

# Solution Today - Ideas Detail Report

Status	Idea	Title / Description	Category	Priority	Assigned To / Opened By	Opened	Due Date
(2) Active	5	<b>Combine City Hall Counters</b>	Commission	(1) High	Don Johnson / Don Johnson	10/1/2008	
<p>Current plans call for reducing seven counters to three                      -Clerk, Assessing, Treasurer                      -Engineering and Building                      -Planning and Housing</p> <p>The architect has submitted several alternate floor plan drawings and we have asked for cost estimates for the plan we preferred. Rough estimates were received on 9/30. These suggest a total cost of about \$750,000 not including any furnishings, equipment, or moving. We have not yet met with the architect to go over these numbers and ascertain everything that is included in the estimate.</p> <p>Our application for the energy stimulus grant is principally for improvements to the City Hall and Police HVAC systems.</p> <p>Completing this project was designated as one of the City's goals in the 2010 strategic plan.</p>							
(2) Active	10	<b>Retirement: Increase minimum retirement age</b>	Other	(2) Normal	Don Johnson / Don Johnson	10/1/2008	
<p>Increasing minimum age would decrease Actuarially Required Contribution.</p> <p>This will require changes to collective bargaining agreements which must be approved by the Commission and the bargaining units.</p>							
(2) Active	12	<b>Lock Box for water and tax bills</b>	Commission	(1) High	John Kravitz / Don Johnson	10/1/2008	
<p>A lockbox allows payments to be mailed directly to the bank. Results in faster deposits and reduces internal staffing needs. Greatly reduces peak demand staffing needs.</p> <p>Treasurer John Kravitz is getting quotes from banks and companies capable of printing and mailing bills. We don't have equipment necessary to prepare a lock box billing ourselves.</p> <p>Chase \$66,406                      Comerica no bid yet                      related costs \$12,284 (bills) \$10,560 (postage)</p> <p>Commission Letter 08-09, 1/5/2009 recommended no action at this time, no action was taken. This idea remains under active consideration.</p>							
(2) Active	16	<b>MERS: Move pension system to Michigan Employees Retirement System</b>	Other	(1) High	Don Johnson / Don Johnson		
<p>MERS investment performance is much better than our own.</p> <p>Need right to do this in all union contracts. All recently settled contracts provide this right but we haven't settled with Police, Police Command, Police Detectives, or Fire.</p> <p>Commission has issues with MERS termination requirements.</p> <p>Retirement Board may consider using MERS to manage investments without joining MERS.</p>							

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(2) Active	22	<b>Sell Advertising Space on Non-Emergency Vehicles and Web Site</b>	Commission	(2) Normal	**Unassigned / **Unknown		
		This idea was rejected by the Commission several years ago. We are assigning a status code of "New" because we would like to get feedback from the current City Commission on this concept.					
(2) Active	23	<b>Solicit Vehicle Donations with Advertising</b>	Commission	(2) Normal	**Unassigned / **Unknown		
		If car dealers are willing to do this for the Dream Cruise, perhaps they would be willing to do it for 365-day advertising potential.					
		Not sure if this was previously presented to the Commission or not.					
(2) Active	28	<b>High School CoOp program</b>	Administration	(2) Normal	MaryJo DiPalo / Don Johnson	10/16/2008	
		City of Wayne used to make use of a CoOp program with Wayne Westland Schools for clerical and print shop positions. Does Royal Oak schools offer something similar?					
		Would Unions object?					
		contact Michael Greening, Principal of Royal Oak High School. His phone number is (248) 435-8500 ext 1127.					
(2) Active	29	<b>College Intern program</b>	Administration	(2) Normal	MaryJo DiPalo / Don Johnson	10/16/2008	
		We have used interns from various schools on an ad hoc bases in the past but we have not had a formal program. If done right, this can be an inexpensive source of entry level professional labor..					
		Ypsilanti has a very successful intern program. The key difference is that they pay their interns. This has resulted in their getting many applicants for positions and assistance from the universities in finding the best interns. With unpaid internships, we have only been able to get students who couldn't find a paid internship. Ypsilanti treats interns as entry level professionals and feels they get that level of work out of them. Their pay level is \$10/hour.					
(2) Active	30	<b>4 Day workweek</b>	Commission	(2) Normal	MaryJo DiPalo / **Unknown	10/16/2008	
		Switch all non emergency employees to four 10-hour days. Close most offices on Friday. Keep offices open from 8:00 to 6:00 M-Th.					
		Reduced cost for utilities, overtime, etc					
		Increased service availability for residents (open till 7:00 PM four days per week)					
		Some studies show productivity increases					
		gas and travel time savings for employees					
		improved employee morale					
		This is being done in several local communities, including Bloomfield Twp. Oakland County has a version of this as well but they are not closed on Fridays.					
		Commission Letter 08-09 recommended no action at this time. No action was taken.					
(2) Active	34	<b>Radio read water meters</b>	Commission	(2) Normal	Greg Rassel / Greg Rassel	10/24/2008	
		Replace present water meters with meters that can be read remotely via a radio signal or wireless internet.					

