



Rochester Hills Minutes

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Administration and Information Services Committee

*John L. Dalton, Bob Grace, Katie Hauswirth, Melinda Hill, Barbara Holder, Bev Jasinski,
Andrew Kenzie, Pam Lee, Gerard Verschueren*

Tuesday, May 4, 2004

8:00 AM

1000 Rochester Hills Drive

CALL TO ORDER

Chairperson Hill called the Administration and Information Services Committee meeting to order at 8:10 a.m.

ROLL CALL

Present: Melinda Hill, Barbara Holder, John Dalton, Stephen Kirksey and Gerard Verschueren

Non-Voting Members Present: Bob Grace, Bev Jasinski, Pam Lee

Non-Voting Members Absent: Katie Hauswirth and Andrew Kenzie

APPROVAL OF MINUTES

2004-0400 Regular Meeting - January 6, 2004

Attachments: 010604 AIS Draft Minutes.pdf

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

Resolved that the Administration & Information Services Committee hereby approves the Minutes of the Regular Meeting of January 6, 2004 as presented.

The motion carried by the following vote:

Aye: Hill, Holder, Dalton, Kirksey and Verschueren

2004-0402 Regular Meeting - February 3, 2004

Attachments: 020304 AIS Draft Minutes.pdf

A motion was made by Dalton that this matter be Approved.

Resolved that the Administration & Information Services Committee hereby approves the Minutes of the Regular Meeting of February 3, 2004 as presented.

The motion carried by the following vote:

Aye: Hill, Holder, Dalton, Kirksey and Verschueren

2004-0432 Regular Meeting - March 2, 2004

Attachments: Minutes AIS 030204.pdf

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

Resolved that the Administration & Information Services Committee hereby approves the Minutes of the Regular Meeting of March 2, 2004 as presented.

The motion carried by the following vote:

Aye: Hill, Holder, Dalton, Kirksey and Verschueren

COMMUNICATIONS

2004-0435 Meeting Time Change to Accommodate the School Schedules of Student Representatives

For discussion only; no resolution.

Discussion commenced regarding changing the AIS meeting time to better accommodate the Youth Representatives including the following:

- AIS Committee is the only Committee that meets in the morning
- Students indicated that morning meetings are difficult to make and conflict with classes
- Early meeting time may be affecting choices of committees made by students
- School policy regarding tardiness is very stringent
- Alternative would be to not assign students to the AIS Committee
- Alternative would be to rotate students' committee assignments

Consensus of the Committee was to request the Clerk to draft a letter to the high school principals regarding the following:

- Reiterate the parameters of the Youth Representatives Program
- Express appreciation with the school's cooperation with the program
- Request schools to allow excused absences for students to attend committee meetings

2004-0431 City Council Longevity Issue

For Discussion Purposes Only; No Resolution.

Attachments: Memo Lee 041404.pdf; Memo Brooks 012396.pdf

Ms. Lee reviewed her research regarding Longevity for City Council Members including the following:

- Historically, City Council members have never received longevity pay
- City Council members are not eligible for longevity
- City Council members may become eligible for longevity if elected to a full time position and receive service credit for years of service on City Council
- In 1996, at the time Ken Snell, Council Member, was elected to Mayor, the Human Resource Director determined that Dr. Snell was to receive credit for service as a Council Member as it relates to various benefits, including longevity, pension, vacation, etc. Therefore Dr. Snell's hire date was adjusted to reflect this policy decision.

