



CITY OF GROSSE POINTE WOODS DEPARTMENT OF PUBLIC SAFETY

4A

Date: November 8, 2017
To: Bruce Smith, City Administrator *[Signature]*
From: John G. Kosanke, Director of Public Safety
[Signature]
Subject: Request to Sell Fire Engine 5A

RECEIVED
NOV - 9 2017
CITY OF GROSSE POINTE WOODS

In 1985, the City of Grosse Pointe Woods purchased a Seagraves pumper fire truck in the amount of \$112,040.00. The truck was removed from service in 2013, because of mechanical and electrical issues. The National Fire Protection Association recommends the removal of a reserve pumper at 25 years. Since being taken out of service, the truck has remained parked in the apparatus bay.

The elimination of the fire truck from our fleet of vehicles would clear space in the apparatus bay, which will be needed during the upcoming renovation project of the lock-up facility. The first apparatus bay will be converted into a secure sally port for prisoner exchanges.

After requesting an appraisal of the below listed fire truck from several different companies, the only one received was from Brindlee Mountain Fire Apparatus in Union Grove, Alabama. The fire truck is valued from \$5,000.00 to \$12,000.00 (see attached).

Year: 1985
Make: Seagrave
Vin# 1F9EL28H4FCST2145
Color: Yellow
Current Mileage: 30,721
Current Engine Hours: 2106.95

The department proposes selling the fire truck through the Michigan Inter-governmental Trade Network website.

If you have any questions concerning this matter, please contact me.

The first item discussed was regarding **Public Safety Authority**. Stephen Duchane presented an overview of his tenure serving as City Manager in the City of Eastpointe. He explained that Michigan municipalities have faced a reduction in their tax base as a result of a reduction in State revenue sharing, Proposal A limiting the amount property taxes increase on a yearly basis, and the economic downturn of 2008. As a result of this reduction in revenues, municipalities have had to look at other revenue options in order to avoid cutting critical services. During his time as City Manager, Mr. Duchane oversaw the creation of the South Macomb/Oakland Regional Services Authority as permitted by Public Act 57 of 1988. Public Act 57 allows for communities above 15,000 residents to create a Public Safety Authority that has the ability to levy a dedicated Public Safety tax should the voters of both jurisdictions approve. The Public Safety Authority can be crafted so that the authority serves strictly to collect and distribute property taxes from each jurisdiction back to individual jurisdictions. The creation of a Public Safety Authority does not mean the departments are obligated to provide mutual aid to one another.

It was the consensus of the Committee that exploring Public Act 57 of 1988 was in the best interest of the City. Currently the City spends approximately 46% of the General Fund on Public Safety. By creating a dedicated revenue source, the City would be able to provide better Public Safety Services to residents. It will enable a portion of the general revenue funding to be allocated to items that have been neglected as a result of lean budgeting by the City Council. Increased revenue would allow the City to reinvest in capital improvement projects as well as fund additional improvements to local roads.

The next item discussed was regarding **Fiscal Forecasting**. The Treasurer/Comptroller distributed and provided an overview of the City Department Breakdown based upon 2017-18 FY budget and budget projections calculated using various millage increases. Discussion, questions, and answers ensued. The Treasurer/Comptroller explained she projected an annual taxable value increase of 1.5%, the Headlee rollback factor was estimated at 0.9975, and the City's share of the State Revenue Sharing was left constant. When projecting the expenses for the City, she estimated that expenses would increase 1% annually with an additional 1% increase in employee cost. The first full payment for the capital improvement bond will be due in Fiscal Year 2018-19 with an annual payment of \$200,000.00 per year for twenty years. When forecasting the projected fund balance with potentially additional revenue from Public Act 57, she incorporated local road funding at a rate of 1 mill per year, approximately \$677,977.00 annually. Funding the roads at this rate would allow for the re-construction of one local road every other year. The City Engineer provided a revised infrastructure inventory that included an updated replacement cost for the remaining roads on the immediate repair program.

The Committee asked the various department heads for their recommendations regarding the millage rate and length of time for a potential Public Safety Authority: the Treasurer/Comptroller recommended 4 mills for 8-10 years; the City Administrator recommended 4 mills for 10-15 years; the Director of Public Services recommended 4 mills for 10-15 years; and the City Attorney recommended 4 mills for 10-15 years. Mr. Duchane recommended 4-6 mills for a minimum of 10 years. It was the consensus of the Committee that, for the purpose of locating a potential partner with which to form a Public Safety Authority, the millage rate would be approximately 4 mills per year for 10 years. Discussion was held regarding potential characteristics to look for in partner

communities, but it was the consensus of the Committee to allow Mr. Duchane flexibility when evaluating potential partners.