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(2) Active	35	<b>Consolidated Dispatch</b>	Commission	(2) Normal	Ted Quisenberry / Ted Quisenberry		
		<p>We took part in two separate regional reviews involving consolidating police/fire dispatch centers. The first one was in 2002/2003 involving about 20 different municipalities with Oakland County running lead on the plan. It got so far as sight selection and Oakland County agreeing to purchase and equip the building. The plan eventually failed when the labor issue could not get resolved. We were unable to determine how compensation packages for the various dispatchers in the participating agencies would be structured given the variances that existed between them.</p> <p>In the second attempt, our city took part in a regional fire service study which would have had to include emergency dispatching as well. Again this failed once it was learned that even though it might be cost effective for the other agencies, it would not have been so for Royal Oak.</p> <p>Discussed at 1/5/2009 CC meeting, directed to change status from Rejected to Active. Commission Letter #32-09 for the 2/2/09 meeting reported on this issue. A further report is expected in April.</p>					
(2) Active	44	<b>Contractual Lock Up</b>	Commission	(2) Normal	Ted Quisenberry / Ted Quisenberry	10/28/2008	
		<p>Research the costs of running a lock up and see if it could be done cheaper by contracting out like the City of Clawson is doing.</p>					
(2) Active	45	<b>Contract Police Services</b>	Commission	(2) Normal	Ted Quisenberry / Ted Quisenberry	10/28/2008	
		<p>Compare cost of providing all police services through the Oakland County Sheriff's Department as opposed to continuing to operate our own agency.</p> <p>This is done by the City of Rochester Hills.</p>					
(2) Active	48	<b>Direct Deposit Reimbursement Checks</b>	Administration	(2) Normal	Don Johnson / Metta Lansdale	11/3/2008	
		<p>Direct deposit checks that are cut to employees for incidental expenses</p> <p>-Reimbursements are handled through the Accounts Payable system. AP is not set up to handle ACH (direct deposit) payments. Handling these payments through payroll would slow payroll processing which is very time sensitive. We cannot be late with payroll. I recommend we not do this at the present time but revisit the subject when we eventually move AP to the ACH system.</p> <p>-Don Johnson</p>					
(2) Active	49	<b>Increase Recycling</b>	Commission	(2) Normal	Greg Rassel / Wally Whipple	11/3/2008	
		<p>By increasing participation in recycling program, Royal Oak could achieve significant revenue.</p> <p>In a SOCRA study, 32.5% of Royal Oak trash was material that could have been recycled. If we could achieve 100% recycling of recyclable material, disposal costs would decline by \$217,000 and sales of recycled material would be about \$477,000 for a total of \$634,000/year.</p> <p>100% isn't feasible but Clawson's trash only contained 22% recyclable material. We should be able to improve to that level which would be worth about \$200,000/year.</p> <p>Greg notes that we used to have a Recycling Coordinator who's job it was to encourage recycling. When decision was made to discontinue that position was the impact on recycling revenue considered? What else can we do to encourage recycling?</p> <p>Market for recycled material has fallen dramatically. SOCRA figures above are no longer valid.</p> <p>Report requested at 1/5/09 meeting. Commission Letter #23-09 for the 2/2/09 meeting described efforts underway by DPS and SOCRA to increase recycling. Also noted was the falling prices for recycled material.</p>					

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(2) Active	50	<b>Specialty email lists</b>	Administration	(2) Normal	Scott Newman / Mike Andrzejak	11/3/2008	
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Purchase the software that allows the Police Department to email alert specific sectors of the community with crime alerts, "be on the lookout" notices, patterns of crime in a neighborhood updates. This would be a voluntary sign up program, like our City Update emails available to citizens. I previously brought this up when I advocated for the City Update emails, but have heard no additional feedback from our IT Department. Do we have this current capability, or does additional software need to be purchased. Recently, another metro suburban community authorized the purchase of software to implement this very valuable communication tool. What is the cost if we need system enhancements?

-We are capable of doing this now. No additional software is needed. We will start promoting the idea to departments and committees.

