

City of Englewood
City Council Work Shop
Meeting Minutes

February 23, 2011 at 7:00pm

Roll Call: Present: Mayor/Council President Frank Huttle III
Council member Ken Rosenzweig
Council member Michael Cohen
Council member Jack Drakeford
Council member Scott Reddin
City Manager Daniel Fitzpatrick
Assistant City Manager Robert Gorman
City Clerk Lauren Vande Vaarst

Absent Council member Lynne Algrant

Mayor/Council President Huttle called the meeting to order.

The City Clerk stated that adequate notice of this meeting was given by the posting, filing and distribution of a Special Notice as required by the Open Public Meetings Act.

Budget Workshop:

Administration:

- Departmental budget was presented by Daniel Fitzpatrick, City Manager.
- Mayor and Council comments and questions included:
 - Mayor Huttle asked about Assistant City Manager position and what are the duties. *Bob Gorman responded that Human Resources is 40% of his workload which includes hiring/firing, personnel records, health benefits, and labor negotiations.* The Mayor then asked if the Assistant City Manager is still needed.
 - Councilman Rosenzweig said that he would like to discuss the Assistant City Manager position in closed session.
 - Mayor Huttle requested copies of the City's organizational charts from 2005 to 2010
 - Mayor Huttle asked Howard Feinstein, CFO for the status of the new financial software and if the cost is included in the budget. *Mr. Feinstein responded that it was paid for in the 2010 budget and going forward there will be a \$6,000 annual maintenance fee which has been included in the 2011 Data Processing Department budget. The financial software is going live in the Tax Collector department on March 24th and the Finance department is going live on April 15th.*
- Reviewed Mayor/Council budget and Mayor Huttle requested that a budget line item be placed into the budget for a Mayor's Assistant.
- Mr. Fitzpatrick said that he did put a line item and the amount of \$50,000 into the budget for it. Mr. Fitzpatrick said that he had chosen the amount and that the Mayor had not requested a specific amount.
- Mayor and Council comments and questions included:
 - Councilman Drakeford does not feel that it is appropriate for an elected official (Mayor and/or Council) in the city to have a direct employee. It is not a good precedent to set and the Mayor may want to rethink it. The City Clerk's office can assist the Mayor.
 - Mayor Huttle feels that it is required and necessary, and that he is currently paying for the staffer himself.
 - Councilman Reddin said that there is a hiring freeze and he does not feel that it is necessary to hire an assistant for the Mayor, and the City Clerk can do what is needed. Mayor Huttle said that there is money because he does not take a salary or medical benefits, but Mr. Reddin said that you ran your campaign on that.
 - Councilman Cohen asked what tasks the Mayor needs done and could they be done by a part-time employee.
 - Mayor Huttle reiterated that for all the work that needs to be done it is appropriate and proper to have a full-time assistant for the Mayor.
 - Councilman Reddin commented that in his 8 years on the Council he has never had an office or an assistant.
 - Mayor Huttle stated that he will withdraw his request, will continue not to take a salary or health benefits from the City but will continue to contribute to the City as he currently does.
 - Councilman Reddin expressed his appreciation of what the Mayor does for the City, but does feel that the hiring of an assistant should be a separate discussion.
 - Councilman Drakeford does not feel it is appropriate that the assistant has been present during this discussion.
 - Councilman Reddin commented that he has no problem with the Mayor having help and is willing to meet him halfway. How we pay for that person is another discussion.

- o Councilman Cohen does not feel that this is a quick conversation and should be discussed further, and the Mayor should not withdraw his request.
- o Councilman Rosenzweig spoke about the relationship between staff and the Mayor & Council. Mentioned that a Communications Director had been discussed in the past and may be someone that could also work for the Mayor & Council. There is no real justification to add a salary to the City budget at this time.
- o Councilman Cohen spoke about the Communication Director position as something that could be looked into.
- o Mayor Huttle wants to move on with the meeting. Will never support the hiring of a Communications Director. He does need someone to help him with the real work of the City.
- o Councilman Reddin asked if there is currently someone on staff that could be allocated to assist the Mayor.
- o Councilman Drakeford stated that since he started the conversation he would like to end it and that the hiring freeze should be enforced and the \$50,000 should be taken out of the budget.
- o Mayor Huttle said that he would be appreciative of someone helping him without incurring any additional cost. The Mayor's job is a big one.
- Mr. Fitzpatrick stated that all current vacancies in the 2011 budget will be left vacant.
- The question was asked about health insurance and what coverage an unclassified employee can elect. *Mr. Gorman explained that they can elect single or family coverage and that we are in the State health plan system.*
- Lauren Vande Vaarst, City Clerk reviewed memo with the Mayor and Council requesting the adoption of an Ordinance governing Limousine companies in the City and that we can charge the \$50.00 registration fee as allowable by State law to compensate for the amount of work it entails; and also to increase the liquor licensing renewal fees which have not been increased since 2005.
- Councilman Drakeford feels that the manner in which the City processes limousine registration should not be changed.

