

## 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, March 26, 2018, at 6:30 p.m.** The meeting will be held in the Conference Room of the Municipal Building, 20025 Mack Plaza, 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. Public Safety Improvements
  - A. Memo 03/23/18 - Director of Public Safety
  - B. Letter 03/16/18 – City Engineer
  - C. Tabulation of Bids 03/13/18
5. Emergency Medical Services – Medstar
  - A. Proposed Contract for Emergency Medical Services Between Medstar, Inc. and the cities of Grosse Pointe Woods, Grosse Pointe Farms, and Grosse Pointe
6. Fiscal Forecasting
7. Headlee Override
  - A. Draft Information Sheet – V2
8. Position Classification Change – Municipal Court
  - A. Memo 03/14/18 – Court Clerk  
Exhibit A-4-1 TPOAM  
Exhibit A-5 Administrative Clerk III  
Exhibit A-1B Administrative Clerk II  
Exhibit A-2b Administrative Clerk I
9. New Business/Public Comment
10. Adjournment

Bruce Smith  
City Administrator

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



## CITY OF GROSSE POINTE WOODS DEPARTMENT OF PUBLIC SAFETY

4

RECEIVED  
MAR 23 2018  
CITY OF GROSSE POINTE WOODS

**Date: March 23, 2018**

**To: Bruce Smith, City Administrator**

**From: John G. Kosanke, Director**

A handwritten signature in black ink, appearing to read "John G. Kosanke".

**Budget Amendment Request – Public Safety Improvements AEW Project NO. 0160-0397**

I am requesting a budget amendment and approval to proceed with the Public Safety Improvement Project. This additional amount needed for the project is not a budgeted expense.

On Thursday March 15 2018, Matt Berge (AEW) and I interviewed the three lowest bidders for the Public Safety Improvement Project. The lowest bidders were Cross Renovations, Inc., Bernco, Inc. and M.L. Schoenherr Construction, Inc. After the interviews, Matt and I narrowed the selection between Cross Renovations and Bernco.

Matt Berge did a follow-up with more questions and a review of the references from all three companies. I read the letter from Mr. Berge and concur with his recommendation to award the project to Cross Renovations.

The bid from Cross Renovations was for **\$546,476.00**, including two alternates. The first alternate is for a secure metal plank ceiling to be installed in the lock-up area. I recommend this to stay in the project plans, as this would prevent a prisoner from escaping through the ceiling.

The second alternate is for a ramp to be installed leading from the sally port area to the prisoner booking area. Originally, this alternate was not to be included in the project. Building Official Gene Tutag, who has been involved with and is supportive of project plans, sent the plans out to B and F Construction Code Services for their review to make sure that the plans complied with current building codes. It was then discovered that the ramp is required per code. The ramp would provide egress for a handicapped prisoner in the event of a fire, in which case all prisoners would be evacuated to a secure area of refuge (sally port).

I am recommending to the Mayor and Council that the project be approved. The City received a grant from the State of Michigan for **\$500,000.00**. The award identified **\$400,000.00** for the lock-up build out and **\$100,000.00** to cover the cost of adding another position (equipment and additional radio console) in the Dispatch center for a second dispatch position. An amount of **\$146,476.00** will need to be transferred from the General Fund balance into the Public Safety Municipal Improvement Fund in order to complete the project. The items in the plans are necessary and required to ensure officer and prisoner safety.

Recommend Approval of the above not to exceed **\$146,476.00** as submitted.

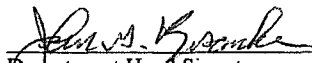
I respectfully request that you approve this budget amendment request. Please feel free to contact me if you have any questions.

A budget amendment is required from the General Funds balance 101-000-699.000 to the following account:

Account # 401-902-977.102 in the amount of \$146,476.00

Department Certification:

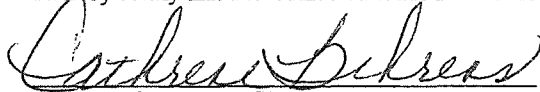
I hereby certify that the above items are necessary for the proper operation of this Department.

  
\_\_\_\_\_  
Department Head Signature

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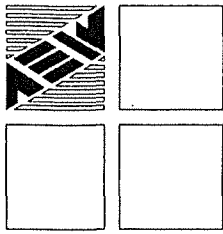
Fund Certification:

I hereby certify that unencumbered funds are available for the above purchase, and that the account number has been verified.

  
\_\_\_\_\_  
Treasurer/Comptroller Signature

APPROVED FOR COUNCIL CONSIDERATION:

  
\_\_\_\_\_  
City Administrator Signature



**ANDERSON, ECKSTEIN AND WESTRICK, INC.**

51301 Schoenherr Road, Shelby Township, Michigan 48315  
Civil Engineers • Surveyors • Architects 586-726-1234

March 16, 2018

Bruce Smith  
City of Grosse Pointe Woods  
20025 Mack Plaza Drive  
Grosse Pointe Woods, MI 48236

Reference: Public Safety Improvements  
Grosse Pointe Woods, MI  
AEW Project No. 0160-0397

Dear Mr. Smith:

On Tuesday, March 13, 2018, six (6) bids were received for the above referenced project. We have tabulated the bids and have included a summary herewith for your use.

We interviewed the three lowest bidders, Cross Renovations, Inc., Bernco, Inc., and M.L. Schoenherr Construction, Inc. Based on interviews we narrowed the selection to Cross Renovations and Bernco. We then attempted to contact references, reviewed schedules of values, and asked follow up questions of both Cross Renovations and Bernco.

The as-read low bidder is Cross Renovation, Inc. We have not previously worked with Cross Renovation, Inc. However, we reviewed their references and critical subcontractors and are satisfied they can perform the work.

Based upon our evaluation of the bids, experience, references, and schedule of values we recommend the contract for the **Public Safety Improvements** be awarded based on available funding to **Cross Renovations, Inc., 34133 Schoolcraft Road, Livonia, MI 48150 for the amount of \$527,777.00.**

If you have any questions, please advise.

Sincerely,

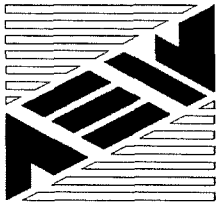
ANDERSON, ECKSTEIN AND WESTRICK, INC.

