

Present: Council President Domzal; Members: Downey, Koss, McCleary, Pfeifer and Taylor

Absent: Woodrow

Also Present: Village Manager, Spallasso
Director of Public Safety, Woodard
Finance Director, Wiszowaty

President Domzal called the meeting to order at 6:30 p.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road. The purpose of the study session is to review the status of Council action plan items.

ADDITIONS TO THE AGENDA/APPROVE AGENDA

Motion by McCleary, second by Pfeifer, to approve the agenda as published.

Motion passed.

REVIEW OF PUBLIC SAFETY DEPARTMENT STUDY

Director Woodard reviewed that he presented Council with an update in December on the 11 recommendations included in the Public Safety Department Operational Review. He indicated at that time that he would return to brief Council further on developing an alternate work schedule, which was one of the principle issues explored in the study.

The concept of a change from the 8-hour work schedule has been discussed by the Public Safety Department over the years. Discussions have recently taken place between the Department administration and officer and command unions regarding the proposed implementation of a trial 12-hour work schedule. An ad-hoc committee was established to arrive at a generalized package that would be acceptable to the labor unions in terms of its impact on labor agreements.

Referring to a handout distributed this evening, Woodard explained a table that outlines how the current schedule and staffing operates with 26 employees. Officers work 2,080 hours a year. The exhibit also shows the proposed 12-hour schedule showing four platoons on the road of five each (five officers scheduled each day with one officer able to take the day off, leaving a minimum staffing of four officers). There is no loss of road coverage under this program with 25 people staffing the 12-hour schedule. The officers work 2,184 hours a year, 104 hours more than they do under the current schedule. This program assumes the loss of one officer by a combination of the captain position and the training position.

Woodard stated that the study prepared by Mark Nottley shows the 12-hour shift being financed by a reduction of staff from 26 to 24 officers. Nottley's report estimated savings of \$90,000 based on this staff reduction. Any staffing over 24 officers will cost the Village more than the 8-hour schedule. Woodard's proposed 12-hour schedule shows a third detective position, which was not called for in the operational study. The position was

included because Woodard wants the flexibility of an extra person to assign as necessary during scheduling shortages.

An analysis of the Department's staff and wage/benefit structure was conducted by Finance Director Wiszowaty and Woodard to estimate projected costs for a 12-hour shift given the current staff of 26 sworn officers and supervisors. Woodard referred to a spread sheet that shows the estimated expense of current Department personnel in a 12-hour schedule. The cost estimate is shown as \$96,000 to fund the 12-hour shift with 26 people. The expense to the Village above the current 8-hour schedule with a staff of 25 people would be \$24,000. A savings of \$48,000 is generated by a reduction to 24 members.

Woodard stated that the proposal that will come before Council for consideration is to go to 12-hour shifts for an 18-24 month trial period. He outlined advantages and disadvantages of a 12-hour schedule to personnel and the Department.

As opposed to "hard" numbers, the advantages of the 12-hour shift schedule to the Village could be described as "soft" numbers. Woodard stated that a department that introduces a 12-hour shift typically sees a reduction in sick time use, a potential savings in overtime expense. Additionally, the work force becomes more stable with fewer turnovers; less attrition equates to less frequent re-employment expense and less over time costs for coverage of vacancy shortage. It is perceived that employee morale will improve with the implementation of the 12-hour schedule. Woodard commented that, if the Department can maintain its full complement of staffing on a regularly consistent basis, the inadvertent shortage occurrences that are staffed with overtime will be less. Woodard thinks that this will occur through the extra person in the Detective Bureau.

Questions and comments from Council were addressed by Woodard throughout his presentation. There was a comprehensive discussion on a trial 12-hour work shift to determine the effect on the budget, staffing, and the presence of officers in the community. Some members of Council indicated that they would support a 12-hour shift if it would provide Village residents with equal service at an equal cost.

There was discussion on how to reduce the cost of a 12-hour shift with 25 people. Woodard thinks that the Department can come close to making up the extra cost in saved overtime. There are other things that can be done administratively with respect to scheduling and staffing the 12-hour shift.

A number of Public Safety Officers were present in the audience in support of the 12-hour schedule on a trial period. Officer Howard Shock commented that an advantage of a 12-hour shift to the Village is that the Department would have a supervisor on duty at all times, which would reduce the amount of liability to the Village. It is understood that the funding numbers are soft, which is the reason for suggesting this schedule change on a trial basis. Shock added that going to a 12-hour shift would increase the number of officers available to fill overtime when needed. He thinks that the change would provide a more work friendly environment and improve morale.

