supervisor *MS*
Subject: Park Pass Applications

During cost containment discussions, we have determined that nearly \$7,000 can be saved in expenses and wages by changing the process in which residents apply for park passes.

Currently, the Community Center mails out park pass applications in April, incurring the following expenses: postage (\$3,216), printing (\$1,900), and envelope stuffing/sorting (\$600).

Since most residents submit their applications to the office during the month of May, the Community Center staff processes about 350 park passes per day. During this time, the staff is also processing swim lesson registration, swim team registration, and group permit applications. In order to serve the residents in a timely manner, additional staff is scheduled during the month of May.

By distributing the park pass applications electronically, approximately \$5,700 can be saved. Furthermore, if the residents are encouraged to renew their park passes earlier in the year, applications can be processed in March and April without having to schedule additional staff. This would result in approximately \$1200 in savings.

In order to make the transition from paper forms to electronic forms, we could advertise the change on the website, cable, nixel and newspapers. A copy of the form could be available to download from the website, or we could implement an electronic form that can be completed online. We could also e-mail the form to approximately 2,200 households that have submitted their e-mail addresses on last year's park pass application. For residents without access to a computer, forms would be available at the Community Center, City Hall, Lake Front Park, and Public Safety.