

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, NOVEMBER 17, 2008, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke  
Council Members Bryant, Dickinson, Granger, Howle, Sucher, Waldmeir

ABSENT: None

ALSO PRESENT: City Administrator Wollenweber  
City Attorney Don Berschback  
City Treasurer/Comptroller Irby  
City Clerk Hathaway

Mayor Novitke called the meeting to order at 8:46 p.m.

Tonight's meeting began with a discussion regarding cost containment. The Chair invited Committee Members and appointed officials to provide ideas relative to reducing costs.

The following ideas were discussed:

- Do not open the pool after Labor Day
- Charge for pavilion rental at Lake Front Park; labor intensive to refund the money and users of the pavilion accepted the fee
- Look at vehicle use and extend use of vehicles by one to two years
- Look at travel
- Consider zero-based budgeting
- Concrete work; look at grinding or leveling rather than replacing
- Delineate membership and travel
- Construction budget; budget half the cost of Broadstone construction (\$225,000) in FY 2009/10, and the balance (\$225,000) in FY 2010/11; beginning construction in early spring of 2010
- Disagreement with closing pool on Labor Day was voiced. Rather, implement cost cutting measures such as training lifeguards at another pool rather than at our pool reducing heating costs, etc. The pool is a service, provides a quality of life in Grosse Pointe Woods. Set a temperature (degree) measurement requirement for the pool to open
- Look at outsourcing payroll, generate quarterly reports, W2's
- Collaborate with other communities to bid projects/equipment such as trees
- Review staffing structure for Recreation Department:
  - Bathhouse could be closed, also reduces costs for heat, water, and plumbing
  - Community Center; Supervisor and two staff members answering the phone
  - Activities Building supervised by Community Center
  - Gate attendants; two at the gate
  - Platform tennis; limit use to reduce heat costs
  - Bridge attendant; eliminate unless the park is busy
  - Lifeguards; overstaffing; work or send home if no work/bad weather
- Structure contracts on a fiscal year basis

- Reduce DPW overtime hours worked and payroll for seasonal events
- New Hires – go to 401K system
- Review Building Maintenance position
- Department Heads attending Board/Committee Meetings
- Extend computer life, increase number of years used before replacing
- Reduce number of printers
- Reduce the number of money collection points
- Reduce employees at Lake Front Park and City Hall
- Do not cut pool operation unless necessary
- Department Heads attend budget meetings
- Council/Employee travel
- Reduce/eliminate education reimbursement
- Reduce large landscaping charges
- Reduce attorneys fees; obtain cost comparison
- Retiree healthcare
- Reduce City Engineering fees
- Set a goal or a figure, reduce the fat by a certain percentage
- Identify vehicles that are taken home, need a new count
- Education, would like to see a list of payouts/pre-paid expenses
- Concession stand contract; City should receive a percentage of the gross sales, get an up-front deposit off an audited profit/loss statement
- Short-term:
  - Promote cost reduction opportunities
  - Lobbyist fee (\$12,000), utilize Michigan Municipal League more
  - Improve expenditure controls, chart of accounts
- Long-term:
  - Legal fees: Budget by department, identify who is using the services, review/distribute costs after a year, determine allocation
  - Hire half-time, full-time, part-time employees
  - Engage services of a consultant with experience in staffing analysis
  - Prepare vehicle fleet analysis, and plan accordingly
- Evaluate vehicle use, prepare ten year rotation schedule
- Travel policy – look at paid reimbursement for day(s) before and day(s) the event
- Education – look at reimbursements being paid for a degree having nothing to do with current job description
- Memberships – Committee involvement costs
- Council sets the tone
- Energy saving, go green
- Provide employees with an annual Benefits Statement, more than just W2
- Consent agenda – reduces meeting time (reducing energy and attorney fees)
- Reduce required Committee-of-the-Whole attendance by City Attorney
- Review Fee Schedule – evaluate to recoup actual costs
- Council set a policy on who contacts City Attorney
- Consider working 4 10-hour workdays to reduce energy costs, also provides personal savings to the employee for gas/wear and tear on vehicle
- Identify the dollars available, audit forthcoming
- Look at need for lobbyist
- Vehicles/large equipment
- Municipal sharing of equipment

- Capital improvements; maintenance vs. construction
- Consider employee benefits, what attracts good employees

The Treasurer/Comptroller stated revenue sharing information will be available March/April and values available February/March.

The Chair asked that administration provide information as to what the City is doing right now to reduce expenditures and what reductions can be implemented without reducing services. Ms. Irby indicated the audit will be completed this Friday. A Finance Committee Meeting is scheduled for December 8. Proposed audit review meeting with Committee-of-the-Whole sitting as a Finance Committee is scheduled for December 22.

The Chair declared a recess at 10:01 p.m., and reconvened at 10:10 p.m.

City Administrator is to provide a list of items implemented to reduce costs this budget year.

Under new business, the Chair discussed an ordinance regarding indemnifying public officials, hold harmless, similar to the indemnification paragraph in City Administrator's contract. Administration was requested to look at public liability. This item is to be placed on a future Council agenda. The City Clerk and City Attorney are to look at what is currently in place.

Next, replacement of the Municipal Judge was discussed. The Chair identified the following as options:

- Council may appoint a Judge, which would give that person the benefit of running as an incumbent in November 2009, and would require an interview process;
- Use a visiting Judge;
- Hold a Special Election.

The City Attorney reminded Council that our Judge also serves as Judge in Grosse Pointe Park. An interview process would last through February. No elected official serving on Council at this time can be appointed as Municipal Judge. The City Clerk provided an overview on the time lines and estimated cost to administer a Special Election.

There was a consensus of the Committee to utilize a visiting Judge until the next regular City election is held in November 2009.

The City Clerk was asked to provide information regarding nominating petitions, due dates, number of signatures, etc. required for the November 2009 Regular City Election. The City Attorney will provide a list of visiting Judges.

Motion by Waldmeir, seconded by Sucher, that the meeting of the Committee-of-the-Whole be adjourned at 10:55 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway  
City Clerk