

A Special Budget Meeting of the Royal Oak City Commission was held on Wednesday, May 12, 2010, in the City Hall, 211 Williams, Royal Oak. The Meeting was called to order by Mayor Ellison at 6:16 p.m.

ROLL CALL	PRESENT	ABSENT
Mayor	Ellison	
Commissioners	Andrzejak (6:47 p.m.) Capello Drinkwine Poulton Rasor Semchena	

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**PUBLIC COMMENT**

Mr. Brendan Wehrung, 702 Irving, believed that at some point they would have to ask for a tax millage. He wanted to know what the minimum amount would be.

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Mr. Bill Shaw read headlines from several news articles. The school district was having the same problem with legacy costs. The City needed long term, sustainable, doable fiscal reform. This year had been tough and next year would be tougher. What did the 2% increase in public safety costs mean?

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**MAYOR/CITY COMMISSION**

The proposed budget included \$8000 for an informational survey. Alternate means of gathering the information were suggested.

Moved by Commissioner Capello  
Seconded by Commissioner Poulton

BE IT RESOLVED that the City Commission hereby removes \$8000 for a survey from the Mayor/City Commission budget.

AYES: Commissioners Capello, Drinkwine, Poulton, Semchena and Mayor Ellison

NAYS: Commissioner Rasor

MOTION ADOPTED

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Commissioner Drinkwine left the Table at 6:48 p.m. and returned at 6:51 p.m.

Membership fees for and the benefits received from the Michigan Municipal League and SEMCOG were discussed.

Moved by Commissioner Semchena  
Seconded by Commissioner Capello

BE IT RESOLVED that the City Commission hereby removes the funds for SEMCOG membership from the 2011-12 Mayor/City Commission budget.

ADOPTED UNANIMOUSLY

Mayor Ellison left the Table at 6:58 p.m. Mayor Pro Tem Andrzejak led the meeting in his absence.

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**CITY MANAGER**

Personnel costs are reduced due to elimination of ½ of the Secretary position and wage and benefit concessions for the City Managers position.

Mayor Ellison returned to the Table at 7:01 p.m.

The Commission asked for additional information on all memberships for discussion at the May 20<sup>th</sup> meeting. The \$500 for office furniture was removed from the budget. The secretary position was discussed.

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**CITY CLERK**

Personnel costs are reduced due to elimination of a part-time Clerk and a Clerk III position as well as wage and benefit concessions taken for the City Clerk position.

Moved by Commissioner Semchena  
Seconded by Commissioner Capello

BE IT RESOLVED that the City Commission hereby increases the City Clerk's budget by \$7700 for temporary wages.

Other cuts include elimination of the Rabies Clinic and mailing license renewal notices to residents. Future renewal notices will be sent by email to those residents who supply the office with an email address. The \$2000 for the copier did not belong in the budget.

**FRIENDLY AMENDMENT OFFERED BY COMMISSIONER SEMCHENA**

BE IT RESOLVED that the motion be amended to include removal of the \$2000 for the copier.

**MOTION NOW READS:**

BE IT RESOLVED that the City Commission hereby increases the City Clerk's budget by \$7700 for temporary wages and removes the \$2000 for the copier from the budget.

AYES: Commissioners Capello, Drinkwine, Poulton, Rasor, Semchena and Mayor Ellison

NAYS: Commissioner Andrzejak

MOTION ADOPTED

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**CITY ATTORNEY**

Personnel costs are reduced due to the elimination of one staff attorney position, ½ of the Secretary position as well as wage and benefit concessions for the City Attorney's position.

Staff was directed to seek discounts from all vendors and investigate the use of interns.

Commissioner Semchena left the Table at 7:43 p.m. and returned at 7:44 p.m.

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### **HUMAN RESOURCES**

Personnel costs are reduced due to the elimination of a Human Resources Specialist position, the temporary Clerk position as well as wage and benefit concessions taken for the Human Resources Director position.

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### **PLANNING**

Personnel costs are decreasing due to the increased allocation of the Clerk and Planner positions to other functions with sufficient funding sources. This reallocation will result in the inability to support the current number of Planning Commission and Zoning Board of Appeals meetings and likely create delays in the development process.

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### **ENGINEERING**

Personnel costs are reduced due to the elimination of the Civil Engineer II, Clerk/Steno and Draftsperson positions.

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### **CAPITAL PROJECTS**

City Engineer Danielson was concerned that with the loss of three staff members they might not be able to support the Traffic Committee as they had in the past.

The Commission requested information on the amount of staff time each department spends on boards and committees.

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### **TREASURY**

Personnel costs are reduced due to the allocation of applicable positions to the Water Billing cost center in addition to the wage and benefit concessions taken for the Treasurer position. A shared counter is planned with the Clerk's office due to the loss of clerical staff in that department.

Mr. Johnson explained that this was not the remodel that he originally wanted. By moving the Clerk's office into the current Human Resource space and cutting a door through to the Treasurer's office they would be able to share a counter. The Clerk would still have access to a portion of the old office for election work and storage of election equipment.

Part of the Deputy Treasurer and Cashier's salaries would be charged to an enterprise fund.

Mayor Ellison left the Table at 8:34 p.m. Mayor Pro Tem Andrzejak ran the meeting in his absence. Mayor Ellison returned to the Table at 8:36 p.m.

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**ASSESSING**

Personnel costs are increasing based on the net effects of the City Assessor position taking wage and benefit concessions, a small portion of the Finance Director position being allocated here and increased benefit costs for the staff. Outsourcing was discussed.

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**FINANCE**

The budget is reduced due to the elimination of an Analyst (contractual) position and the Secretary's position (mid-year) in addition to wage and benefit concessions taken for the Finance Director position. Training and a Wellness Committee were discussed.

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**INFORMATION SYSTEMS**

Reductions are proposed for contracted worker service costs and computer equipment repairs. Funds for the replacement of aged hardware and replacement of the Financial Management Systems software as approved in the 2009/10 budget are included. Print Shop is now budgeted in the IS Department.

G.E.M.S. was discussed. Staff was directed to bring back a business case at the next budget meeting as well as a proposal to disburse money in the IS Fund balance.

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**ORDINANCE ENFORCEMENT**

Personnel costs are proposed to decrease due to the elimination of two Code Enforcement Officers. The department will provide reactive services rather than proactive. Additional information regarding the clerical staff was requested.

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**STATE CONSTRUCTION CODE**

This was proposed to be contracted out to a third party. Mr. Johnson didn't believe they had enough information to make a final decision but enough to merit further investigation

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Upon Motion of Commissioner Rasor, Seconded by Commissioner Capello, and adopted unanimously, the Special Meeting was adjourned at 10:07 P.M.

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Melanie Halas, City Clerk

The foregoing Minutes of the Special Meeting held on May 12, 2010, having been officially approved by the City Commission on Monday, June 7, 2010, are hereby signed this seventh day of June.

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James B. Ellison, Mayor