Public Session:

- Rosemary Scott 315 Shepard Avenue – has been listening to the back and forth conversation in regard to the current and future needs of the Mayor and the Council. Asked if the City has considered putting out and RFQ for a Grant writer, Communications Specialist, or Public Relations and/or Marketing Specialist.

Workshop Agenda Items:

- Resolution providing for self examination of the budget:
 - o Howard Feinstein, CFO provided an overview of what this means and the time it saves in the Budget adoption procedure.
 - o The Budget will be certified by Mr. Feinstein and Joe Kelly, Auditor.
- It was decided that the Resolutions for appointments would be voted on at the March 1st Council Meeting.
- EMS Fees:
 - o Councilman Drakeford does not feel that they need a captain in the EMS Division and because of that position the EMS is already \$120,000 in the hole.
 - o Councilman Reddin asked a question regarding the current and proposed fees.
 - o It was decided that this will not be on the agenda for the March 1st Council Meeting.

RESOLUTION #058-02-23-11

PERMIT THE COUNCIL OF THE CITY OF ENGLEWOOD TO ENTER INTO CLOSED SESSION

BE IT RESOLVED by the Council of the City of Englewood, pursuant to the provisions of the Open Public Meetings Act, that the Council meet in closed session to discuss the following subject matter:

Personnel

Which subject matter is permitted to be discussed in closed session pursuant to the following designated sub-section(s) of Section 7 of the Open Public Meetings Act:

- () Sub-section 1 dealing with material rendered confidential by express provision of Federal or State law.
- () Sub-section 2 covering a matter in which release of information would impair a right to receive federal funds.
- () Sub-section 3 involving disclosure of material which would constitute an unwarranted invasion of privacy, including material related to an individual's personal and family circumstances, without the express written consent of the individual involved.
- () Sub-section 4 pertaining to collective bargaining agreements and the terms, conditions, and negotiations thereof.
- () Sub-section 5 dealing with the acquisition of real property, the settling of bank rates, or the investment of public funds where discussion thereof would adversely affect the public interest.
- () Sub-section 6 dealing with tactics and techniques used in protecting the safety and property of the public where disclosure could impair such protection or investigation of violation of the law.

() Sub-section 7 dealing with pending or anticipated litigation, contract negotiations, or matters falling within the attorney-client privilege.

(X) Sub-section 8 dealing concerning personnel matters dealing with employment, appointment, termination, or terms and conditions of employment of any person or persons, or the evaluation, promotion or disciplining of employees unless all employees involved consent to disclosure thereof.

() Sub-section 9 involving deliberations after public hearing on a matter which may result in the imposition of a civil penalty or the suspension or loss of a license.

AND BE IT FURTHER RESOLVED that, as precisely as can be determined at this time, the discussion conducted in the said closed session can be disclosed to the public upon taking final action thereon, provided disclosure shall not violate the attorney-client privilege or constitute an undue invasion of privacy; and

BE IT FURTHER RESOLVED that, although it is not envisioned that the Council will return to open session after this meeting, the Council reserves the right to do so upon conclusion of the closed session.

COUNCIL	MOTION	AYES	NAYS	ABSTAIN	ABSENT
<i>Algrant</i>					X
<i>Rosenzweig</i>		X			
<i>Reddin</i>		X			
<i>Cohen</i>	X	X			
<i>Drakeford</i>		X			

The City Council entered into Closed Session at 8:30PM and reconvened in Open Session at 8:42PM.

ADJOURN: 8:42PM

Motion: Cohen

All in Favor

Lauren Vande Vaarst, RMC
City Clerk