(2) Active	52	<b>Lights Out to save energy</b>	Administration	(2) Normal	Scott Newman / Scott Newman	11/4/2008	
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The Greening of IT is a very hot topic and this past September a research study conducted by Enterprise Management Associates released some very amazing statistics. The single most effective energy savings benefit is to utilize a "Lights Out" strategy for computer systems by simply turning them off when they are not in use. The research study found that 43 percent of the time, desktop systems are left on when not in use during evenings and weekends. The wasted energy cost is calculated at approximately \$150 per system per year. Potential energy savings by using this calculation for City departments equates to 129 systems for a annual savings of \$19,350.

We have already implemented the "Lights Out" strategy. The Information Systems department notified all departments to make sure their systems are turned off at night and on weekends. We also posted this strategy on the City's Intranet Website to include computers, printers, faxes and copy machines and of course the lights!

Scott L Newman

(2) Active	56	<b>Purchasing Coordinator</b>	Commission	(2) Normal	Don Johnson / Don Johnson	11/7/2008	
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Re-Group Advisors suggested that significant savings on purchases could be accomplished with a more centralized purchasing function and a professional purchasing coordinator.

Royal Oak used to have a purchasing agent but that position was eliminated by the Commission in 1994.

This was reported on at the 2/2/09 meeting (Commission Letter #28-09). The Commission accepted the recommendation to keep this on the list of active ideas but take no action at this time.

(2) Active	63	<b>Snow Emergency Tickets</b>	Administration	(2) Normal	Chris Jahnke / Stephen Miller	4/2/2009	
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Use the parking enforcement aids and other personnel to issue snow emergency tickets. This would allow for far more tickets to be issued in a short amount of time.

(2) Active	66	<b>Solution Today Incentives</b>	Administration	(2) Normal	MaryJo DiPalo / Tony DeCamp	4/3/2009	
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Offer incentive for employees who submit Solution Today ideas that are implemented - This could be a gift card for \$20 or some other comparable amount or item. We could limit the reward to ideas that result in a clear savings to the City.

-We already have an employee suggestion program which offers cash rewards. To implement this, all we really have to do is automatically enter employee Solution Today ideas in the employee suggestion program (and visa versa). Officially, all full time and part time employees of the city except elected officials and department heads are eligible to participate in the employee suggestion program. In actuality, I'm told, we have not allowed anyone in a supervisory position to participate.

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(2) Active	67	<b>Consider using State to collect delinquent tickets</b>	Administration	(2) Normal	Kevin Southerland / Mike Andrzejak	4/13/2009	
		Warren and Center Line					
		Officials from 37th District Court are working with the state Department of Treasury to collect nearly \$11 million in unpaid parking and traffic fines going back to 2000.					
		To recoup the money, the state will garnishee wages and income tax refunds, and withdraw money from bank accounts.					
		Only a handful of cities in the area work with the state to collect unpaid fines. Madison Heights, Hazel Park, Ferndale, Pontiac and Dearborn are some of them. .					
		<a href="http://www.freep.com/article/20090401/NEWS05/904010418">http://www.freep.com/article/20090401/NEWS05/904010418</a>					
(2) Active	68	<b>Retirement Incentive</b>	Commission	(2) Normal	MaryJo DiPalo / Anonymous Employee or	4/13/2009	
		From an anonymous letter sent to Don Johnson					
		If you offered a deal to employees that they can retire with health insurance if they are within 2-3 years of fulfilling the requirement you would achieve your goal (of reducing employment by about 55 employees).					
		-Incentives, such as this, can be a useful tool. However, we are not convinced incentives are needed in order to reach that number.					
(2) Active	69	<b>No free parking on Sundays</b>	Commission	(2) Normal	City Commission / Anonymous Employee	4/26/2009	
		Don't give away parking on Sunday. Sunday is almost as busy as Saturday downtown. Several communities have eliminated free parking on Sundays.					
		Assigned to City Commission as this is primarily a policy issue. The Commission may not be willing to consider this at all, so there is no point in doing any advance research.					
(2) Active	70	<b>Volunteer Royal Oak</b>	Administration	(2) Normal	An Intern / Don Johnson	4/26/2009	
		Established an organized volunteer program.					
		Royal Oak is eliminating more and more city services. Volunteers already help fill in the gaps where city employees and contractors once served. However, we have no organized volunteer program to recruit, train and recognize volunteers.					
		Idea was presented to Jay Dunstan and he ran with it. He has created a website where potential volunteers can learn about oppertunities, and sign up.					
(2) Active	71	<b>Cross Train Employees to assist in emergencies</b>	Administration	(2) Normal	Greg Rassel / Don Johnson	4/26/2009	
		Employees from other departments could be trained to drive snowplows, assist firefighters (run equipment not enter fires), write snow emergency tickets and other tasks.					
(2) Active	72	<b>Make greater use of probationers for city clean up</b>	Administration	(2) Normal	Kevin Southerland / Don Johnson	4/26/2009	
		Use probationers for picking up trash downtown, in parks and other tasks not involving mechanical equipment or requiring special skills.					
		Propose to create a full time position funded by the solid waste fund to be responsible for clean up efforts and to make maximum use of probationers.					