UNFINISHED BUSINESS

2004-0210

Administration & Information Services Committee 2005 Salary Recommendation for City Council

Attachments: Agenda Summary - CC.pdf; Salary History-Council.pdf; Resolution Council Salary 2004.pdf; Salary Comparison CC.pdf; Minutes, AIS 050402 Draft Excerpt.pdf; Minutes, AIS 040604 Draft Excerpt.pdf; Minutes, AIS 030204 Draft Excerpt.pdf; 0210 Resolution.pdf

Committee members discussed recommendation for 2005 City Council salaries including the following:

- *Change the minimum meeting requirement rather than increasing the base pay*
 - *Delete the current 50 Council meeting minimum which would result in a \$3,000 increase per Council Member*
 - *Change the current 50 Council meeting minimum to 32 meeting minimum, the number of scheduled meetings per year*
- *Comparison review of the number of Rochester Hills Council meetings to other municipalities*
 - *30 more meetings than Southfield*
 - *50 more meetings than Farmington Hills and Troy*
 - *60 more meetings than St. Clair Shores and Royal Oak*
 - *70 more meetings than Sterling Heights*
- *City Charter originally said Council Members will be paid on per diem basis*

A motion was made by Verschuere, seconded by Holder, that this matter be Recommended for Approval to the City Council.

Now Therefore Be It Resolved, that the Administration & Information Services (AIS) Committee recommends to City Council that the compensation for the Rochester Hills City Council, in the form of a yearly salary for the 2005 Fiscal Year remain the same as Fiscal Year 2004 as follows:

**City Council President - \$7,850.48/year
City Council Member - \$6,577.43/year**

Be It Further Resolved, that the AIS Committee recommends that City Council Members shall receive per diem compensation in the amount of Sixty Dollars (\$60.00) for attendance at any meeting, for which they are appointed as a Council Representative, in excess of Thirty-two (32) meetings per year.

The motion carried by the following vote:

Aye: Hill, Holder, Dalton, Kirksey and Verschuere

2004-0211

2005 Salary Recommendation for Directors' General Adjustment Recommendation

Attachments: Agenda Summary.pdf; Salary History-Directors.pdf; Memo Somerville 033104.pdf; Memo Lee 022704.pdf; MML Director Survey DataUPDATE.pdf; Revenue Reductions 2004.pdf; Res Directors Gen Adjustment 2004.pdf; Minutes, AIS 030204 Draft Excerpt.pdf; Minutes, AIS

Committee members discussed general adjustments to the Directors' and Mayor's

salaries for 2005 including the following:

- Directors received a two-percent (2%) increase for 2004
- Proposed increase of two-percent (2%) for Directors and the Mayor for 2005
- Non-Union employees received two and one-half (2.5) percent increase in 2004
- 2491 employees received two and one-half (2.5) percent increase from April 2004 through March 2005 per the union contract
- 1917 supervisors union employees will receive a two and two-tenths (2.2) percent increase for 2005 with a "me-too" clause in the contract that goes into effect if the non-union employees receive more than a two and two-tenths (2.2) percent increase
- Directors are exempt employees and do not receiver overtime pay
- Although the budget is tight, it is important to compensate good employees to retain them
- Directors receive the same benefits all other employees receive and receive nothing in addition
- The over-all average of general increases for all groups balanced equally
- Base pay affects other benefits

A motion was made by Holder, seconded by Verschueren, that this matter be Recommended for Approval to the City Council.

Resolved, that the Administrative and Information Services Committee recommends to City Council a two percent (2%) increase to budgeted funds for Department Director salaries for Fiscal Year 2005, bringing the budget for base salaries for Directors . \$902,486

Further resolved, that wage increases greater than 2% received by non-union, Local 2491 or Local 3472 employees for 2005 will also be received by Directors, provided agreement is reached prior to December 31, 2005 with respect to bargaining units.

The motion carried by the following vote:

Aye: Hill, Holder, Dalton and Verschueren

Nay: Kirksey

2004-0213

Administration & Information Services Committee 2005 Salary Recommendation for Directors' Variable Performance (Discretionary) Pool

Attachments: Agenda Summaryl.pdf; Salary Policy.pdf; Minutes, AIS 050404 Draft Excerpt.pdf; Resolution Directors Var Perf 2004.pdf; 0213 Resolution.pdf

A motion was made by Dalton, seconded by Holder, that this matter be Recommended for Approval to the City Council.

Now Therefore Be It Resolved, that the Administration & Information Services Committee recommends to City Council that a Variable Performance (Discretionary) Pool for Directors of Twenty Thousand Dollars (\$20,000.00) be established to provide for flat bonus pay, separate from base pay, for the Fiscal

Year 2005.