Matthew Berge, AIA

cc: John Kosanke, Director of Public Safety

Enclosure: Bid tabulation

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MAR 19 2018  
CITY OF GROSSE PTE. WOODS



## TABULATION OF BIDS

City of Grosse Pointe Woods  
Public Safety Improvements

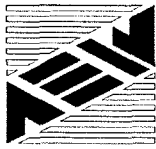
AEW PROJECT NO. 0160-0397

DATE: 3/13/18  
TIME: 10:00 AM

Prepared by: Anderson, Eckstein and Westrick, Inc.  
51301 Schoenherr Road  
Shelby Township, MI 48315

### VENDOR RANKING

<i>RANK</i>	<i>VENDOR NAME</i>		<i>Lump Sum Bid</i>		<i>Alternate 1 (Deduct)</i>		<i>Alternate 2 (Add)</i>
1	Cross Renovation, Inc	\$	527,777.00	\$	20,731.00	\$	18,699.00
2	Bernco, Inc	\$	575,000.00	\$	15,000.00	\$	30,000.00
3	M.L. Schoenherr Construct.	\$	587,200.00	\$	15,400.00	\$	34,800.00
4	Keo and Associates, Inc	\$	669,927.00	\$	14,925.00	\$	51,625.00
5	Brencal Contractors	\$	726,000.00	\$	13,000.00	\$	29,000.00
6	Elgin Builders	\$	730,600.00	\$	14,500.00	\$	20,300.00



# TABULATION OF BIDS

City of Grosse Pointe Woods  
Public Safety Improvements

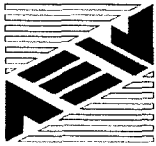
AEW PROJECT NO. 0160-0397

Cross Renovation, Inc  
34133 Schoolcraft Rd  
Livonia, MI 48150

Bernco, Inc  
20816 11 Mile Rd Ste 202  
St Clair Shores, MI 48081

M.L. Schoenherr Construct.  
48380 Van Dyke Ste 500  
Shelby Twp., MI 48317

Item No.	Description	Estimated Quantity	Units	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
<b>Lump Sum Bid</b>									
A.1	Public Safety Building Improvements	1	LS	517,777.00	517,777.00	565,000.00	565,000.00	577,200.00	577,200.00
A.2	Owner Directed Contingency	1	LS	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
A.3	Total Lump Sum Bid (A.1+A.2=A.3)	1	LS	527,777.00	527,777.00	575,000.00	575,000.00	587,200.00	587,200.00
<b>SUBTOTAL LUMP SUM BID</b>					<b>527,777.00</b>		<b>575,000.00</b>		<b>587,200.00</b>
<b>Alternate 1</b>									
A.4	Bid Alternate #1 (Deduct)	1	LS	20,731.00	20,731.00	15,000.00	15,000.00	15,400.00	15,400.00
<b>SUBTOTAL ALTERNATE 1</b>					<b>20,731.00</b>		<b>15,000.00</b>		<b>15,400.00</b>
<b>Alternate 2</b>									
A.5	Bid Alternate #2 (Add)	1	LS	18,699.00	18,699.00	30,000.00	30,000.00	34,800.00	34,800.00
<b>SUBTOTAL ALTERNATE 2</b>					<b>18,699.00</b>		<b>30,000.00</b>		<b>34,800.00</b>



# TABULATION OF BIDS

City of Grosse Pointe Woods  
Public Safety Improvements

AEW PROJECT NO. 0160-0397

Keo and Associates, Inc  
18286 Wyoming St  
Detroit, MI 48221

Brenca Contractors  
26079 Schoenherr  
Warren, MI 48089

Elgin Builders  
65 Cadillac Square Ste 2102  
Detroit, MI 48226

Item No.	Description	Estimated Quantity	Units	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
<b>Lump Sum Bid</b>									
A.1	Public Safety Building Improvements	1	LS	659,927.00	659,927.00	716,000.00	716,000.00	720,600.00	720,600.00
A.2	Owner Directed Contingency	1	LS	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
A.3	Total Lump Sum Bid (A.1+A.2=A.3)	1	LS	669,927.00	669,927.00	726,000.00	726,000.00	730,600.00	730,600.00
<b>SUBTOTAL LUMP SUM BID</b>					<b>669,927.00</b>		<b>726,000.00</b>		<b>730,600.00</b>
<b>Alternate 1</b>									
A.4	Bid Alternate #1 (Deduct)	1	LS	14,925.00	14,925.00	13,000.00	13,000.00	14,500.00	14,500.00
<b>SUBTOTAL ALTERNATE 1</b>					<b>14,925.00</b>		<b>13,000.00</b>		<b>14,500.00</b>
<b>Alternate 2</b>									
A.5	Bid Alternate #2 (Add)	1	LS	51,625.00	51,625.00	29,000.00	29,000.00	20,300.00	20,300.00
<b>SUBTOTAL ALTERNATE 2</b>					<b>51,625.00</b>		<b>29,000.00</b>		<b>20,300.00</b>



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MAR 16 2018  
CITY OF GROSSE PTE. WOODS

**CONTRACT FOR EMERGENCY MEDICAL SERVICES**  
**BETWEEN MEDSTAR, INC.**  
**AND the cities of Grosse Pointe Woods, Grosse Pointe Farms, and Grosse Pointe.**

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THIS AGREEMENT is effective this 1 day of January, 2018 by and between Medstar, Inc., a Michigan not for profit Corporation, hereinafter referred to as "Medstar", with its registered and principal office at 380 N. Gratiot, Clinton Township, Michigan 48036, and the City of Grosse Pointe Woods, Grosse Pointe Farms, and Grosse Pointe, referred to as "Cities".

**RECITALS**

Medstar is a licensed Emergency Medical Services Agency approved and licensed by the Michigan Department of Community Health pursuant to Section 20918 of Public Act 375 of 2000, an amendment to Public Act 368 of 1978, known as the "Public Health Code", to provide emergency and interfacility ambulance service in, but not limited to, the area of the Grosse Pointe Communities, Wayne County, Michigan.

Cities are desirous of insuring safe, effective, and clinically appropriate ambulance service for persons within the Cities.

Accordingly, Medstar and the Cities agree to the following:

**AGREEMENT**

The technical terms and phrases used in this agreement have the definitions set out in Act No. 368 of the Michigan Public Acts of 1978, as amended, including Act No. 375 of Michigan Public Acts of 2000, as amended, and the rules and regulation promulgated by the Department of Community Health as amended from time to time. Medstar's responsibilities under the



agreement are at all times governed by statutes, rules, and regulations pertaining to emergency medical services.

## **ARTICLE I** **SERVICE AREA**

The City of Grosse Pointe, Grosse Pointe Woods, and Grosse Pointe Farms shall be the service area affected by this agreement.

## **ARTICLE II** **SERVICE**

Medstar will provide Cities advanced and basic life support ambulance service when request by the Cities as defined in article V.

## **ARTICLE III** **QUALIFICATIONS OF MEDSTAR**

Medstar will furnish ambulances and response vehicles licensed by the Michigan Department of Community Health EMS Division, and staffed with personnel appropriate for the license level of each vehicle. Medstar will provide advanced life support (ALS) ambulances staffed by at least one paramedic and one Emergency Medical Technician, and basic life support (BLS) ambulances, staffed by two Emergency Medical Technicians as the basis of this agreement.