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(2) Active	73	<b>Service Club civic projects</b>	Administration	(2) Normal	An Intern / Don Johnson	4/26/2009	
		Try to get local service clubs to take on civic projects such as an "adopt a park" project.					
(2) Active	76	<b>Send employee statements electronically</b>	Administration	(2) Normal	Scott Newman / Tony DeCamp	11/30/2009	
		Make the annual pension balance statement available online as opposed to stuffed in the check. Could do the same for other reports provided to employees.					
		Potential benefits:					
		Reduced part-time hours associated with cutting the statements and stuffing them into the check envelopes.					
		In addition, we will no longer have to prepare a separate report in skyview, which is currently required, thereby increasing efficiency.					
		Finally, we will experience small savings on the cost of paper.					
		Issues to resolve first:					
		Not all employees have access to a computer at work which would be necessary if we restricted this information to the employee intranet.					
		Security and privacy of personal information, especially if this was available through the public internet.					
(2) Active	78	<b>Special Parking Charges</b>	Commission	(2) Normal	Greg Rassel / Jim Rasor	3/31/2010	
		Charge \$5.00 for parking in the Sixth and Main lot after 10 on Thursday, Friday and Saturday.					
		Rassel and Jahnke are working on a report.					
(2) Active	79	<b>Charge real rent for sidewalk cafes</b>	Commission	(2) Normal	**Unassigned / Jim Rasor	4/30/2010	
		Sidewalk cafes should pay market rent for the space they use. The business is using public land to operate a business and make money.					
(2) Active	80	<b>Refinance pension fund with bond</b>	Administration	(2) Normal	Julie Rudd / Jim Rasor	4/30/2010	
		Refinance pension fund with bond.					
(2) Active	81	<b>Buy out retirees with bond</b>		(2) Normal	Julie Rudd / Jim Rasor	4/30/2010	
		Buy out retirees with bond					
(2) Active	82	<b>Affinity Credit Card</b>	Administration	(3) Low	John Kravitz / Mark Morang	6/10/2010	
		For consideration and discussion, the City of Royal Oak would become an affinity partner with a lending institution by having its name on a credit card. Universities, charities and other professional organizations are doing this, why not a municipality? Typically, the City would get paid a fee or percentage of the balance from the bank for each card issued. The bank, possibly a bank Royal Oak does business with now, would cover all operating costs and assume all risks. Many cards offer reward schemes or points earned for using their cards, the City could possibly discount parking fees or other City service fees, there are many possibilities.					

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(3) Approved	9	<b>Copier Charges: Charge departments for all copier usage</b>	Administration	(2) Normal	Don Johnson / Don Johnson	10/1/2008	
		Most, if not all, of our copiers can be programmed to require a department code be entered to make copies or to print. Departments could be charged for all copies rather than centralize this cost. We expect this would reduce usage and lower cost.					
(3) Approved	11	<b>Refill Printer Cartridges</b>	Administration	(2) Normal	Scott Newman / Bill Shaw	10/14/2008	
		The City has used remanufactured cartridges for more than 20 years and continues to use remanufactured or refilled cartridges for some of our printers today. The savings can be considerable. However, we have experienced problems with some vendors supplying poor quality cartridges which in some cases have actually damaged printers.					
		Where the IS department is satisfied with the quality of the product and where it results in a cost savings, we will use remanufactured cartridges.					
(3) Approved	33	<b>Postage- bill all departments</b>	Administration	(2) Normal	John Kravitz / Teresa McWilliams	10/21/2008	
		Departments should be charged for their postage instead of charging a central account. This would move some cost our of the General Fund and would encourage departments to minimize postage.					
(3) Approved	55	<b>Interest on Receivables</b>	Commission	(2) Normal	Teresa McWilliams / Teresa McWilliams	11/7/2008	
		Set up GEMS system to charge interest (% or flat fee) for late payments on Accounts Receivables - I tossed this around with Britt a few times; don't know why it wouldn't/couldn't work or if we need commission approval)					
		Report requested at 1/5/09 meeting. Commission Letter 25-09 for the 2/2/09 meeting offered two recommended options. The Commission approved charging a flat \$5.00 fee on delinquent bills.					
		The Treasurer's office will notify all accounts of the new fee and begin applying it in March or April.					
(3) Approved	61	<b>Health Insurance Dependant Audit</b>	Administration	(2) Normal	MaryJo DiPalo / MaryJo DiPalo	2/24/2009	10/15/2009
		A dependent audit identifies ineligible dependents that are receiving City health insurance. Based on the size of our groups, the estimated net savings after audit costs may be as high as \$149,000 per year. Savings are guaranteed to exceed audit costs.					
		We would like to start this process around August 1 and would expect to finish in October. It will be included in the 2009-2010 budget request. Approving the budget will approve the project in concept. We will bring back a contract with the firm selected to perform the audit for Commission approval.					
		A proposal for this was pulled from the 9/21 agenda and a revised version appears on the 10/5 agenda. Because this no longer involves using an outside contractor to conduct the audit, the City Manager has approved this project administratively.					
		Training has already been scheduled for mid October and the project should be underway by early November.					
(3) Approved	75	<b>advertising in Insight</b>		(2) Normal	Tod Gazetti / Jay Dunstan	7/2/2009	
		-Accept advertising to appear at the back of Insight similar to advertising in high school year books.					
		Tod is recommending we accept advertising but believes it will be more effective and easier to sell if spread throughout the newsletter. The CC asked for a policy on advertising and one has been provided for the Aug 3 meeting.					
		A policy was approved on Aug 3, 2009.					