There was a consensus of the Committee to authorize the City Administrator to hire Stephen Duchane at a rate of \$115.00 per hour for 10 hours to assist administration with locating potential partner jurisdictions and to provide the legal framework for the partnership. The Committee-of-the-Whole will meet with Mr. Duchane on December 11, 2017 to discuss his findings.

Bruce Smith

From: Steve Duchane <steveduchane@gmail.com>
Sent: Tuesday, December 05, 2017 8:02 AM
To: Bruce Smith
Subject: Perspective on Project Progress

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning Bruce;

I am pondering how the MAYor and Council may wish to proceed considering the planned meeting of December 11th.

I have been working on several meetings with potential partners and I am finding that with the holidays scheduling for them is an issue. I have had discussions that require that I circle back to discuss their followup questions or decisions and two or three want to meet in January.

I have no problem going beyond our contract hours and do not advise of this to extend the terms just simply we are the ones doing the asking and need to explain. Utica, Fraser and possibly Washington, Sterling Heights will take longer due to their calendars not ours.

I would only be reporting this same to the MAYor and Council on Monday and you can certainly do that. If they would still wish to meet I will be there however do you think it will be a better strategy to set another date with more comprehensive replies from the other organizations?

Let me know your thoughts.

Steve

Steve Duchane

Principal

Public Executive*Adjunct Professor of Public Administration



Steve M. Duchane LLC
Strategic Planning * Organizational Development * Performance Management

Lisa Hathaway

From: Lisa Hathaway
Sent: Thursday, December 07, 2017 1:25 PM
To: Robert E Novitke
Subject: COW 12/11/17

Bob,

For your information, I emailed Steve to confirm his attendance at Monday's COW. Below is his response.

*Lisa Kay Hathaway, CMMC/MMC
City Clerk/F.O.I.A. Coordinator
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236
313 343-2447
313 343-5667 (Fax)*

*Director-Michigan Association of Municipal Clerks (MAMC)
Chair - MAMC Membership/CMMC Program
Member - MAMC Legislative Committee*

From: Steve Duchane [mailto:steveduchane@gmail.com]
Sent: Thursday, December 07, 2017 1:22 PM
To: Lisa Hathaway <LHathaway@gpwmi.us>
Subject: Re: FW: House, Senate Pass Scaled-Back Municipal Retirement Bills

I contacted Bruce and ask if would advise the Mayor and Council that I would come to the meeting with the information that I still have three conversation to have with potential candidates and no certain present interests or replies from a few that have expressed interest.

I have used eight hours with the pending invoice sent so we have two more hours I am using up and thats not a problem at all, glad to do a brief update. I just wonder if the Mayor/Council would be interested to meeting one month later considering the situtation and the holidays that now are interfering with many work plans.

So, I may see you sooner or a little later;)

Steve

Steve Duchane

Principal

Public Executive*Adjunct Professor of Public Administration





Steve M. Duchane LLC

Strategic Planning * Organizational Development * Performance Management

Providing Management Review Services for governmental, Non-Government Associations and Non-profit organizations. Personal and personnel assistance to management and administrative executives including review, investigations and organizational development implementation

586.524.6927 steveduchane@gmail.com [linkedin.com/in/steve-duchane](https://www.linkedin.com/in/steve-duchane)

On Thu, Dec 7, 2017 at 11:39 AM, Lisa Hathaway <LHathaway@gpwmil.us> wrote:

We will see you for Monday's COW 12/11/17 at 7 p.m.?

Lisa Kay Hathaway, CMMC/MMC

City Clerk/F.O.I.A. Coordinator

City of Grosse Pointe Woods

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

313 343-2447

313 343-5667 (Fax)

Director-Michigan Association of Municipal Clerks (MAMC)

Chair - MAMC Membership/CMMC Program

Member - MAMC Legislative Committee

CITY OF GROSSE POINTE WOODS

Office of the City Clerk

Memorandum



DATE: December 7, 2017
TO: Mayor and City Council
FROM: Lisa Hathaway, City Clerk
SUBJECT: 2018 Election Deadlines

A handwritten signature in black ink, likely belonging to Lisa Hathaway.

I have been asked to provide election deadlines for ballot proposals in the event City Council should decide to place a question on a ballot in 2018:

- 05/08/18 – Proposal wording due by 02/13/18 @ 4 p.m.
- 08/07/18 State Primary – Proposal wording due by 05/15/18 @ 4 p.m.
- 11/06/18 General Election – Proposal wording due by 08/14/18 @ 4 p.m.

Please contact me with any questions.

City of Grosse Pointe Woods
Parks and Recreation



Memorandum 22-17

Date: December 6, 2017
To: Bruce Smith, City Administrator
From: Frank Schulte, Director of Public Services
John Salter, Park Foreman
Nicole Gerhart, Recreation Supervisor
Subject: New camera system at the Lake Front Park

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DEC -7 2017
F.S. CITY OF GROSSE PTE. WOODS

To help increase the safety within the Lake Front Park the Parks and Recreation Department would like to purchase new cameras, microphones, and camera system for the Activities Building and the Gate House.

