

Present: President Taylor; President Pro-Tem Walsh; Members: Burry, Pfeifer, Rijnovean and Woodrow

Absent: Koss

Also Present: Village Manager, Spallasso  
Assistant to the Manager, Pasieka  
Village Clerk, Marshall  
Director of Public Safety, Woodard

President Taylor called the regular Council meeting to order at 7:30 p.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road. The Pledge of Allegiance was recited by those in attendance.

#### **ADDITIONS TO AGENDA/APPROVE AGENDA**

Taylor stated that Council member Koss could not be present tonight due to an ill family member. She has requested that consideration be given to deferring action on extending the 12-hour shift schedule for Public Safety Department until the next regular Council meeting.

It was suggested that Council move forward with discussion of the business agenda item but delay a vote until the next Council meeting as long as action on the 12-hour schedule is not time sensitive. Director Woodard indicated that it would not pose a problem to put a decision off until the next meeting.

Motion by Pfeifer, second by Rijnovean, that agenda item, “Review and consider extension of 12-hour schedule for Public Safety Officers” be moved from the Business Agenda to a Discussion Item.

Roll Call Vote:  
Motion passed (6 – 0).

Motion by Woodrow, second by Burry, to approve the agenda as amended.

Motion passed (6 – 0).

#### **PUBLIC COMMENTS**

Ralph Lohrengel of 18346 Beverly Road commented on Road Fund figures presented in the current five-year financial forecast prepared by Village administration. He questioned whether the Public Safety Director has reviewed a report previously submitted to him regarding fire department privatization.

Kathleen Berwick of 31381 Kennoway Court expressed concern about people adding onto their houses without hiring professionals to design their additions. She asked Council to consider creating a commission to oversee home renovations.

Norm Downey of 23042 Nottingham Drive referenced the Five Year Financial Plan with respect to Road Fund activity. Downey verbalized four requests of Council: 1) Accelerate efforts to balance the budget considering suggestions presented at the podium; 2) Request administration to report on the status of the Village's violation of peak flow into the Evergreen Sewer and address how the violation can be resolved; 3) Request administration to justify why the Water & Sewer Fund balance is \$3.7 million; 4) Request administration to explain why Village accounts combine the sewage disposal charge and debt service charge rather than report them separately.

Manager Spallasso responded that some of the questions posed by Mr. Downey were addressed in a letter to him from Finance Director Bob Wiszowaty. The Village auditing firm has not suggested separating the sewage disposal and debt service charges. Spallasso stated that a report on the Sanitary Sewer Infiltration/Inflow Study conducted by Hubbell, Roth & Clark is scheduled for the first Council meeting in March. He noted that Birmingham does not have an infiltration problem because it has a combined sewer system. The City of Southfield has spent a large amount of money on corrective measures.

Bunker Kelly of 21526 Corsaut raised the issue of a water and sewer rate increase imposed in 2004/05 and offered information to support the assertion that residents were overcharged.

#### **CONSENT AGENDA**

Motion by Pfeifer, second by Rijnovean, to move item a, "Review and consider minutes of a regular Council meeting held on January 3, 2006" to the Business Agenda.

Motion passed (6 – 0).

Motion by Pfeifer, second by Woodrow, to approve the Consent Agenda as follows:

a. Review and file bills recapped as of Monday, January 9, 2006.

Motion passed (6 - 0).

#### **BUSINESS AGENDA**

##### **REVIEW AND CONSIDER MINUTES OF A REGULAR COUNCIL MEETING HELD ON JANUARY 3, 2006**

Pfeifer noted that the motion on page 8 of the minutes was worded correctly.

Motion by Pfeifer, second by Rijnovean, that the minutes of a regular Council meeting held on January 3, 2006 be approved as submitted.

Motion passed (6 – 0).

##### **DISCUSSION ITEM - REVIEW EXTENSION OF 12-HOUR SCHEDULE FOR PUBLIC SAFETY OFFICERS**

Rijnovean presented background information on the one-year trial of a 12-hour shift schedule for the Public Safety Department implemented on March 21, 2005. She referred to a Public Safety Department Operational Review conducted and completed by Rehmann Robson, Certified Public Accountants, in August of 2004. Rijnovean recapped sections of the findings and recommendations of the study, noting that shift scheduling was a focus of the study. She

commented on the action taken by Council at that time to implement a trial 12-hour work schedule and where it differed from the study recommendations.