Lt. Eric Ottney stated that the Village is fortunate to have a Director that comes from a department that worked 12-hour shifts and can use his experience to make this work. He mentioned that Beverly Hills has been at 26 sworn officers for almost 30 years, and the Department has functioned well with that amount of staffing.

Domzal expressed concerns about service and cost issues as well as the quality of life for employees. He commented on the tough budgetary issues facing the Village. Domzal remarked that he would be in favor of proposal that is revenue neutral to the Village based on documented numbers.

Council discussed what further information is needed to make a decision on a 12-hour schedule with a staff of 25 officers. Woodard will provide Council with a breakdown of overtime costs. This topic was tentatively scheduled to be an agenda item for the February 1 Council meeting.

Comments were received from residents Les Millichamp, Norm Downey, Bunker Kelly, and Kathleen Berwick. Questions were addressed by Woodard.

REVIEW OF COUNCIL ACTION PLAN

Council discussed the items listed in its action plan in order to reach a consensus on the status and estimated completion date of each issue.

Elections

Council passed a resolution in November, 2004 to hold its regular election at the September primary election held in odd number years. The Village Clerk will conduct the elections. Council was to discuss the topic of terms of office in the first quarter of 2005.

There was agreement that Pfeifer will prepare a position paper and recommendation on terms of office and staggering of terms. Pfeifer offered to submit the position paper to Council members by February 1. Council will discuss the document at a study session prior to a Council meeting before placing it on the agenda for action at the following Council meeting.

In answer to an inquiry, it was noted that the Council President is elected by Council, and the term of that position is a Council policy matter.

Staffing (General Administrative Staff)

There was consensus that the Council as a whole will discuss the manager position and the unfilled administrative position. Renzo Spallasso is serving as Village Manager as well as Public Works Director following the resignation of Brian Murphy.

At the request of members of Council, Spallasso will prepare a preliminary list of Manager's goals for the next year by February 1. Council agreed to spend an hour prior to an upcoming Council meeting (tentatively set as February 15) to talk about this staffing issue before placing it on a Council agenda for action at the following meeting. The

Personnel Committee will meet if necessary to provide information for Council's review before decisions are made.

Safety Issues

Safety issues were identified as an ongoing topic that would receive periodic attention. Spallasso remarked that there are no potential safety risks in the Village at this time. The code enforcement officer patrols the Village on a regular basis keeping an eye on items that might turn into safety problems. Periodic updates from the code enforcement officer were requested. Spallasso responded that Council will receive a report from Dan Gosselin in their next Council packet.

Charter Revisions

Pfeifer will consult with Village Clerk Marshall on deadlines and wording for a Charter amendment for the September 2005 ballot that will establish a new spending authorization/public bid limit. There was a consensus of Council that the ballot question should include a dollar amount rather than a percentage of budget. The number will be discussed and established at a regular Council meeting.

Shared Services

Spallasso, Pfeifer and McCleary will meet with Birmingham Manager Tom Markus on Friday, January 14 to discuss whether cost savings can be achieved through shared services. Council will receive a report on this meeting.

Budget/Finance

A preliminary budget study session will be held to review the five year revenue and expense report and set budgetary objectives. A tentative date for this meeting was set for February 10, 2005 at 6:30 p.m. in the Village municipal building.

Library

Results of the Library Survey are being compiled and may be available in about a week. Funding of library service will be a topic for budget deliberations.

Trees

McCleary stated that the Village will not be developing a formal resident tree planting program. Beverly Hills will inform residents of any tree purchase programs being offered so that they can take advantage of reduced prices on trees.

McCleary does not support adding restrictions to the Village's existing tree ordinance with respect to removing trees on private or public property. He believes that the current ordinances along with the Village's site plan approval process are adequate in their coverage.

Pfeifer recalled that there was discussion relative to revising the tree ordinance to be more inclusive in terms of diseased trees and to provide additional protection of trees during construction. It was suggested that Council refer the tree ordinance to the Planning Board

for review and recommendation. Council decided to defer a decision on the tree ordinance issue until May or June.

Pfeifer raised the issue of financing the cost of replacing trees in the park. She said that some people were told that the Village would fund the matching tree grant from the General Fund. Others were told that funding for tree replacement in the park would come out of the dedicated millage for park improvements. Pfeifer disagrees with using dedicated millage money for tree replacement on the basis that tree replacement is a maintenance issue. It is proposed to spend \$20,000-\$23,000 of park millage money for replacement trees.