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(3) Approved	77	<b>Recreation Software</b>	Commission	(2) Normal	Tod Gazetti / Tod Gazetti	12/29/2009	
<p>Purchase software to manage class/activity registration, facility rentals, cash receipts, deposits and customer accounts and prepare reports for Senior and Recreation programs.</p> <p>This can be done using donated funds from the Merel West donation.</p> <p>This would greatly reduce staff time managing these records, improve recordkeeping, allow customers to register on-line and improve cash control. It would also allow the existing limited staff to handle increasing customer demand.</p> <p>A recommendation was presented to the City Commission at the January 25 meeting and was approved with the contingency that the West fund should be repaid over not more than 10 years by a registration charge to be built into all registration fees.</p>							
(4) Implimented	2	<b>Solution Today</b>	Commission	(2) Normal	Don Johnson / Brett Tilander	9/13/2008	10/6/2008
<p>Put a "Solution Today" item on agenda for first meeting of every month.</p> <p>Commission approved this conceptually at the special meeting on Saturday, Sept 13 and approved Commission Letter #273-08 on Oct 6.</p>							
(4) Implimented	3	<b>ePacket: Send Commission Packet Electronically</b>	Commission	(2) Normal	Scott Newman / Don Johnson	1/1/2008	
<p>ePacket is currently in place for all Commissioners. We should start doing this for all boards and commissions.</p>							
(4) Implimented	4	<b>Hybrid Vehicles</b>	Administration	(2) Normal	Al Orr / Don Johnson	10/14/2008	
<p>4 Ford Escape Hybrid SUV's have been ordered. Fire will replace two large SUV's. Building will replace two Crown Victoria's.</p> <p>All four have been delivered and put into service.</p>							
(4) Implimented	6	<b>Retroactively Charge the Solid Waste Fund for Clerical Labor</b>	Administration	(1) High	Don Johnson / Stephen Miller	10/1/2008	
<p>We began charging Solid Waste for a share of DPS clerical wages in 07-08 fiscal year. It is proposed that we retroactively charge the Solid Waste fund for prior years.</p> <p>-Auditor may require that we restate prior year financials if amount exceeds \$44,000.</p> <p>-Recycling coordinator used to do this until July 15, 2004.</p> <p>Commission Letter #06-09, 1/5/2009 No action, proceed as planned \$83,715 retro charge.</p>							
(4) Implimented	8	<b>Replace large vehicles with smaller ones</b>	Administration	(2) Normal	Al Orr / Don Johnson	10/14/2008	
<p>Replace large vehicles with smaller, more fuel efficient, ones</p> <p>-The City has already started doing this.</p>							
(4) Implimented	13	<b>Cost Allocation Study</b>	Commission	(2) Normal	Don Johnson / Don Johnson	12/19/2005	6/1/2006
<p>Has saved GF over \$2 million so far. Over \$500,000 per year.</p>							