The purpose of tonight's discussion is to receive an update from the Director of Public Safety on the current status of this trial schedule for a nine-month period encompassing the fourth quarter of fiscal year 2004/05 and the first and second quarters of fiscal year 2005/06. Council will address the pros and cons of continuing with a 12-hour shift with emphasis on the financial implications relative to wages, overtime, sick time, and pension costs.

Public Safety Director Karl Woodard presented a report on issues being tracked and reviewed as part of a trial period for the 12-hour shift schedule. He has provided Council with a written document to this effect dated January 12, 2006. Woodard reviewed key issues including wage and overtime expenses and sick time trends. It was anticipated that these factors would be affected by reducing the operations staff from 26 to 25 officers and by the improved health and morale of staff.

Woodard reviewed that the consultant estimated that a 12-hour shift staffed with 25 people might cost about \$24,000 more than the 8-hour shift operated by 26 people. Council approved the trial to go forward with that in mind. Council subsequently reduced the Department's overtime account by \$37,000 in the 2005/06 budget on the assumption that the 12-hour shift would result in a reduction of overtime expense. Compared to fiscal year 2004/05, the occurrence of overtime is down by approximately 13% as of the mid-year point for 2005/06.

Woodard reviewed several charts to summarize the Department's experience with the 12-hour trial over the past nine months. He displayed a chart showing the wage and overtime cost estimate for the 8-hour schedule versus the 12-hour schedule. The 8-hour schedule assumption is that there are 26 sworn officers working; the 12-hour schedule figures are for 25 sworn officers. The comparison shows the 12-hour model operating in the black by \$22,000.

The next chart was an historical overview of the wages budget and the overtime budget for the past five years and the first six months of the current fiscal year. In most years, the Department does not pay out the amount budgeted for wages, typically due to attrition during the year. The wages account was overspent by \$4,000 last year. The typical overtime history is to be over budget, which is often due to short staffing and lack of flexibility. The impact on overtime for the balance of the last fiscal year was \$23,000 less spent than budgeted. Woodard noted that the first six months of the 2005/06 fiscal year contains a reduced overtime budget from the previous year. The Department is about \$7,500 over budget due to significant incidents that occurred in the summer and fall quarter.

Another chart detailed the first six months of this fiscal year with respect to wages and overtime. It showed that the actual wages expenditure for the first and second quarter of 2005/06 is under the budgeted expense. The Department is operating \$17,000 under its overtime figures of the same period on the 8-hour schedule. Director Woodard viewed these figures as good news; this schedule is not having a negative effect on the Village finances.

Woodard remarked that another issue discussed as part of the schedule change was speculation that a 12-hour shift would impact sick time. The sick time experience of the officers has been tracked over the last several quarters to see if a conclusion can be drawn from the pattern of sick time use on a 12-hour shift as opposed to the 8-hour shift. A chart was displayed demonstrating that there were considerably less sick days taken during the 12-hour shift by the PSO group and the supervisor group than over the five quarters prior to the 12-hour shift. This trend may be due to a change in attitude, better staffing, and an incentive not to take sick time.

Woodard reviewed a spreadsheet showing overtime by category in hours. Overtime categories include sick calls, vacation, dispatch, special (general), fire, report, investigation, training, EL/FL (emergency or funeral leave). It confirms a trend of reduced sick time taken in the last six months.

Woodard concluded that Council will be asked to consider a continuation of the one-year trial from the point at which the schedule expires. After having initial reservations, Woodard now believes that the Department is performing well on the 12-hour shift schedule. The officers are more satisfied with this schedule than they were on the 8-hour shift. Woodard's report includes a suggested motion calling for the 12-hour shift to become the operational schedule of the Department.

Woodard answered questions and provided clarification to members of Council on items including overtime figures, effect on pension costs, staffing information, specific shift overtime data, analysis of holiday time, comp time, and the impact on the contract negotiation process.

Residents Norm Downey and Bunker Kelly had comments and questions on the trial 12-hour schedule focusing on sick time and overtime expense.

Sgt. Michael Vargas spoke in favor of the 12-hour shift schedule. It provides officers with additional weekends off and the flexibility to meet family and other obligations, reduces the frequency of sick time, and allows increased ability for scheduling activities or commitments.

