

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, FEBRUARY 16, 2009, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke
Council Members Bryant, Dickinson, Granger, Sucher, Waldmeir
ABSENT: Howle
ALSO PRESENT: City Administrator Wollenweber
City Clerk Hathaway
Director of Public Works Ahee

Mayor Novitke called the meeting to order at 7:36 p.m.

Motion by Waldmeir, seconded by Bryant, that Council Member Howle be excused from tonight's meeting.

Motion carried by the following vote:

Yes: Bryant, Dickinson, Granger, Novitke, Sucher, Waldmeir
No: None
Absent: Howle

The topic of tonight's agenda was concerning **cost containment**.

The first matter discussed was regarding **2008/09 Budget Reductions**. The Chair stated that \$159,959 was reduced by Administration reducing expenses.

Motion by Granger, seconded by Bryant, regarding 2008/09 Budget Reductions, that this item be referred to the Finance Committee for review.

Motion carried by the following vote:

Yes: Bryant, Dickinson, Granger, Novitke, Sucher, Waldmeir
No: None
Absent: Howle

Cost containment was discussed next. The Chair requested the Treasurer/Comptroller confirm transfers for construction projects in FY 2008/09 (approximately \$1.3 million.) Council Member Granger met with the City's Engineer and Treasurer/Comptroller and stated the Construction Committee is considering the following:

Eliminating the following projects:

- Broadstone concrete construction \$450,000
- Asphalt construction Huntington - Mack to Holiday \$225,000

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• Watermain replacement – South Renaud	\$500,000
• Sewer line root control	\$ 10,000
• CIPP	<u>\$200,000</u>
TOTAL	\$1.3 Million

Keeping the following projects:

• Sidewalk construction District 5	\$300,000
• Concrete maintenance District 5	\$800,000
• Joint sealing in District 7	\$120,000
• Asphalt maintenance in District 6	<u>\$200,000</u>
TOTAL	\$1.420 million

The truck ramp and deteriorating wall at City Hall is also being removed. Additional discussions with the Treasurer/Comptroller needs to be held to discuss unspent funding from 2008/09.

Discussion commenced regarding the Treasurer/Comptroller's memo dated February 13, 2009, which responded to suggestions made at the February 9, 2009, Finance Committee Meeting. The Chair and Members voiced their opinions on each item.

#1 – Do not open the pool after Labor Day

There was a consensus to close the pool after Labor Day decreasing expenses by \$7,500 depending upon weather conditions.

#2 – Charging for pavilion rental at Lake Front Park

There was a consensus to charge for pavilion rental, increasing revenue by \$11,500 by charging a user fee.

#3 – Look at vehicle use and extend use of vehicles by one to two years before replacing

There was a consensus to implement. Administration has addressed this matter.

#4 – Look at travel reductions

Chair requested itemized dollar amounts, leave on Committee-of-the-Whole agenda to be addressed at the next cost containment meeting. Outline any and all travel for Council, Appointed Officials, and Department Heads.

#5 – Consider zero-based budgeting

Being addressed.

#6 – Concrete work; look at grinding or leveling rather than replacing

Being addressed.

#7 – Delineate membership and travel

Same as #4, bring back to Committee-of-the-Whole.

#8 – Construction budget

Addressed at Construction Meetings. To remain on Committee-of-the-Whole. Decrease in expenses by \$885,000. Construction projects are proposed to be cut from \$2,305,000 in 2008/09 to \$1,420,000 as proposed in 2009/10.

#9 – Disagreement with closing pool on Labor Day
Addressed in No. 1, closing pool.

#10 – Look at outsourcing payroll, generate quarterly reports, W2's
Unanimously agreed not to outsource payroll at this time.

#11 – Collaborate with other communities to bid projects and equipment
Administrator to provide what is being done currently, what can be done in the future for capital purchases, remains an item for a future Committee-of-the-Whole.

#12 – Review staffing structure for Recreation Department
There was a consensus to implement with the exception of 12e Platform tennis. Administrator to provide itemized costs on all items, including platform tennis, and return to Committee-of-the-Whole. Decrease in expense estimated at \$73,097.

#13 – Structure contracts on a fiscal year basis
This is being done when able.

#14 – Reduce DPW overtime/hours worked and payroll for seasonal events
The consensus was the Committee opposed the reductions with suggestions being made to increase use of Auxiliary Officers. Fireworks are to continue.

The Chair declared a recess at 8:35 p.m., and reconvened at 8:41 p.m.

#15 – New hires go to retiree healthcare 401K system
To be addressed at next set of negotiations, but is currently in place.

#16 – Review Building Maintenance position
Better utilize services, provide greater oversight.

#17 – Department Heads attending Board/Committee meetings
Yes.

#18 – Extend computer life, increase number of years used before replacing
Agreed. Decrease in expense by \$35,000 for 2009/10 based on increased rotation schedule from 4 to 5 years.

#19 – Reduce number of printers
Being implemented.