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(4) Implimented	14	<b>Attrition Plan</b> Has eliminated over 60 positions Commission adopted a policy on attrition.	Commission	(2) Normal	Tom Hoover / Don Johnson	12/14/2005	
(4) Implimented	17	<b>Procurement Card for small purchases</b> This is partially implemented. The accounts have been set up, we have distributed cards to a very limited group because of issues integrating with our financial system. This needs to be completed.	Commission	(2) Normal	John Kravitz / Don Johnson		
(4) Implimented	18	<b>Parking Structure Management Contract</b> Hire a contractor to manage the parking structures. Bids taken and were opened on 10/14. A recommendation is being prepared for the 11/10 meeting. This was approved at the meeting of Dec 1, 2008 This was implemented	Commission	(1) High	Greg Rassel / Greg Rassel	12/14/2005	
(4) Implimented	20	<b>Fire Cost Recovery</b> Chief White's comments: Two years ago we did not have a comprehensive cost recovery program. The City of Royal Oak adopted a cost recovery program that allowed us to increase the hourly rate of a fire engine from \$7.68/hour to \$296.00/hour. Our rate for the aerial truck was adjusted from \$16.15/hour to \$926.00/hour. Similar adjustments were made across the board with all apparatus. We now bill insurance companies for the response to a house fire, this is capped at \$500.00 and the homeowner is not balance billed if the insurance company does not cover the \$500.00 fee. We bill for more of the services we provide and we bill at a higher rate. We have collected \$53,443.23 from these adjustments for 2007, which is a 44% collection rate. This program is very new to us and I feel any adjustments at this time are premature	Commission	(2) Normal	Wil White / Wil White		
(4) Implimented	21	<b>Police Cost Recovery</b>	Commission	(2) Normal	Ted Quisenberry / Ted Quisenberry		
(4) Implimented	37	<b>School Liaison Position Funding</b> First two years cost was split between a Federal Grant and the Royal Oak Schools. Subsequent funding is split between Royal Oak Schools and City of Royal Oak.	Commission	(2) Normal	Ted Quisenberry / Ted Quisenberry		
(4) Implimented	38	<b>DEA Task Force Officer</b> We were able to hire one additional FTE w/out general fund dependence. In assigning this sworn officer to a DEA Taskforce we were able to generate sufficient forfeiture revenue to pay for the cost of the extra officer plus additional revenue is being brought in which can by used to fund some police department expenses previously dependant upon the general fund.	Commission	(2) Normal	Ted Quisenberry / Ted Quisenberry		
(4) Implimented	39	<b>NET and CSTF Task Force</b> P.D. participation in county wide special task forces such as Narcotics Enforcement (NET) and Crime Suppression Task Force (CSTF). We are still active in NET but have had to withdraw from CSTF due to needing additional uniform road coverage. CSTF focused on street crimes along the Woodward Ave. corridor utilizing a team of police officers from communities in that area. Participating in this unit allowed us to utilize an entire team of undercover officers to target specific problems in our city and only being responsible to pay one FTE.	Commission	(2) Normal	Ted Quisenberry / Ted Quisenberry		

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(4) Implimented	40	<b>Police Grants and Alternative Funding Sources</b>	Administration	(2) Normal	Ted Quisenberry / Ted Quisenberry		
		Aggressively pursuing grants and alternative funding sources has brought in to the police department budget over \$.5M. These funds have provided equipment that otherwise would have either not been available or been charged to the general fund. It also provided us with reimbursable money allowing us to assign officers to special tasks that again would not have been able to be done or paid with general funds.					
(4) Implimented	41	<b>Parking Enforcement Officers Increase</b>	Administration	(2) Normal	Ted Quisenberry / Ted Quisenberry		
		Increased the number of Parking Enforcement Officers (PEO's) which resulted in minimal additional costs to the Parking Fund yet generated significantly more parking ticket revenue which goes to the General Fund.					
(4) Implimented	42	<b>Sharing Animal Control Services</b>	Commission	(2) Normal	Ted Quisenberry / Ted Quisenberry	10/28/2008	
		We are sharing Animal Control services with the City of Berkley. We pay half the cost of the employee, who is a City of Berkley employee.					
		plus requiring all costs related to running the Animal Shelter come form donations.					
(4) Implimented	43	<b>Animal Shelter Donations</b>	Commission	(2) Normal	Ted Quisenberry / Ted Quisenberry		
		We require funding of all costs related to running the Animal Shelter come from donations.					
		(The City does pay for our half of the animal control officer who is shared with Berkley.)					
(4) Implimented	47	<b>Web based Service Request/Complaint System</b>	Administration	(1) High	Don Johnson / Don Johnson	10/29/2008	
		Use a web based product like Gov Q&A to answer citizen inquiries, record service requests and record complaints. This would provide service 24/7, not increase staffing needs, provide better and quicker response and provide a means for monitoring requests and responses.					
		- I'm Looking for a way to do this as a one year demonstration project without using General Fund money. GF and other city funds will have to pay for it in future years if demonstration is successful but if it is successful, it will save more than it costs.-Don Johnson					
		-We are using Web QA internally at present. This will be on the web site shortly. Commissioners will have optional training available for accessing the administrative side of this system.					
		-The service will be announced in next Insight. It has been renamed Royal Oak Support Center Online or ROSCO.					
(4) Implimented	53	<b>Capital Improvement Bonds, 2008</b>	Commission	(2) Normal	Don Johnson / Don Johnson	11/7/2008	
		The 2008 Capital Improvement Bond issue will greatly improve cash flow for the Water and Sewer fund, thereby reducing the likelihood of the need to use General Fund cash again.					
		The bonds should actually result in increased cash balances in the Parking Fund which may allow for higher transfers to the General Fund within the limitations of our transfer policy.					
		Debt service will be born by the Parking, Water and Sewer, and Motor Pool funds.					
		-Status: This bond sale closed on Dec 23.					
(4) Implimented	54	<b>Double sided printing</b>	Administration	(2) Normal	Scott Newman / Teresa McWilliams	11/7/2008	
		Whenever possible, employees should print reports, etc. double-sided. I know not all printers are set up for this, but...					
		- Most employees have, or soon will have access to a printer that can print double sided. The main copier/printers on each floor of City Hall can do this.					