Medstar will maintain accreditation by the Commission on Accreditation of Ambulance Services (CAAS) throughout the course of this agreement, and will notify the Cities of any changes to its accreditation status.

## **ARTICLE XII** **PATIENT SATISFACTION SURVEY**

Medstar will survey patients receiving services from Medstar under this agreement regarding customer satisfaction through the utilization of an independent, nationally benchmarked patient satisfaction survey. Survey data will be furnished on a quarterly basis to the City Managers.

#### **ARTICLE IV** **MEDICAL CONTROL**

The Michigan Department of Consumer and Industry Services has designated a medical control authority for the County of Wayne under Section 20910(1)(k) of the act. Accordingly, the supervision of emergency medical services to be provided by Medstar is under the direction of the Detroit East Medical Control Authority and its designated medical physician director pursuant to Section 20906 of the act.

#### **ARTICLE V** **EMERGENCY MEDICAL DISPATCH / CALL CATEGORIZATION**

Medstar will maintain a communication link between its dispatch center and the designated dispatch centers utilized by the Cities.

Cities designated dispatch center will provide Emergency Medical Dispatch (EMD) call screening utilizing the National Academy of Emergency Medical Dispatch (NAEMD) triage criteria, and will categorize requests for EMS service through the use of the process. The Cities designated dispatch center will provide Medstar summarized call information including address and cross streets, primary medical complaint of the anticipated patient(s), and the categorization of the request based on the call screening process.

Call Level	Determinant	Ambulance Response Mode	Ambulance Level	First Response Mode	Response Time Criteria
Echo		RLS	ALS	RLS	8/90
Delta		RLS	ALS	RLS	8/90
Charlie		NRLS	BLS	N/I	11/90
Alpha		NRLS	BLS	N/I	11/90
Omega		Referral to Alternative Care			

Medstar will utilize the appropriate level and response mode for each response, as categorized through the national criteria.

#### **ARTICLE VI** **RESPONSE TIME**

Medstar will respond to requests for services within a reasonable time, consistent with the categorization of the request based on the call screening process and in compliance with any applicable medical control authority protocols. Emergency requests requiring the highest priority of medical response will be monitored to insure an eight (8) minute, 59 second or less response 90% of the time. Emergency requests requiring the less than the highest priority of medical response time will be monitored to insure an eleven (11) minute, 59 second or less response 90% of the time. Requests that are non-emergency in nature (lift-assists, check-outs, etc.) will receive service times as generated by the status of the EMS system at the time of the request.

Medstar will provide the Cities designated representative quarterly reports summarizing the response time performance data.

## **ARTICLE VII** **INDEMNITY**

The parties mutually acknowledge that liability for services performed pursuant to this agreement is controlled under the applicable provisions of MCL 333.20965. Medstar will defend and indemnify Cities from and for any and all liability or claims arising out of Medstar's performance of services under this agreement. The Cities and Medstar also retain all rights to assert common law indemnification and statutory contribution.

## **ARTICLE IX** **PAYMENT AND FEES TO BE CHARGED**

For all services rendered, Medstar will charge the fees in its Normal Service Fee Schedule (attached here as an exhibit and as amended from time to time) for such service directly to said person, and such fees will be in an amount not higher than those fees charged by it for similar services in each of those communities in which it operates in and about the vicinity of the Cities. Medstar represents and warrants that the fees it charges are reasonable and customary and comparable to the fees charged by other services providers under similar circumstances. During the term of this Agreement, Medstar will provide notice to the Cities of any change in its fee schedule. Medstar will accept assignment of Medicare, Medicaid, and commercial payment, and will collect co-pays and deductibles from the responsible party or, if applicable, from supplemental insurance. Except as otherwise indicated, the Cities is not obligated to collect and/or pay to Medstar any fees it may charge that are not paid by the responsible party.

In the event that Medstar renders services to a Cities employee who is injured in the line of duty, it will bill the Cities or, if applicable, the Cities worker's compensation carrier.

**ARTICLE X**  
**BASE OF OPERATIONS**

Medstar's headquarters and dispatch site is at 380 N. Gratiot, Clinton Township, Michigan 48036.

Medstar deploys its ambulances from various strategic locations within and near the Cities to optimize safe response time performance.

**ARTICLE XIII**  
**INSURANCE**

Medstar will secure and maintain throughout the term of this Agreement insurance coverage described below from companies in a form and amount acceptable to the Cities:

A. Worker's Compensation and Employees Liability Insurance in compliance with the statutes of the State of Michigan for the personnel provided by Medstar to staff the "Unit".

B. Comprehensive General Liability Insurance (which includes professional liability) and Automobile Liability Insurance in the amounts set forth below;

General Liability - \$1,000,000 per occurrence, \$2,000,000 in the aggregate.

Automobile Liability - \$1,000,000 combined single limit.

Cities will be named as Additional Insured on such policies. Such insurance will be primary for any liability of Medstar arising out of its indemnification of Cities pursuant to Article VII. Medstar will also maintain Excess Liability in the amount of \$10,000,000 or such amounts as Medstar deems reasonable from year to year, but in no event less than \$5,000,000. Medstar agrees to furnish a copy of each of the foregoing policies to the Cities at or prior to the execution of this Agreement. Each of these policies must also provide that it may not be modified or cancelled without thirty (30) days prior written notice to the Cities.

**ARTICLE XIV**  
**INDEPENDENT CONTRACTOR**

It is expressly understood and agreed that Medstar is an independent contractor for all purposes of this agreement. Medstar is not an agent, servant, employee, or appointee of the Cities.

**ARTICLE XV**  
**COMPLIANCE WITH LAWS**

Medstar will comply with all Federal and Michigan laws and all ordinances of the political subdivisions in which it operates regarding all matters relating to the performance of this agreement including, but not limited to, all such laws and ordinances concerning licensing, training, personnel, and operation of motor vehicles.

**ARTICLE VIII**  
**SUBSIDY AND TERM OF AGREEMENT**

This Agreement is effective as of the date first written above. The term of this Agreement is for three (3) years from and after January 1, 2018. The cities shall pay Medstar \$125,000 per year, paid in quarterly payments as an operating subsidy for the services provided. The division of the subsidy will be determined by the designated city officials from each city.

**ARTICLE XVI**  
**TERMINATION**

This agreement may be terminated by either party upon delivery of written notice of termination not less than one hundred and 180 (180) days prior to the effective date of the termination. Such notices will be considered made if deposited in the United State mail with

proper postage for first class postage addressed to the following addresses of the respective parties:

City of Grosse Pointe Farms  
Shane Reeside, City Manager  
90 Kerby Road  
Grosse Pointe Farms, MI 48236

City of Grosse Pointe Woods  
Bruce Smith, City Administrator  
200025 Mack Plaza  
Grosse Pointe Woods, MI 48236

City of Grosse Pointe  
Peter Dame, City Manager  
14147 Maumee Avenue  
Grosse Pointe, MI 48230

Medstar  
Kolby C. Miller, Chief Executive Officer  
380 N. Gratiot  
Clinton Township, MI 48036

At least 60 days prior to the effective date of such termination, the parties will meet in person to discuss the reasons for the Cities's Notice of Termination, and Medstar will have 30 days thereafter to address the concerns that prompted the Cities to give Notice of Termination.