Currently the system at the Activities Building has blind spots in the recreation rooms. Also, the current Activities Building system does not have the ability to record sounds. The new system would replace existing 8 channel DVR with a 16 channel DVR, add one camera in each of the two activity center rec rooms, and add a total of 4 mics (gym, main lobby and both rec halls). The system will utilize the existing 8 cameras and monitors.

The current system located at the Front Gate randomly malfunctions making the system unreliable. The new Front Gate system will utilize the current DVR from activity center and relocate it to guard station, replace existing two cameras and add a third camera covering current blind spot. Also, a microphone will be added near new camera location to help ensure accurate voice recordings.

The new system costs approximately \$7,285.92. Although the new camera system is not a budgeted item in the 2017-2018 fiscal year we feel it is of high importance to implement as soon as possible. A budget transfer from the fund balance is requested from account 101-000-699.000 to account 101-774-977.000 of \$7,285.92 to purchase the new camera system.



27201 HARPER AVENUE
ST. CLAIR SHORES, MI 48081

QUOTE NUMBER**12250****Quote Date****11/09/2017**

Phone: 586-777-8232 Fax: 586-777-7540

Sold To:

CITY OF GROSSE POINTE WOODS
20025 MACK AVE.
GROSSE POINTE, MI

48236-2397**Ship To:**

CITY OF GROSSE POINTE WOODS
20025 MACK AVE.
GROSSE POINTE, MI 48236-2397

Customer No.	Service Order No.	P.O. Number	Payment Terms		Page No.
205			NET 30 DAYS		1
Sales Rep.	Shipping Method		Due Date	Station	Time
MSM 003			12/09/2017	003	13:18

Quantity	Item	Description	Unit Price	Extension
1.00		SCOPE OF WORK: GUARD STATION AT LAKEFRONT PARK		
		Relocate DVR from activity center to guard station,		
		replace existing two cameras and add a third camera		
		covering current blind spot. Add one mic near new camera		
		location. Relocate camera from rec center to view outside		
		entry. Add rear building camera viewing intersection.		
		Utilize customers existing monitor with a USB extension		
		for the recorder located under the desk.		
		All 110 volt power to be supplied by customer		
2.00	030519017138	SPECO HD-TVI 2MP IR DOME CAMERA 3.6MM FIXED LENS - WHITE	99.99	199.98
2.00		SPECO BACK CAN MOUNT FOR ABOVE CAMERA	50.00	100.00
2.00		REPLACEMENT CAMERAS VARIFOCAL	150.00	300.00
2.00		SPECO BACK CAN MOUNT FOR ABOVE CAMERAS	27.00	54.00
5.00		VIDEO BALUNS	20.00	100.00
3.00		MIC AND CAT5E WIRE	35.00	105.00
1.00		MULTI CAMERA POWER SUPPLY	95.00	95.00
1.00		LOROU OUTSIDE MIC E WITH CONNETORS	200.00	200.00
1.00		USB EXTENSION	20.00	20.00
1.00		INSTALLATION AND SETUP	900.00	900.00

Charge Acct	SubTotal Amount	Sales Tax	Quote TOTAL
0.00	2073.98	0.00	2,073.98

Signature: _____



27201 HARPER AVENUE
ST. CLAIR SHORES, MI 48081

QUOTE NUMBER

12249

Quote Date

11/09/2017

Phone: 586-777-8232 Fax: 586-777-7540

Sold To:

CITY OF GROSSE POINTE WOODS
20025 MACK AVE.
GROSSE POINTE, MI 48236-2397

Ship To:

CITY OF GROSSE POINTE WOODS
20025 MACK AVE.
GROSSE POINTE, MI 48236-2397

Customer No.	Service Order No.	P.O. Number	Payment Terms	Page No.
205			NET 30 DAYS	1
Sales Rep.	Shipping Method		Due Date	Station
MSM 003			12/09/2017	003
				11:05