Status	Idea	Title / Description	Category	Priority	Assigned To / Opened By	Opened	Due Date
(4) Implimented	59	<b>Charge Dead Tree Removal to Solid Waste</b>	Administration	(2) Normal	Greg Rassel / Stephen Miller	1/28/2009	
<p>We have reviewed this with the City Attorney and have come to the conclusion that it is indeed appropriate and proper to charge the cost of removal of dead trees the Solid Waste Fund. DPS has been directed to begin doing so. We will also be looking into making such charges retro-actively.</p> <p>The DPS director is preparing a plan for a systematic removal of all dead and dying trees in Royal Oak.</p> <p>Commission Letter #31-09 for the 2/2/09 meeting reported on the status of this project.</p> <p>The status on this item is "new" only because it hasn't previously appeared on the solution today report and all items are supposed to appear as "new" once. It has already been approved and implemented.</p>							
(4) Implimented	65	<b>Shorten lunch hour to half hour</b>	Commission	(2) Normal	MaryJo DiPalo / Anonymous Employee or	4/3/2009	
<p>Change hours of operation to 8:00 AM to 4:30 PM with a half hour lunch. With only a half hour lunch departments could stagger staff lunch periods and keep counters open. There should also be a small energy savings due to lights, computers, air conditioners, etc being shut down 1/2 hour earlier everyday.</p> <p>This was discussed with department heads at the agenda meeting. We think we could keep counters open through lunch and could open Monday mornings, still closing offices at noon Friday. Actually, it is recommended we lock the building at noon on Friday if offices are closed. Employees and bargaining units are being consulted. Response appears to be favorable. The union contracts are not a problem.</p> <p>This was approved at the July 20 meeting and is going into effect Aug 3.</p>							
(5) Rejected	7	<b>Bio Diesel</b>	Administration	(3) Low	Al Orr / Don Johnson	10/14/2008	
<p>It is claimed that Bio Diesel can be manufactured from used cooking oil for well under \$1/gal. With cooperation from local restaurants, we can probably obtain all the used cooking oil we need.</p> <p>Need to cost this out with labor costs. I'm sure the &gt;\$1 gallon figure does not include labor. We also need a safety analysis and independent analysis of the impact, if any, on vehicle repair and maintenance.</p> <p>-We have determined this is not practical at this time.</p>							
(5) Rejected	15	<b>Assessing: Contract with Oakland County</b>	Commission	(2) Normal	Don Johnson / Mike Andrzejak	12/14/2005	
<p>This would actually increase our cost. Royal Oak has a very low cost per parcel.</p>							
(5) Rejected	19	<b>Privatize Ambulance Service</b>	Commission	(2) Normal	Wil White / Wil White		
<p>Chief White's comments: I would not recommend the privatization of our ambulance service. The service generates \$900,000.00 a year and has costs for training, equipment and billing of \$316,000.00 a year for a net gain of \$584,000.00 each year. We use the personnel on the ambulances for manpower at the scene of all incidents. They are not dedicated to emergency medical runs. In other words, eliminating the ambulances does not eliminate the need for the personnel on larger incidents such as a structure fire. The response time for Fire based EMS is much quicker than we experienced with a private provider in the past. Simply put, we gain revenue and we provide a better service to our citizens.</p>							
(5) Rejected	24	<b>Entertainment Tax</b>	Other	(2) Normal	**Unassigned / **Unknown		
<p>Charge a tax on sales of alcoholic beverages.</p> <p>-This would require enabling state legislation. Royal Oak does not have the authority to do this on it's own.</p>							