#### **ARTICLE XVII** **COMPLETE AGREEMENT**

This document constitutes the complete agreement between the parties. There are no oral or other written agreements of any nature pertaining to any matter or thing relating to the subject matter of this agreement.



**ARTICLE XVIII**  
**NON-DISCRIMINATION**

Both parties agree that any services to be provided will be provided in a manner that does not discriminate on the basis of race, religion, color, national origin, sex, age, height, weight, handicap, AIDS, HIV, hepatitis or other infectious disease, marital status, sexual preference, or any other protected classification or source of payment.

The parties executed this agreement on the date and year written above.

**City of Grosse Pointe**

\_\_\_\_\_  
BY: \_\_\_\_\_  
Name of Representative

**City of Grosse Pointe Woods**

\_\_\_\_\_  
BY: \_\_\_\_\_  
Name of Representative

**City of Grosse Pointe Farms**

\_\_\_\_\_  
BY: \_\_\_\_\_  
Name of Representative

**Medstar, Inc.**

BY: \_\_\_\_\_  
Kolby Miller, Chief Executive Officer

## **Grosse Pointe Woods Public Safety and Public Works Millage**



Insert public safety, public works and Parks  
& Rec collage photo

August 7, 2018 Election

Council and administration have heard the concerns of the residents of Grosse Pointe Woods. The concerns raised have included additional public safety being provided to the community and the poor condition of the City roadways. Adding strength in numbers to the Department of Public Safety and repair or replacement of streets requires equipment to support and maintain these efforts. The Departments of Public Safety and Public Works are using equipment in excess of thirty years old that can no longer be repaired or parts are no longer available. The equipment requires replacement in order to continue providing the services that Grosse Pointe Woods residents have come to count on and expect.

City Council and administration have felt the brunt of declining revenues over the past fifteen years, yet have produced annual budgets that have garnered consistently positive ratings from City auditors. These ratings have been supported by receiving the Excellence in Financial Reporting Award from the Government Finance Officers Association for 48 years running, as well as the Outstanding Achievement in Popular Annual Financial Reporting Award for 4 consecutive years, 2013-2016. Although City budgets have withstood a loss in revenue sharing since 2003 and the recession of 2008, some of the City's assets and infrastructure have not. When necessary, funds have been diverted from the general fund into Public Safety and other accounts to maintain sustainability.

In the wake of these setbacks, the City has, and continues, to take action and provide the services Grosse Pointe Woods residents deserve. The effects of Proposal A on the Headlee Amendment have reduced city revenue sharing by over \$6,000,000 from 2003 – 2016 with no solution on the immediate horizon. Additionally, a budgetary status quo has been maintained but consequently has included an inability to replace or resurface roads, maintain municipal buildings and other facilities, or replace vehicles and equipment. The City has offset budget losses in revenue through cost containment measures such as reducing the number of full and part-time employees, eliminating or reducing benefits, contracting ambulance and assessing services, and implementing unpaid furlough days.

If this millage is approved, it will provide the funding to achieve goals that includes adding officers to the Department of Public Safety, reconstructing roadways, Parks and Recreation infrastructure, update equipment and repair and maintain facilities throughout the City in a manner the residents have come to expect and enjoy. In turn, it is believed these improvements reflect positively on the quality of life and the home values the residents of Grosse Pointe Woods have invested in for many generations.

### **City of Grosse Pointe Woods Headlee Override Millage Proposal for Public Safety and Public Services**

*Shall the limitation on the amount of taxes which may be imposed on taxable property in the City of Grosse Pointe Woods be increased by 4 mills (\$4.00 per \$1,000 of taxable value) for ten years, 2019 to 2028 inclusive, in excess of the limitation imposed by the Headlee Amendment to the Michigan Constitution and Michigan Compiled Laws section 211.34d, to provide funds for municipal purposes, including police and fire services, parks and recreation, and other public services? If approved and levied in its entirety, this new additional millage would raise approximately \$2,792,822 in 2019.*

## What are the facts?

### What would this millage accomplish?

The millage increase will support for a road improvement program, maintain staffing, repair and maintain facilities throughout the City, and upgrade outdated equipment including obsolete technology, a 28 year old 100' ladder truck, patrol vehicles, Vac-All sweepers, multi-use utility vehicles, a tractor, and a backhoe.

#### What Is The Millage Going To Cost Me?

A home with a 2018 average **taxable value** of \$93,845 will pay an estimated:

- \$375.38 per year;
- \$31.28 per month.

To calculate:

Taxable value x millage rate (4) ÷ 1,000

#### What will happen if the millage doesn't pass?

- Public Safety and other services will be negatively impacted given an expected further decline in personnel and aging equipment.
- Roads and infrastructure will continue to deteriorate.
- Deteriorating infrastructure may negatively impact home values and quality of life.
- Public Works services will be negatively impacted if having to continue using failing and aged equipment.

### What is the Department of Public Safety?

The Grosse Pointe Woods Department of Public Safety provides police, fire services, and are certified medical first responders to the City of Grosse Pointe Woods. Personnel are cross trained as police officers and fire fighters. The department is comprised of 30 sworn officers, 7 dispatchers, 4 civilian support staff, 1 animal/code enforcement officer, and 2 parking enforcement officers. They are dedicated to providing safety on the streets, to your schools, homes and property, and during city events. The department is involved in community events and programs including teaching fire and crime prevention to children, CPR training to the community and city employees, provide oversight to 18 crossing guards, conducts daily automated well-checks on homebound residents, and supervises 14 Public Safety auxiliary officers.

- Public Safety responded to 11,902 calls for service in 2017.
- Officers responded to 1 incident of armed and unarmed robberies in 2017, a slight decrease from the 5 reported in 2016.