Quantity	Item	Description	Unit Price	Extension
1.00		SCOPE OF WORK: Acitvity Center		
		Replace existing 8 channel DVR with a 16 channel		
		DVR. Add one 2MP camera in racquetball rec lobby.		
		Add two 4MP cameras in rec lobby opposite courts.		
1.00		Replace two lobby cameras with 2MP cameras.		
1.00		Add one outside 2MP camera outside rec area.		
		Add a total of 4 mics (main lobby, racquetball rec side		
		and two in opposite rec hall).		
		The system will utilize all other existing cameras and		
		monitor.		
1.00		SPECO 16 CHANNEL TVI DVR 8 TB OF STORAGE	1,300.00	1,300.00
5.00	030519017138	SPECO HD-TVI 2MP IR DOME CAMERA 3.6MM FIXED LENS - WHITE	99.99	499.95
3.00		BACK BOXES FOR LOBBY AND OUTSIDE CAMERAS	40.00	120.00
2.00		4MP VARIFOCAAL CAMERAS FOR REC HALL	310.00	620.00
3.00		PLENUM CAT5E RUNS WITH VIDEO BALUNS	75.00	225.00
1.00	PS16DC	12VDC 8AMP CAMERA AND MIC POWER PANEL	161.99	161.99
3.00		LOROU LE-070 MIC WITH 4 COND PLENUM WIRING & ENDS	175.00	525.00
1.00		LOROU METAL BOX WITH 4 COND PLENUM WIRE & ENDS - GYM	245.00	245.00
1.00		MISC WIRE MGT AND MOUNTING HARDWARE	15.00	15.00
1.00		INSTALLATION AND SETUP	1,500.00	1,500.00

Charge Acct	SubTotal Amount	Sales Tax	Quote TOTAL
0.00	5211.94	0.00	5,211.94

Signature: _____



CITY OF GROSSE POINTE WOODS

Office of the Treasurer/Comptroller

Memorandum

9A
RECEIVED
DEC -7 2017
CITY OF GROSSE PTE. WOODS

DATE: November 20, 2017

TO: Mayor Novitke and City Council

FROM: Bruce J. Smith, City Administrator
Cathrene Behrens, Treasurer/Comptroller

SUBJECT: Vehicle Replacement

Beginning in the 2015-16 Fiscal Year the City Council made the commitment to begin replacement of departmental vehicles through a lease-to-own program with Comerica Bank. The City currently has lease payment obligations through Fiscal Year 2020-21 with total a total liability amount of \$631,969 to the motor pool fund. During the 2017-18 budget process no replacement vehicles were budgeted but administration has learned of some vehicle deficiencies that we believe should be considered.

The Building Department Property Maintenance Inspector is currently utilizing a 2004 Ford Crown Victoria Police Interceptor which was passed down several years ago to this department and the vehicle suffers from significant mechanical issues and currently has 78,440 road miles and significantly more "engine" miles due to patrol vehicles generally running 24 hours periods. The DPW Director currently utilizes a 2004 Pontiac Grand Prix which also has some significant mechanical problems and current mileage is 78,322.

The Building Official for the City currently utilizes a 2015 GMC Sierra 4D Pick Up currently being paid through a Comerica lease payment. Building Official Tutag has stated that this particular truck is "more" than he needs for the day-to-day duties that he performs and would a lesser heavy duty pick up would better suit his needs.

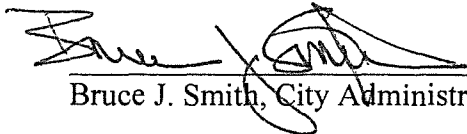
Staff is requesting council authorization to replace the 2011 Ford Police Interceptor and the 2012 Pontiac Grand Prix. To keep the costs down we are proposing that the 2015 GMC Sierra Pick Up truck be turned over to the DPW Director, where a heavier duty vehicle would be better suited and replace the Building Official's pick up with a 2-wheel drive pickup.

Staff has obtained the State bid price on the following vehicles to be utilized by the Building Department staff:

<u>Vehicle</u>	<u>State Bid Holder</u>	<u>Cost</u>
2018 Ford Light Duty Truck, 8' Box	Gorno Ford	\$21,525 + delivery (\$2.50/Mile)
2018 Ford Fusion S	Gorno Ford	\$16,285 + delivery (\$2.50/Mile)

The Building Official would utilize the pick up and our Property Maintenance Inspector would utilize the Ford Fusion. Three vehicles would be cycled out which include the 2011 Police Interceptor, 2012 Pontiac Grand Prix and a 2006 Jeep Wrangler Soft-Top with 132,887 miles, which is a secondary backup vehicle for the building department. These would be listed for auction on the MITN website and we anticipate that we could auction these vehicles for a range between \$5,000 to \$7,500; partially offsetting the cost. The total cost of both vehicles would be \$37,810 with delivery charges of \$335 for a total of \$38,145. The funds would be paid from the motor vehicle fund balance, which post audit is at \$2,132,826.

Recommend approval of the above stated and do not believe any benefit will accrue to the City to seek further competitive bids.



Bruce J. Smith, City Administrator

12/7/17

Date

Fund Certification:

A budget transfer is required from the Motor Pool Fund balance, account No. 640-000-395.000 into Capital Equipment-General, account No. 640-852-977.299 in the amount of \$38,145, and that the account number has been verified.



Treasurer/Comptroller Signature