<b>Status</b>	<b>Idea</b>	<b>Title / Description</b>	<b>Category</b>	<b>Priority</b>	<b>Assigned To / Opened By</b>	<b>Opened</b>	<b>Due Date</b>
(5) Rejected	25	<b>Millage Increase</b> Last proposed in 2005. Rejected by voters.	Other	(2) Normal	**Unassigned / **Unknown	10/16/2008	
(5) Rejected	26	<b>Change Headlee and Prop A</b> Changing either would require an amendment to the Michigan constitution.	Other	(2) Normal	**Unassigned / **Unknown	10/16/2008	
(5) Rejected	27	<b>Require community service time by high school students</b> Graduation requirements are set by the state legislature, not the City Commission. -See idea #28 regarding high school Co-Op program.	Other	(2) Normal	**Unassigned / **Unknown	10/16/2008	
(5) Rejected	31	<b>Bi-Weekly Time Sheets</b> Provide and process bi-weekly instead of weekly timesheets. -This would double the amount of work the payroll clerk must do on payroll week.	Administration	(2) Normal	Don Johnson / Metta Lansdale	10/17/2008	
(5) Rejected	32	<b>Reduce pre-employment drug testing</b> Discontinue use of pre-employment drug testing for non-public safety positions.  HR response: I do not recommend eliminating pre-employment drug testing for non-public safety personnel. The cost of pre-employment drug testing for all new hires including part-time employees for the period October 2007-September 2008 was \$1,248. This is negligible as compared to the potential cost to the City of not doing it.  Mary Jo Di Paolo	Administration	(2) Normal	MaryJo DiPalo / Metta Lansdale	10/21/2008	
(5) Rejected	36	<b>Advertising on Police Vehicles</b> This proposal was rejected based on the limited amount of revenue that would be generated plus the negative public image it would present.	Commission	(2) Normal	Ted Quisenberry / Ted Quisenberry		
(5) Rejected	51	<b>Police Shifts</b> Recently, Harper Woods has been researching going to 24 hour shifts in their PD to cut overtime costs. I do not support 24 hour shifts for police, but I do like the idea of looking at 10 - 12 hour shifts. It takes the buy in of the police union. The Harper Woods police union is looking favorably on such a proposal, as many workers like the idea of expanding to at least a "work 4 days, and have 3 days off" approach. Would this approach save overtime costs? If so, would the police unions be interested? Most importantly, this could only be considered if it did not present a safety compromise of our officers  Discussed at 1/5/2009 meeting. Commission directed administration to prepare a report on 10 hour shifts.	Commission	(2) Normal	Ted Quisenberry / Mike Andrzejak	11/3/2008	
(5) Rejected	58	<b>Use Solid Waste to pay for removal and disposal of dead trees</b> Issue # 58 and Issue #59 were duplicates. The idea has been implemented. See issue #59.		(2) Normal	Greg Rassel / Stephen Miller	1/5/2009	

Status	Idea	Title / Description	Category	Priority	Assigned To / Opened By	Opened	Due Date
(5) Rejected	62	<b>Get "Community Foundation" status for Acorn</b>	Administration	(2) Normal	Don Johnson / Stephen Miller	4/2/2009	

Acorn isn't a true foundation. It currently has no legal status of it's own; it is a part of the City of Royal Oak. Donations to it are deductible from federal income taxes but not from state income taxes.

If it qualified as a community foundation, it would qualify for a tax credit on the Michigan return.

This will be assigned to an unpaid intern who is scheduled to start in two weeks to research. I've classified this as "administration" because I have already decided to do the research but we very well may find Commission approval required to complete this process.

Report submitted for June 1 Agenda. Acorn cannot qualify for community foundation status on it's own but could affiliate with an established community foundation. We are meeting with the North Woodward Community Foundation about this.

Report submitted for July 6 Agenda on possibility of affiliating with North Woodward Community Foundation. Only contributions to a community foundation endowment fund are eligible for the state tax credit. Organizations can only spend interest earned on endowments, not the principle. Contributions used for current operations are not eligible for the tax credit. This would be a problem for most, if not all, of the organizations that use Acorn.

Since the Acorn board is considering this and other options, we recommend the City Commission take no action on this item unless requested to do so by the Acorn board.

The agreement required by NWCF would require Acorn to give control over funds to NWCF. Acorn is not willing to do that.

(6) Inactive	46	<b>Fuel Efficient Patrol Vehicle</b>	Administration	(2) Normal	Ted Quisenberry / Ted Quisenberry	10/28/2008	
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Research, test and purchase the most fuel efficient patrol vehicle.

-Al Orr has compiled available research on this subject. We will need to find a replacement for the Ford Crown Victoria patrol cars soon anyway as Ford plans to discontinue production in 2011.

Commission Letter 30-09 for the 2/2/09 meeting addressed this idea and was accepted by the Commission. For the moment, we think it best to stick with the Crown Victoria's but Motor Pool will be re-evaluating this every year.