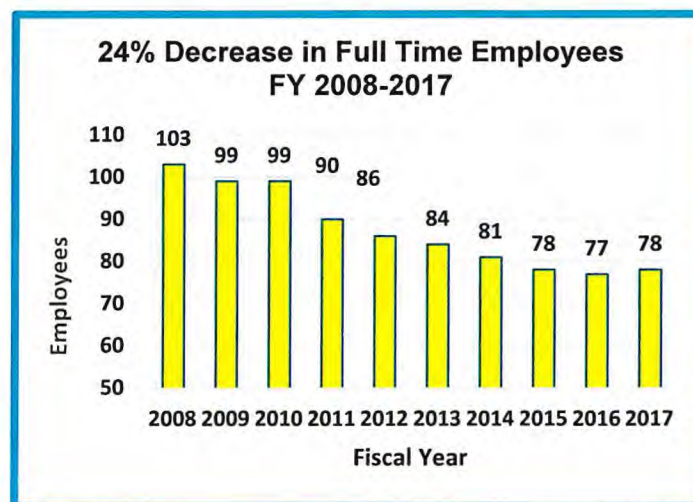
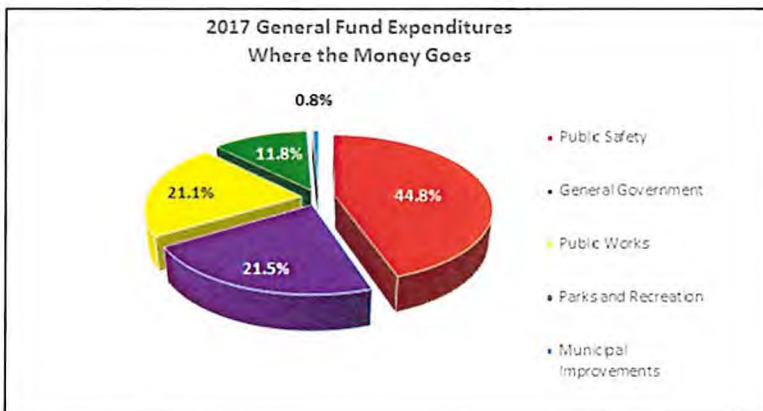
### What is the Department of Public Works?

The Grosse Pointe Woods Department of Public Works maintains 41.75 miles of local roads, 68.5 miles of water mains, 95 miles of sewer, 1,571 catch basins, 1,297 sewer manholes, and 90.75 acres of park lands. This includes snow removal from streets and sidewalks and leaf provides leaf pick-up and street-sweeping services.

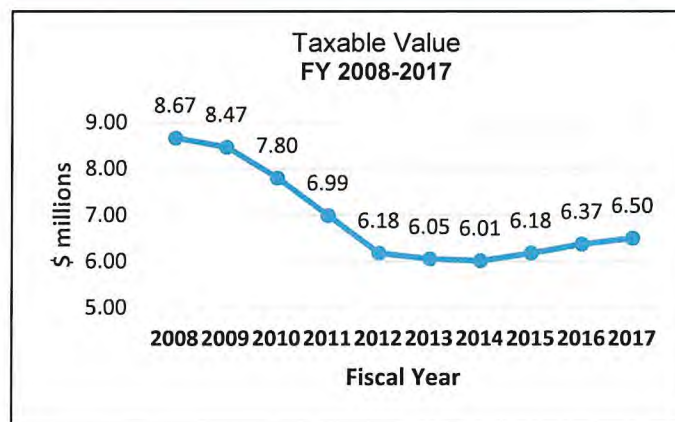
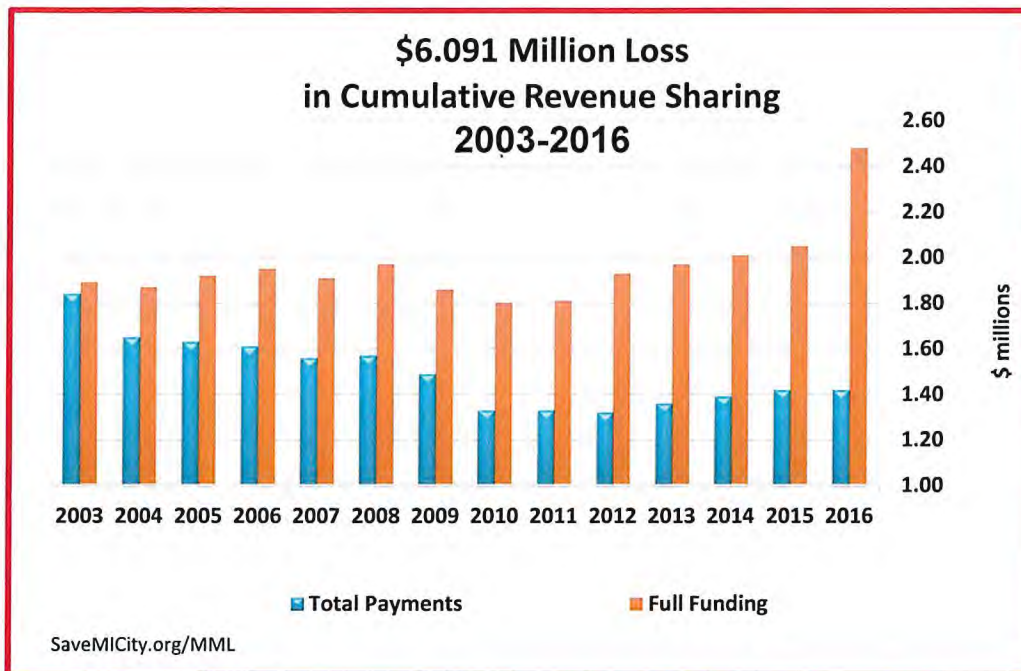
- 6.01 miles of roads remain in immediate need of repaving or resurfacing. There is a 10-year plan for future road projects encompassing 27 streets in the City with an estimated \$12,947,645.86 in construction costs.
- 30-year old tractors and street sweepers continue to depreciate.

## Cost Containment Measures Implemented:

- Eliminated full and part-time positions and deployed other employee cost saving measures decreasing \$11,141,000 in costs since 2006.
- Contracted Advanced Life Support Services with Medstar in 2014.
- Contracted Assessing services with WCA Assessing in 2016.
- Eliminated retiree health care for new employees.
- Implemented five (5) unpaid furlough days for all City employees in 2014.
- Concessions were made by all City employees who went without wage increases from 2009 – 2015.







Visit [www.gpwmi.us](http://www.gpwmi.us) for more information including the 2017 Popular Annual Financial Report and Annual Financial Report.

## **Grosse Pointe Woods Public Safety and Public Works Millage**

Insert public safety, public works and Parks  
& Rec collage photo

August 7, 2018 Election

Council and administration have heard the concerns of the residents of Grosse Pointe Woods. The concerns raised have included additional public safety being provided to the community and the poor condition of the City roadways. Adding strength in numbers to the Department of Public Safety and repair or replacement of streets requires equipment to support and maintain these efforts. The Departments of Public Safety and Public Works are using equipment in excess of thirty years old that can no longer be repaired or parts are no longer available. The equipment requires replacement in order to continue providing the services that Grosse Pointe Woods residents have come to count on and expect.

