



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 **Wednesday, August 24, 2016, at 7:00 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. Closed Executive Session to discuss Labor Negotiations
5. Consulting Agreement
6. Treasurer/Comptroller – Classified Ad A. Proposed Ad
7. Human Resources – Contracted Services
8. Property & Liability Insurance
9. Director of Public Safety Vacancy
10. New Business/Public Comment
11. Adjournment

Bruce Smith
City Administrator

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

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@gpwmichigan.us.

cc:
Council – 7
Berschback
Smith
Hathaway

Rec. Secretary
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AUG 22 2016
CITY OF GROSSE PTE. WOODS

Proposed Ad:
Treasurer/Comptroller, City of Grosse Pointe Woods, MI

- City of Grosse Pointe Woods, population 16,135, located in northeastern Wayne County
- Full-time, at-will position, appointed by and responsible to the City Council
- Works cooperatively with the City Administrator, appointed officials, and Department heads.
- BA degree in Finance, Business Administration, Public Administration or equivalent field
- Minimum 5 years' experience in municipal finance
- Starting salary \$80-85 k. negotiable, DOQ. Defined benefit pension and excellent health benefits package.
- Qualified applicants should send cover letter, resume, salary history, and letters of reference to Lisa Hathaway, City Clerk, City of Grosse Pointe Woods, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236, or email to lhathaway@gpwwmi.us No phone calls.
- Closing date Sept. 12.

For Website:
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The current Treasurer/Comptroller

- Develops operating and capital budgets, develops fiscal forecasting
- Oversees city investments while maintaining adequate liquidity
- Handles bonding, refinancing, and other debt management
- Property and Liability Insurance and claims administration
- Administrates the DB Pension System and Retiree Health Care Trust Fund
- Supervises property tax billing and collection
- Works with external auditors, prepares the CAFR
- Prepares government reports
- Maintains GFOA awards for PAFR and Excellence in Financial Reporting
- Assists in labor negotiations
- Manages Human resources, including FMLA, ADA, benefits for active employees and retirees

Supervises three full-time and two part-time employees

- General Ledger Accounting, A/P, and Purchase Orders
- Payroll
- Tax Billing/Collection and Disbursement
- Water/Sewer Billing Accounting
- Cashiers