The motion carried by the following vote:

Aye: Hill, Holder, Dalton, Kirksey and Verschueren

2004-0209

Administration & Information Services Committee 2005 Salary Recommendation for Mayor

Attachments: Salary History-Mayor.pdf; Resolution Mayor Salary 2004.pdf; Minutes, AIS 050404 Draft Excerpt.pdf; 0209 Resolution.pdf

A motion was made by Dalton, seconded by Verschueren, that this matter be Recommended for Approval.

Now Therefore Be It Resolved, that the Administration & Information Services Committee recommends to City Council a two-percent (2%) increase for the Fiscal Year 2005 to the rate of compensation for the Mayor of Rochester Hills, in the form of a yearly salary, for a total amount of

\$97,332.00

Be It Further Resolved, that fringe benefits continue to apply.

The motion carried by the following vote:

Aye: Hill, Holder, Dalton, Kirksey and Verschueren

2004-0214

Administration & Information Services Committee 2005 Salary Recommendation for Boards and Commissions

Attachments: Agenda Summary.pdf; Salary Policy.pdf; Salary History-Boards&Comm.pdf; Minutes, AIS 050404 Draft Excerpt.pdf; Resolution Boards&Comm 2004.pdf; 0214 Resolution.pdf

A motion was made by Dalton, seconded by Kirksey, that this matter be Recommended for Approval to the City Council.

Now Therefore Be It Resolved, that the Administration & Information Services Committee recommends to City Council that the rate of pay for the Boards and Commissions for the Fiscal Year 2005 Budget remain the same as 2004 and be set at Seventy-Five Dollars (\$75.00) for the Chairperson, and Sixty-Five Dollars (\$65.00) for the Members per meeting.

**Building Authority
Construction/Fire Prevention Code Board of Appeals
Economic Development Corporation
Historic Districts Commission
Planning Commission
Zoning Board of Appeals/Sign Board of Appeals**

Further Resolved, that the per diem fee for the 2005 Fiscal Year for the Members of the Board of Review remain the same as 2004 and be set at One Hundred (\$100.00) Dollars per meeting attended.

The motion carried by the following vote:

Aye: Hill, Holder, Dalton, Kirksey and Verschueren

2004-0212

Receive and File Report from Administration and Information Services regarding Directors' 2005 Equity Adjustment Pool Recommendation

Attachments: Agenda Summary - Dir Equity Adj.pdf; Salary Policy.pdf; Resolution Directors Equity 2004.pdf; Minutes, AIS 20040504 Draft Excerpt.pdf; Minutes, AIS 030204 Draft Excerpt.pdf; 0212 Resolution.pdf

It was noted that equity adjustments were addressed with the Wage and Class Study and the Committee is not recommending any equity adjustments for directors for 2005.

Closed

NEW BUSINESS

2004-0434

Elimination of the Primary Election

Ms. Jasinski, based on the following information, recommended the elimination of the local primary election:

- *Primary election costs the City approximately \$30,000*
- *Historically in the City, primary election results have mirrored the general election results*
- *With changes to State law there are only four days each year elections can be held; this includes school elections*
- *As a cost saving measure, it is the City's policy to send out absentee ballot applications to all registered voters 60 and over*
- *The use of electronic signatures is not yet an option for the City, therefore, electronic requests for absentee ballots is not an option at this time*
- *Auburn Hills, Troy and Farmington Hills have eliminated their primary election*
- *Primary elections draw low voter turn-out*

Consensus of the committee was to request a legal opinion from the City Attorney as to whether the elimination of a primary election would be in violation of the City's Charter.

Discussed

ANY OTHER BUSINESS

None.

NEXT MEETING DATE

Tuesday, June 1, 2004 at 8:00 AM.

ADJOURNMENT

There being no further business to discuss, Chairperson Hill adjourned the meeting at 9:43 a.m.

Minutes prepared by Sue Busam