City Council and administration have felt the brunt of declining revenues over the past fifteen years, yet have produced annual budgets that have garnered consistently positive ratings from City auditors. These ratings have been supported by receiving the Excellence in Financial Reporting Award from the Government Finance Officers Association for 48 years running, as well as the Outstanding Achievement in Popular Annual Financial Reporting Award for 4 consecutive years, 2013-2016. Although City budgets have withstood a loss in revenue sharing since 2003 and the recession of 2008, some of the City's assets and infrastructure have not. When necessary, funds have been diverted from the general fund into Public Safety and other accounts to maintain sustainability.

In the wake of these setbacks, the City has, and continues, to take action and provide the services Grosse Pointe Woods residents deserve. The effects of Proposal A on the Headlee Amendment have reduced city revenue sharing by over \$6,000,000 from 2003 – 2016 with no solution on the immediate horizon. Additionally, a budgetary status quo has been maintained but consequently has included an inability to replace or resurface roads, maintain municipal buildings and other facilities, or replace vehicles and equipment. The City has offset budget losses in revenue through cost containment measures such as reducing the number of full and part-time employees, eliminating or reducing benefits, contracting ambulance and assessing services, and implementing unpaid furlough days.

If this millage is approved, it will provide the funding to achieve goals that includes adding officers to the Department of Public Safety, reconstructing roadways, Parks and Recreation infrastructure, update equipment and repair and maintain facilities throughout the City in a manner the residents have come to expect and enjoy. In turn, it is believed these improvements reflect positively on the quality of life and the home values the residents of Grosse Pointe Woods have invested in for many generations.

### **City of Grosse Pointe Woods Headlee Override Millage Proposal for Public Safety and Public Services**

*Shall the limitation on the amount of taxes which may be imposed on taxable property in the City of Grosse Pointe Woods be increased by 4 mills (\$4.00 per \$1,000 of taxable value) for ten years, 2019 to 2028 inclusive, in excess of the limitation imposed by the Headlee Amendment to the Michigan Constitution and Michigan Compiled Laws section 211.34d, to provide funds for municipal purposes, including police and fire services, parks and recreation, and other public services? If approved and levied in its entirety, this new additional millage would raise approximately \$2,792,822 in 2019.*

## What are the facts?

### What would this millage accomplish?

The millage increase will support for a road improvement program, maintain staffing, repair and maintain facilities throughout the City, and upgrade outdated equipment including obsolete technology, a 28 year old 100' ladder truck, patrol vehicles, Vac-All sweepers, multi-use utility vehicles, a tractor, and a backhoe.

#### What Is The Millage Going To Cost Me?

A home with a 2018 average **taxable value** of \$93,845 will pay an estimated:

- \$375.38 per year;
- \$31.28 per month.

To calculate:

Taxable value x millage rate (4) ÷ 1,000

#### What will happen if the millage doesn't pass?

- Public Safety and other services will be negatively impacted given an expected further decline in personnel and aging equipment.
- Roads and infrastructure will continue to deteriorate.
- Deteriorating infrastructure may negatively impact home values and quality of life.
- Public Works services will be negatively impacted if having to continue using failing and aged equipment.

### What is the Department of Public Safety?

The Grosse Pointe Woods Department of Public Safety provides police, fire services, and are certified medical first responders to the City of Grosse Pointe Woods. Personnel are cross trained as police officers and fire fighters. The department is comprised of 30 sworn officers, 7 dispatchers, 4 civilian support staff, 1 animal/code enforcement officer, and 2 parking enforcement officers. They are dedicated to providing safety on the streets, to your schools, homes and property, and during city events. The department is involved in community events and programs including teaching fire and crime prevention to children, CPR training to the community and city employees, provide oversight to 18 crossing guards, conducts daily automated well-checks on homebound residents, and supervises 14 Public Safety auxiliary officers.

- Public Safety responded to 11,902 calls for service in 2017.
- Officers responded to 1 incident of armed and unarmed robberies in 2017, a slight decrease from the 5 reported in 2016.

### What is the Department of Public Works?

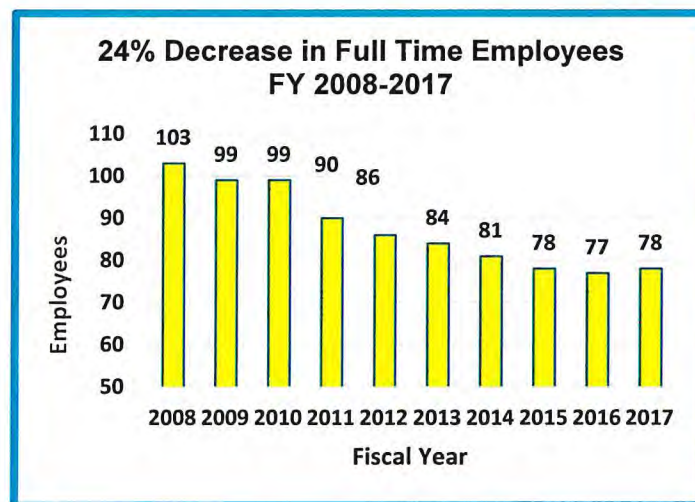
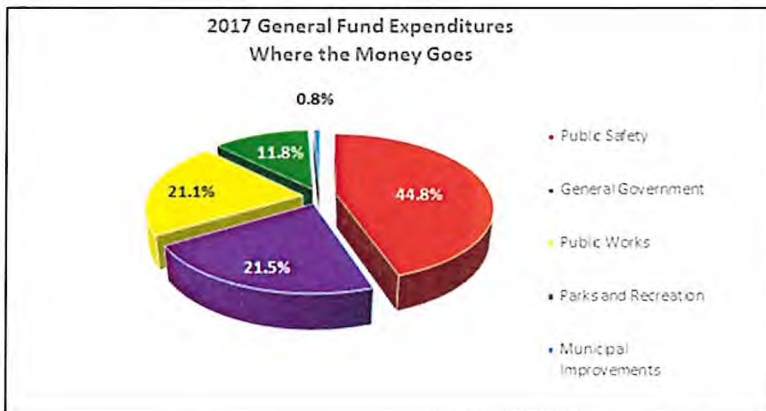
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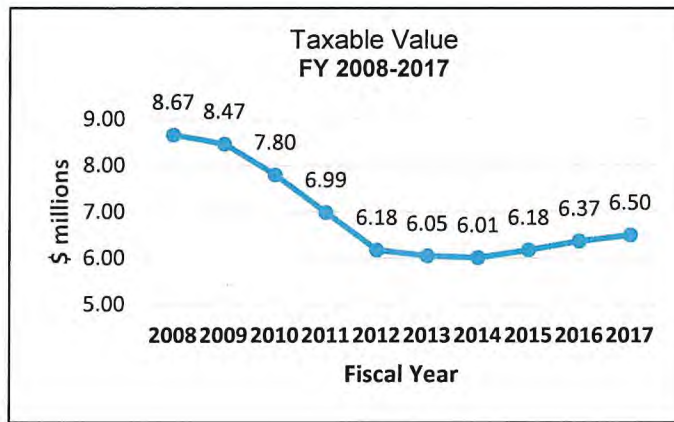
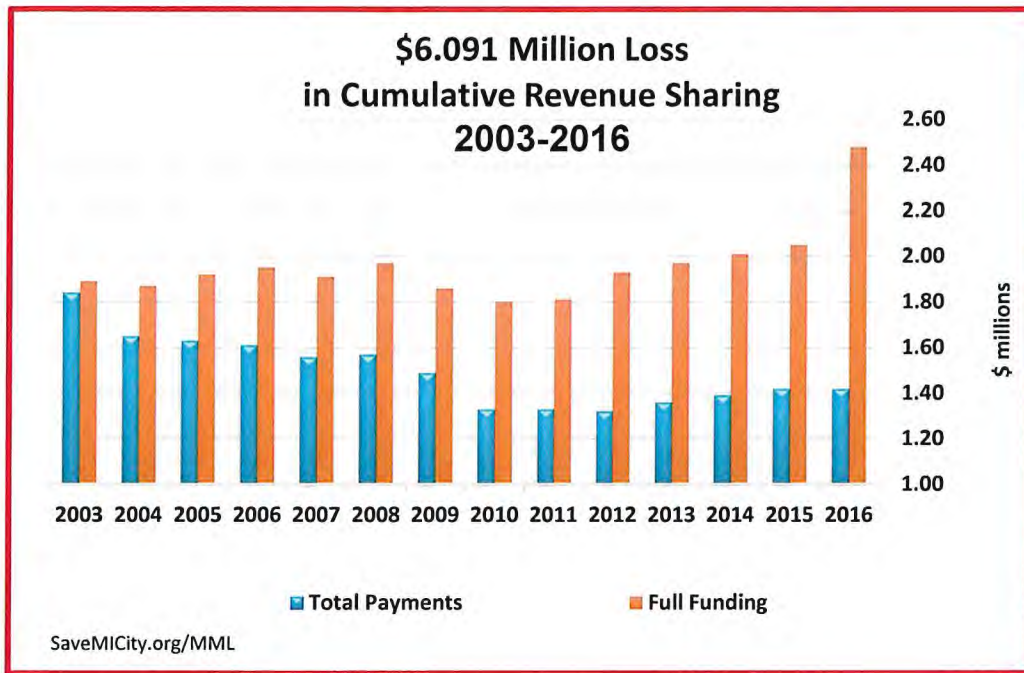
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# CITY OF GROSSE POINTE WOODS