Pfeifer proposed a potential solution to the problem. The Village received an unanticipated refund of franchise fee money from Comcast in the amount of \$9,500, which will go into the General Fund. Pfeifer has talked to Wiszowaty about Council adopting a budget amendment that would transfer this unanticipated money from Comcast to the park maintenance fund for matching tree grant use.

Downey commented that the park improvement plan had a specific amount dedicated to landscaping in the park. He understands that there may be differing opinions with respect to the definition of replacement versus improvement.

Janet Mooney stated that she was involved in promoting the park millage initiative. Residents were told before voting on the ballot question that the dedicated millage was intended for capital improvements to the park. The landscaping portion of the park capital improvement plan did not include tree replacement. She firmly believes that this tree replacement is not a capital improvement. Mooney would appreciate Council consideration to refrain from using park millage money for tree replacement. The Parks and Recreation Board is on a tight budget to complete the scheduled improvement program.

Domzal recalled that, when Council adopted a resolution for a \$31,000 expenditure to purchase trees, the money was allocated from three accounts – park capital projects fund, the park site improvement fund, and major street fund.

Spallasso maintains that this is a policy decision for Council in terms of authorizing a transfer from the General Fund. This will be an agenda item for a future Council meeting.

Bunker Kelly expressed the view that trees should be considered a capital improvement.

Council/Community Relations - Communications

Koss related that a neighboring municipality held a meeting at which time residents could attend and have questions addressed by the Planning Board, Zoning Board, and Council. She thinks it was an effective process and should be considered in the Village.

Domzal referred to a list prepared by administration outlining specific suggestions for improving communications between the Village/residents.

Woodard commented that this topic will be covered in a report from the Strategic Planning Development Committee to be presented to Council at its February 18 meeting.

Lot Coverage Issues

This has been discussed by the Planning Board and referred to the planning consultant.

Strategic Planning

Facilitator Gene Jacoby will give a presentation on the draft strategic plan for the Village at the January 18 Council meeting. Council consideration of whether to take further action on the strategic planning process will occur at a regular Council meeting.

Audit Follow-up Issues

Spallasso highlighted the three items raised in the Plante & Moran audit letter of comments and recommendations addressed to Council. He will present Council with an administrative report that outlines the three issues and the specific action proposed by administration to address those items.

City vs. Village

Taylor remarked that he has gathered a large amount of information on the city versus village topic. He thinks that the cityhood topic warrants establishing a subcommittee to review the data and investigate the issue. Domzal added that there may be useful ideas and savings generated from the study whether or not the Village decides to become a city.

There was agreement that Council should not participate in the study nor spend money on preparation of a city versus village study. Council could initiate action to form a subcommittee but not take part in the study. It was suggested that there may be grad students working on an MPA or PhD who could be recruited to undertake this study.

Domzal stated that he would like to see this as an administrative responsibility to engage someone to assist Council with this activity. Taylor was asked to coordinate with the Village staff on a proposal or grant opportunity for this study.

Southfield Road Corridor Study

The Planning Board will be presenting recommendations to Council on a Southfield Road Corridor Study.

PUBLIC COMMENTS

Greg Burry commented that part of the concept of a village manager/council operation is that the council acts as the board of directors and gives the village manager goals and objectives for the community. The manager would, in turn, provide goals and objectives for the departments in order to meet village objectives. He thinks it behooves the Council to provide goals to the Village Manager.

Bunker Kelly commented that he understands that tree treatments are working for the emerald ash borer disease, with Troy being one of the test communities. This is something that the Village could initiate for those trees that are not infected. Kelly hopes that the

Village has signed up for the State’s master tree cutting contract in which residents are able to participate.

Kelly had an inquiry about the Acacia project, which was addressed by Spallasso.

Kelly expressed the opinion that Villagers would not want a non-resident or a new manager who wants to build a career on his or her accomplishments to establish the goals and objectives for spending taxpayers’ dollars. The elected Council represents its constituents, and the Manager should implement the goals established by Council.

Kathleen Berwick questioned whether the tree ordinance will be revised to be more restrictive. She was informed that a tree ordinance review and possible revisions were deferred until May.

Motion by Taylor, second by Pfeifer, to adjourn the meeting at 9:40 p.m.

Motion passed.

Dave Domzal
Council President

Ellen E. Marshall
Village Clerk

Susan Bernard
Recording Secretary