

City of Muskegon  
City Commission Worksession  
April 12, 2010  
City Commission Chambers  
5:30 PM

MINUTES

2010-29

Present: Commissioners Gawron, Carter, Wierengo, Shepherd, Spataro, and Wisneski.

Absent: Commissioner Warmington.

**Transmittal of 2009 Comprehensive Annual Financial Report.**

Eric VanDop of Brickley Delong presented a review of the 2009 Comprehensive Annual Financial Report.

**2010 Budget Adjustments.**

Proposed amendments to the 2010 budget were presented to the City Commission. The proposed changes will reduce the budget expenditures and put them more in line with anticipated revenues.

Tim Paul, Finance Director, gave a report stating that first quarter revenues are less than anticipated and some expenses are greater than anticipated.

Bryon Mazade, City Manager, has presented a memo recommending a \$700,000 reduction in expenses. He asked the City Commission's guidance in anticipating future reductions. It is recommended that the reduction in expenses begin by May 1.

This item will be reviewed by the entire body of the City Commission on Tuesday, April 27, 2010.

**MMRMA Liability/Property Insurance Renewal.**

Since 1986 the City has had liability coverage through MMRMA, an intergovernmental self-insurance pool representing more than 300 Michigan municipalities; in 1999 property coverage was added. Staff is recommending that the city's self-insured retention (SIR) be increased from the current \$100,000 level to \$150,000. The budgetary savings from doing this are approximately \$70,000. Since 1986, the City has had 11 claims with payouts (losses and expenses) over \$100,000. The City maintains a loss reserve at MMRMA to pay self-insured costs and this account presently has a \$500,000 balance.

**Motion by Commissioner Carter, seconded by Commissioner Wisneski to adjust the City's liability coverage through MMRMA to increase the City's self-insured retention from the current \$100,000 to \$150,000.**

***ROLL CALL VOTE:***

***Ayes: Wierengo, Wisneski, Carter, Gawron, Shepherd, and Spataro.***

***Nays: None.***

***MOTION PASSES.***

**Vacant Building Ordinance.**

This is a request to amend the Code of Ordinances Chapter 10, Section 107, Annual Registration of Vacant Buildings and Registration Fees, for the purposes of exempting seasonal residences and vacation homes from the fee requirements and occupancy notification requirements of this ordinance, removing the requirements to notarize the registration forms, clarify the language regarding the billing process and add a requirement that all fees owed the City must be paid in full before a waiver of registration fee can be considered.

This item will be considered by the City Commission at its April 13<sup>th</sup> City Commission meeting.

**Any Other Business.**

**E-Billing**

Tim Paul, Finance Director, indicated that staff may be recommend phasing out e-billing in the near future. The software has not been as successful as anticipated and there have been many glitches.

**Community Development Block Grants**

Vice Mayor Gawron lauded the CDC for their work and review of all grant applications for 2010.

**Adjournment.**

**Motion by Commissioner Carter, seconded by Commissioner Shepherd to adjourn at 6:30 p.m.**

***MOTION PASSES***

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**Ann Marie Becker, MMC  
City Clerk**