## MUNICIPAL COURT


RECEIVED


MAR 14 2018

## MEMORANDUM

CITY OF GROSSE PTE. WOODS

DATE: March 14, 2018

TO: Bruce Smith, City Administrator  
Mayor and Council 

FROM: Susan Tobin, Court Administrator 

SUBJECT: Position Classification Change/New Employee Request

Our Clerk I in the court, Jeanne Duffy, has taken the Confidential Administrative Assistant position recently vacated at the DPW. I am requesting that the Clerk I position in the court be reclassified as a Clerk III.

This change is necessary because the tasks that this employee is responsible for have evolved into complex clerical tasks that involve the processing of civil, criminal, and/or traffic cases.

In the past, employees who performed clerical work of limited complexity with supervision filled the Clerk I position. With the downturn in the economy and the elimination of positions in the court, the Clerk I position has assumed more responsibilities and complex duties. One example is requiring this person to obtain certification to operate the recording system for non-court day arraignments.

As an organization, our goal is to ensure that employees are recruited and developed to fill each key role within our organization. This succession planning guarantees that we have employees on-hand ready and waiting to fill new roles. All organizations, no matter their size, need succession planning.

With the goal of hiring qualified persons that will maintain their employment with the City of Grosse Pointe Woods and move into more responsible roles in the court, this is a necessary reclassification. By reclassifying this position, the city is letting their employees know that they along with their work are valued. This knowledge will secure in the employee their desire to move into a more responsible position within the city and remain with the city.

I would appreciate your consideration of this request and would be happy to meet and discuss this matter in more detail.



**EXHIBIT A-4-1  
TPOAM<sup>1</sup>**

**HOURLY WAGE RATE SCHEDULE-FOR FULL-TIME/PART-TIME EMPLOYEES**

**Effective upon Full Ratification by both parties - June 30, 2017**

<u>Classification</u>	<u>Start</u>	Step A	Step B	Step C	Step D	Step E	
		<u>6 Mos.</u>	<u>12 Mos.</u>	<u>18 Mos.</u>	<u>24 Mos.</u>	<u>30 Mos.</u>	
Crew Chief	22.67	22.85	23.19	23.35	23.75	23.92	
Mechanic	23.75	23.89	24.26	24.40	24.79	24.97	
Operator I	19.84	20.09	20.38	20.57	20.92	21.09	
Administrative Clerk II	19.26	19.43	19.78	19.96	20.33	20.50	
Administrative Clerk I	18.63	18.78	19.17	19.33	19.72	19.88	
Administrative Clerk III	19.85	20.10	20.39	20.60	20.94	21.11	
Accounting Tech I	18.63	18.78	19.17	19.33	19.72	19.88	
Code Enforcement Officer	19.84	20.09	20.38	20.57	20.92	21.09	
Parking Enforcement	17.40	17.58	17.95	18.09	18.48	18.66	
Building Custodian II	19.84	20.09	20.38	20.57	20.92	21.09	
Building Custodian I	13.58	13.71	14.08	14.25	14.62	14.78	
						Step E	Step F
						<u>36. Mos.</u>	<u>48 Mos.</u>
Operator II	20.34	20.52	20.85	21.04	21.39	21.74	22.07

Employees hired after March 30, 2011 will be placed on a wage schedule set at 83% of current wage schedule as follows:

<u>Classification</u>	<u>Start</u>	Step A	Step B	Step C	Step D	Step E	
		<u>6 Mos.</u>	<u>12 Mos.</u>	<u>18 Mos.</u>	<u>24 Mos.</u>	<u>30 Mos.</u>	
Crew Chief	18.82	18.96	19.25	19.38	19.71	19.85	
Mechanic	19.71	19.83	20.13	20.25	20.57	20.72	
Operator I	16.47	16.68	16.92	17.08	17.36	17.51	
Administrative Clerk II	15.98	16.13	16.42	16.57	16.87	17.02	
Administrative Clerk I	15.46	15.59	15.91	16.04	16.36	16.50	
Administrative Clerk III	16.47	16.69	16.92	17.10	17.38	17.52	
Accounting Tech I	15.46	15.59	15.91	16.04	16.36	16.50	
Code Enforcement Officer	16.47	16.68	16.92	17.08	17.36	17.51	
Parking Enforcement	14.44	14.60	14.90	15.02	15.34	15.48	
Building Custodian II	16.47	16.68	16.92	17.08	17.36	17.51	
Building Custodian I	11.27	11.38	11.68	11.83	12.13	12.27	
						Step E	Step F
						<u>36. Mos.</u>	<u>48 Mos.</u>
Operator II	16.88	17.03	17.30	17.47	17.75	18.04	18.32

<sup>1</sup> \$500 lump sum signing bonus paid in the second payroll in January 2017 to full-time employees on the payroll as of January 14, 2017. \$250 lump sum signing bonus paid in the first payroll after full ratification by both parties to all part-time employees on the payroll as of that date. The lump sum signing bonus shall be off the wage scale, less all applicable taxes and deductions, and excluded from the calculation of FAC, overtime or any other benefit. The lump sums shall not be subject to either City or Employee pension contributions.