Director Woodard asked members of Council to refer any further questions they may have to him prior to the next Council meeting when this item will be considered.

#### **DISCUSSION ITEM - INCREASE AWARENESS FOR POTENTIAL DONATIONS TO THE VILLAGE FOR SPECIAL PROJECTS**

Taylor reinforced the fact that the Village of Beverly Hills is a non-profit organization that accepts monetary contributions that can be earmarked towards specific projects. He acknowledged several residents and organizations that have made donations to the Village recently. There has been some discussion about exploring the creation of a community foundation in the Village to accept and manage donations. An attorney in the community has volunteered to explore the legal issues involved with creating a community or civic foundation. Taylor suggested that an initial step may be for Council to determine whether there is public support for a civic foundation.

Stan Pasieka provided background on the efforts beginning in 1999 to seek contributions from the community towards funding a Beverly Park improvement program. The Parks and Recreation Board established a “Friends of Beverly Park” fund drive, sponsored a dinner and auction to raise money, and sold personalized paving bricks. The Village sought and received a grant to assist with park improvements. Contributions have been received for specific park improvements from community organizations and from individuals.

Pfeifer stated that she would like the Village to investigate creation of a vehicle whereby residents can make donations or bequests to be held in a fund for a particular project. She realizes that a community foundation may entail a great deal of organization, paperwork and oversight. Pfeifer thought that this may be an area that could be explored by the Finance Committee.

Spallasso clarified that money donated through a community foundation would provide the donor with the opportunity to receive a tax credit; a contribution to the Village earmarked for a specific project would entitle the donor to receive a tax deduction.

Pasieka stated that donations to the Village are generally designated towards a specific project. The Village has accounts established where contributions can be placed for specific purposes. Notice has been placed in the Villager Newsletter encouraging people to donate towards Beverly Park improvements.

Taylor summarized that the purpose of this discussion item was to make it known that the Village is a non-profit organization and that people can make contributions to the Village for general or specific purposes and receive a tax deduction. Rijnovean suggested publicizing the ability of people to make donations to the Village towards the park and other undertakings.

Bunker Kelly thought that efforts should be focused towards motivating people to donate money or services towards specific purposes or projects in the community.

Jill Sickels of 17171 Kinross expressed the view that a civic foundation should not be limited to accepting contributions towards Beverly Park but should rally the community to support many different projects.

### **REPORTS - MANAGER**

Spallasso reported that administration will be seeking bids during the first quarter of 2006 for the following items: Photocopy machine replacement, dust control, road salt, Southfield Road landscaping (three year) contract, and a (three year) road sweeping contract. Village Clerk Marshall is in the process of soliciting bids to replace the outdated postage machine and scale.

### **COUNCIL**

Burry announced that the Parks and Recreation Board will meet on Thursday, January 19 at 7:30 p.m. in the Village municipal building.

Woodrow observed that some of the comments made by residents this evening referenced the recently distributed five-year financial forecast for the Village. He reminded people that this

report represents projections based on a budget that has not yet been prepared and submitted to Council for review.

Walsh requested that Council receive an overview presentation of the five-year financial forecast in early February.

Rijnovean reported that she attended a Baldwin Library Board meeting last night, January 16, with Council member Koss. It appears that the Village will be receiving the data it has requested from the Baldwin Library.

Pfeifer stated that the Birmingham Area Cable Board will meet tomorrow morning, January 18, at 7:45 a.m. She reported on a presentation made today at the BASCC Board meeting by Phil Bertolini from the County Executive's office regarding the Wireless Oakland program.

Pfeifer suggested that Council consider scheduling public hearings on the proposed 2006/07 budget early in the budget deliberation process. Pfeifer commented that Council members have received information on two worthwhile conferences being held this year, a one-day Legislative Conference being held in Lansing and the Michigan Municipal League Annual Conference held in the fall.

Taylor thanked the Woman's Club of Beverly Hills for its \$3,500 donation towards landscaping around the renovated pavilion in Beverly Park.

Motion by Pfeifer, second by Rijnovean, to adjourn the meeting at 9:53 p.m.

Motion passed (6 – 0).

**Dave Taylor**  
**Council President**

**Ellen E. Marshall**  
**Village Clerk**

**Susan Bernard**  
**Recording Secretary**