

*It was the consensus of the committee to move on to finishing the review process for the Council Appointed Directors and self-evaluation forms.*

- \* Reviewed Kurt Dawson, Bev Jasinski evaluation forms.
- \* Evaluation forms are not linked to Legistar.
- \* Members must view the email packet.
- \* Legistar gives everyone ability to view evaluation forms.
- \* Discussed computer hardware problem with downloading packet.

*A motion was made by Holder, seconded by Dalton, that this concludes the review process for the Council Appointees for the 2003-2004 year.*

**A motion was made by Holder, seconded by Dalton, that this matter be Approved.**

**Resolved that the Administration & Information Services (AIS) Committee has completed the City Council Appointee Review Process for the 2003 - 2004 period.**

**The motion carried by the following vote:**

**Aye:** Melinda Hill, Barbara Holder, John Dalton and Gerard Verschueren

**Absent:** Stephen Kirksey

**2004-0211**

**2005 General Adjustment Recommendation - Directors**

**Attachments:** 2005 Salary Discussions.pdf; Memo Lee 022704.pdf; CC Salary Policy 20020717.pdf; Salary History-Directors.pdf; MML Director Survey DataUPDATE.pdf; Memo Somerville 033104.pdf; Revenue Reductions 2004.pdf; Res Directors Gen Adjustment 2004.pdf

*Committee members discussed Salary Recommendations*

- \* Mayor Somerville and Ms. Lee recommend a two (2) percent adjustment for Directors and Mayor.
- \* Adjustments approved for Directors are an indicator for other employment groups.
- \* Two employment groups' contracts expiring in 2005.
- \* Information provided by MML based on survey conducted at end of 2003 - beginning 2004.
- \* 1917 will receive 2.2 percent for entire year 2005.
- \* 2491 will receive 2.5 percent through first quarter 2005 (03/31/05).

*Committee members discussed overtime pay.*

- \* Directors do not receive overtime pay.
- \* Overtime pay put non-exempt employees at equal pay with Directors.
- \* Directors and Administration need to decide if work is better based on:
  - Overtime for employees
  - Hiring additional employees
  - Hiring through outside agencies

*Committee members discussed Directors performance bonus and general adjustment*

\* Performance bonus intent was to recognize Directors for work beyond the basic adjustment.

\* Provided from year-to-year.

- \* Mayor Somerville uncomfortable with bonuses which provide extra compensation without affecting base salary.
- \* A generous adjustment will elevate the rest of work force expectations.
- \* City has a zero increase budget.
- \* Increased salaries increase benefit costs.
- \* Additional money will be taken from operating expenses.
- \* Impact on services.
- \* Director salaries were at risk prior to wage and class study.
- \* Committee would recommend a certain percentage adjustment.
- \* Director did not automatically receive entire adjustment.
- \* Director may have received additional increase based on performance.
- \* Directors went to a divided system where they received a guaranteed base and bonus based on performance; however, bonus never been given.

**Discussed**

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## NEW BUSINESS

2004-0210

2005 Salary Recommendation - City Council

**Attachments:** 2005 Salary Discussions.pdf; CC Salary Policy 20020717.pdf; Salary History-Council.pdf; CC Salary Comparisons.xls; Resolution Council Salary 2004.pdf

City Council discussion commenced on whether Council should increase base salary versus paid per meeting:

- \* Discussed comparisons between cities.
- \* Rochester Hills averages 55 City Council meetings per year.
- \* 44 Council Communication Committee meetings.
- \* 15 Closed Session meetings.
- \* Total number does not include sub-committee meetings.
- \* Suggestion made base salary to remain same, delete 50 meeting minimum.
- \* Committee will continue discussion next month.

Committee inquired on the possibility of having various out-of-pocket expenses reimbursed.

- \* Gas mileage and meals.
- \* Determined that \$60 was adequate for meeting cost.
- \* Human Resources Director to provide more information for Council.

Committee further discussed laptops vs. desktop computer.

\* Clarification needed on whether to purchase new laptops for City Council or for Council members to receive a dollar amount to purchase a personal computer.

\* Whole objective was decided with the implementation of [www.gotomypc.com](http://www.gotomypc.com)