**Exhibit A-5**  
**DEPARTMENT OF ADMINISTRATION**  
**Administrative Clerk III**

Nature of Work: Provides a variety of routine and complex clerical tasks involved in the processing of civil, criminal, and/or traffic cases.

Works under the supervision of the Court Clerk. Exercises occasional supervision over part-time court Employees and assists court Employees on any changes to computer software, etc.

Attends seminars and workshops related to administrative duties and responsibilities. Have a general understanding of all court procedures.

Examples of Work Performed: Answers phone and response to citizen inquiries regarding court matters.

Covers for cashier when person is on break, or out to lunch.

Prepares confidential court cases for the Court Clerk which require confidentiality.

Adjourns cases and sends out notice of change.

Inputs all data entry for misdemeanors, civil infractions, criminal, and traffic and parking cases on a daily basis. Prepares weekly notices regarding pre-parking, defaults, show cause notices, suspension of driver's licenses, scoffers, and filing of parking infractions. Prepares small claims forms. Types mittimus when a bond is posted. Processes complaint misdemeanors after they have been signed and mails related correspondence.

Pulls warrants from Police Department as requested.

Runs plates and driver's licenses when necessary through Public Safety Department.

Maintains the Court Local Area Network. Works with Computer Consultant to review computer software for the Municipal Court, and prepares written procedures for the Court's computer system operations. And does biannual purging of computer records.

Desirable Educational Skills: Graduation from high school or GED equivalent with course work in typing and/or general office practices; and, three years of prior court experience in clerical, secretarial, paralegal, or administrative work; or, any equivalent combination of education and experience.

Desirable Knowledge, Skills and Abilities: Considerable knowledge of general office procedures; working knowledge of legal language and legal procedures; some knowledge of basic bookkeeping practices. Skill in the operation of a personal computer system, including word processing, Microsoft Office and Windows, and specialized court software (i.e., local area network system), 10-key calculator, typewriter, phone, copy and fax machines, recording system.

Ability to effectively communicate on a one-to-one basis with the public; ability to maintain effective working relations with employees, other departments, officials, and the public; ability to maintain accurate records; ability to type and enter data accurately.

Physical Demands: The physical demands described here are representative of those that may be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, feel, operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Exhibit A-1b**  
**DEPARTMENT OF ADMINISTRATION**  
**Administrative Clerk II**

Nature of Work: This is moderately complex and varied clerical work which involves a degree of independent thought and decision making. Employees in this category perform some office clerical operations which require the use of judgment based on knowledge gained through experience.

Detailed instructions are received only when there is a change in procedure and in many instances employees of this classification may work for extended periods without direct supervision. Complete work is subject to review by department head.

Dictation may vary in amount and the subject matter may be highly diverse and may include technical terms which can be learned through experience.

Examples of Work Performed: A person working in this category has satisfactorily demonstrated all the skills and abilities required by an Administrative Clerk I. Types draft copy, letters, reports, statements, memoranda and other material. May compose routine correspondence. May act as secretary to the department heads.

Performs routine office and clerical work such as answering telephone inquiries, maintenance of records and a form file, posting, filing, over-the-counter transactions, searching records, tabulating and calculating, operating standard office machines which do not require previous special training; assembling of reports.

Maintains an up-to-date record of written office procedures for the particular department to which assigned. May be called upon to direct/instruct subordinate personnel when occasion arises. Guides and counsels subordinate personnel in the execution of their duties.

Performs related work as assigned.

Desirable Educational Skills: High school graduate; including or supplemented by courses in typing and commercial subjects. Typing speed to be at a rate of not less than 70 words per minute. Clerk I training or the equivalent. Knowledge of Business English, spelling, grammar and commercial arithmetic.

Desirable Knowledge: Knowledge of office procedures, practices and office equipment. Knowledge of the general operation of municipal governments and its various departments. Ability to direct/instruct personnel.



Ability to effectively communicate on a one-to-one basis with the public; ability to maintain effective working relations with employees, other departments, officials, and the public; ability to maintain accurate records; ability to type and enter data accurately.

Physical Demands: The physical demands described here are representative of those that may be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, feel, operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Exhibit A-2b**  
**DEPARTMENT OF ADMINISTRATION**  
**Administrative Clerk I**

Nature of Work: This is office and clerical work of limited complexity performed under supervision. Employees of this class accomplish a variety of clerical operations which can be learned by on-the-job training or by previous experience. Work involving a more complex task is normally given closer supervision than that which is repetitive in nature or which follows well-established procedures. Detailed instructions are given at the beginning of the work and on subsequent new assignments, but as the Clerk becomes more familiar with a particular procedure, work may proceed with independence of action. Completed work is subject to review and correction. Other duties involve contact with the public where information may be dispersed or obtained.

Examples of Work Performed: Maintain filing system of a particular department in accordance with predetermined classifications. Sort and file correspondence, books, applications, forms, reports and other material. Occasional typing of routine letters, forms, reports, tabulations and other materials from rough drafts or instructions. Over-the-counter work accepting prepared license applications, vouchers and permits.

Maintenance of electrical and plumbing license records and issuance of same. Operate the central telephone switchboard; provides information regarding the routine operations of all City departments; routing calls to appropriate individuals and accepting and delivering messages when required.

Prepare outgoing mail. Operate reproduction machine and other business machines as may be necessary. Be able to work in various administrative departments, adjusting to particular procedures which are unique to each department.

Receive various money payments due the City. Record and balance receipts, post and file related data. Perform related work as assigned.

Desirable Educational Skills: High school graduate; including or supplemented by courses in typing and commercial subjects. Typing speed to be at a rate of not less than 40 words per minute. Knowledge of Business English, spelling and commercial arithmetic.

Desirable Knowledge: Moderate skill in operating a typewriter, adding machine, cash register, accounting machine and other office machinery which does not require special training or experience. Ability to learn the general operation of municipal government and its various departments so that relative questions raised by residents may be answered courteously and informatively.

Appearance and demeanor to reflect composure and assurance. Accuracy in making mathematical calculations and in receiving money, and in transmitting verbal information related to same. Affable and courteous to co-workers and the public.