- #20 – Reduce the number of money collection points
Nothing to discuss at tonight's meeting.
- #21 – Reduce employees at Lake Front Park and City Hall
Discussed previously.
- #22 – Do not cut pool operation unless necessary
Discussed previously.
- #23 – Department Heads attend budget meetings
Yes.
- #24 – Council/Employee travel
Include travel expense policy. Currently being addressed.
- #25 – Reduce/eliminate education reimbursement
Being addressed.
- #26 – Reduce large landscaping charges
No action.
- #27 – Reduce Attorney fees – obtain cost comparison
City Administrator to gather comparable information regarding attorney fees including Eastpointe, St. Clair Shores, four Grosse Pointes, and Roseville. Item to remain on the Committee-of-the-Whole.
- #28 – Retiree healthcare
Already addressed.
- #29 – Reduce City Engineering fees
Reduced by way of reduction in construction projects as previously discussed.
- #30 – Set a goal or a figure, reduce the fat by a certain percentage
Similar to No. 5, zero-based budgeting
- #31 – Identify vehicles that are taken home, need a new count
Has been addressed.
- #32 – Education, would like to see a list of payouts/pre-paid expenses
Previously provided. Done.
- #33 – Concession stand contract
To be reviewed after this season.
- #34 – Short-term (Items a-c):
Decrease in General Fund expense \$159,959 for 2008/09.

- #35a – Legal fees: budget by department, identify who is using the services, review/distribute costs after a year, determine allocation
Administration to provide itemized costs broken down by Court, Planning Commission, the remaining balance. Item to remain on the Committee-of-the-Whole. (Recording secretary's note: See #46 for an amendment.)
- #35b – Hire half-time, full-time, part-time employees
Is being addressed.
- #35c – Engage services of a consultant with experience in staffing analysis
Possibly include in next year's budget. City Administrator to provide costs for next Committee-of-the-Whole cost containment meeting.
- #35d – Prepare vehicle fleet analysis, and plan accordingly
See No. 36.
- #36 – Evaluate vehicle use, prepare ten year rotation schedule
Has been addressed.
- #37 – Travel policy – look at paid reimbursement for day(s) before and day(s) the event
Is being addressed.
- #38 – Education – look at reimbursements being paid for a degree having nothing to do with current job description
Is being addressed.
- #39 – Memberships – Committee involvement costs
Addressed previously.
- #40 – Council sets the tone
Agree.
- #41 – Energy savings, go green
Partially implemented. This item to remain on Committee-of-the-Whole
- #42 – Provide employees with an annual Benefits Statement, more than just W2
Next year.
- #43 – Consent agenda
The consensus was that this is not a time saver, not to implemented.
- #44 – Reduce required Committee-of-the-Whole attendance by City Attorney
No action needed. Request attendance as needed.

- #45 – Review fee schedule – evaluate to recoup actual costs
Has been addressed and being reviewed annually.
- #46 – Council set a policy on who contacts City Attorney
Appointed Officials, Council Members, Department Heads, and employees when authorized by Supervisors are permitted to contact attorneys as needed. Referencing 35a, a more detailed breakdown of the remaining balance was requested to return to Committee-of-the-Whole.
- #47 – Consider working 4 10-hour workdays to reduce energy costs, also provides personal savings to the employee for gas/wear and tear on vehicle
Remove, no cost savings identified.
- #48 – Identify the dollars available, audit forthcoming
Has been addressed.
- #49 – Look at need for lobbyist
There was a consensus to eliminate for 2009, saving \$11,000.
- #50 – Vehicles/large equipment
Administrator to provide cost details and return to Committee-of-the-Whole.
- #51 – Municipal sharing of equipment
Administrator to provide additional information and return to Committee-of-the-Whole.
- #52 – Capital improvements; maintenance vs. construction
Discussed previously.
- #53 – Consider employee benefits, what attracts good employees
Discussed previously.

Added items:

Gift Cards – Unanimous consent to curtail, eliminate, reducing expenses by \$7,800

ULS Skating – City Administrator to obtain cost for a shorter contract term (November to January), number of users, and will be checking with Grosse Pointe Shores to see if there is any interest in joint use of ice time. This item is to return to Committee-of-the-Whole.

Summarizing items to be addressed at the next Committee-of-the-Whole meeting: Item Nos. 4, 7, 8, 11, 12e, 27, 35a, 35c, 41, 46, 50, 51, ULS ice skating.

The Chair asked the Administrator to provide the amount of dollars saved on items implemented thus far.

There was a brief discussion concerning band costs performing for Discover Mack Avenue Days events and Lake Front Park, and the DJ around the pool. The City Administrator is to provide additional cost information.

The City Administrator was asked to provide clarification on \$73,097 for Parks and Recreation reduction.

The City Administrator was asked to provide additional information and have Director Makowski available for the next Committee-of-the-Whole meeting to discuss the Director's memo of February 12, 2009.

The City Administrator was asked to provide attendance and costs for father/daughter dance, mother/son movie, polar express, movies, free campout, and pancake breakfast.

The Chair declared a recess at 10:15 p.m., and reconvened at 10:19 p.m.

The City Clerk's memo dated February 11, 2009, was briefly discussed. Items 1-9 are to be addressed at a future Public Relations Committee Meeting. Hearing no objections, there was a consensus of the Committee that \$1.00 be charged for each No Solicitor/Handbills window clings or door hangers.

Under new business, the Chair discussed delivery of agenda packets for the various committees. In an effort to reduce/contain costs, all Council Members will receive packets in email form (via link), and Committee Members will additionally receive a hard copy.

Council Member Waldmeir requested an update on the status of Star Commonwealth and Vernier Terrace. The City Administrator reported a meeting would be held sometime in the next week or so regarding Star Commonwealth. Vernier Terrace has not pulled permits as of yet, however, Matt Kornmeier, owner of Vernier Terrace, is expecting it to move forward.

Motion by Granger seconded by Bryant, that the meeting of the Committee-of-the-Whole be adjourned at 10:39 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk