



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, April 6, 2004

8:00 AM

1000 Rochester Hills Drive

CALL TO ORDER

Chairperson Hill called the meeting to order at 8:05 a.m.

ROLL CALL

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

Absent: Stephen Kirksey

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

Non-Voting Members Absent: Katie Hauswirth and Andrew Kenzie

APPROVAL OF MINUTES

No minutes for approval.

COMMUNICATIONS

None.

UNFINISHED BUSINESS

2004-0199 Establish Committee Meeting Packet Distribution Medium

Committee members discussed paperless packet:

**Distribution of packet is working via e-mail.*

*Committee members discussed option of installing a stationary projector in Communication's
Committee conference room:*

- * Possibility of bringing a projector/laptop set-up prior to meeting.*
- * Projector/laptop are user friendly.*
- * Projector would remain stationary on the ceiling.*
- * Check other technology options.*
- * Intent was agenda item would be displayed so everyone could read it.*
- * Camera/Projector is approximately \$2,000.*
- * Check other less costly options (i.e. large TV).*
- * Involve all other committees in this decision.*
- * Obtain feedback from other committees.*

Discussed

2004-0511 Conclusion of City Council Appointee Review Process

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: Hill, Holder, Dalton and Verschueren

Absent: Kirksey

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 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*

Discussed

Enactment No: RES0204-2004

NEW 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

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

* The concern is obsolete laptops need total replacement.

Committee briefly discussed Longevity for City Council members.

Discussed

Enactment No: RES0197-2004

2004-0284

Request for Purchase Authorization - MIS: Redesign of the Rochester Hills web site and implementation of the Content Management System, blanket purchase order not-to-exceed \$35,910.00; Municipal Web Services, Birmingham, MI

Attachments: Agenda Summary.pdf; Tabulation.pdf; Resolution.pdf

Committee discussed authorization to simplify Rochester Hills current web site.

* Cost just under \$36,000.

* Goal - execute a complete redesign of current web site for:

- Improve navigation
- Improve search capabilities
- Updating our technology
- Calendaring
- Content managing system

Current process reviewed:

* Department creates content information.

* Information is then sent to MIS

* MIS then posts the information on the web site.

New technology will allow:

* Department will create, review and send content directly to Internet.

* Intent is that Departments will be more efficient in updating.

* Savings of \$11,500 per year.

* Design team in place:

- Mike McGinnis
- Ed Anzek
- Jamie Smith
- Margaret Strate
- Pam Olson or Charlotte Taravella

* Design team will regulate Departments so that there is consistency.

* Our current web site evaluated by Plante Moran.

* Suggestion to get outsider opinion.

* New technology will give us input on what most visitors are looking for or at.

* Intent is to keep it simple.

Discussed

Enactment No: RES0099-2004

2004-0296

Request for Purchase Authorization - MIS: 2004 Equipment, Supplies and

Software Purchases Project, blanket purchase order not-to-exceed \$190,300.00

Attachments: Agenda Summary.pdf; Lease Case Studies.pdf; Resolution.pdf

Committee briefly discussed proposed MIS equipment purchases:

- * *MIS discussed list of equipment purchases.*
- * *All needed equipment is purchased at separate times throughout the year.*
- * *Several companies have State contracts.*
- * *Basically asking for authorization now so that there is no delay.*

Discussed

Enactment No: RES0100-2004

2004-0359

Recommendation from Administration & Information Services Committee regarding Changes to Council Work Session Broadcast Policy

Attachments: Agenda Summary.pdf; CC WS Rules of Procedure.pdf; Minutes AIS 040604 Draft Excerpt.pdf; 0359 Resolution.pdf

Committee discussed policy concerning broadcasting work sessions.

- **Council debated whether it was necessary to televise workshops.*
- **Council discussed certain workshops should not be televised.*
- **In workshops no action is taken, adversary discussion on a topic.*
- **Some other cities do televise their workshops.*

A motion was made by Dalton, seconded by Verschueren, that this matter be Approved and Referred to City Council Liaison.

Resolved that it is the recommendation of the Administration & Information Services (AIS) Committee that the Rochester Hills City Council consider eliminating televising Work Session meetings.

The motion carried by the following vote:

Aye: Hill, Holder, Dalton and Verschueren

Absent: Kirksey

ANY OTHER BUSINESS

Laptop Computers:

**Need confirmation on the usage of laptops to determine what needs to be budgeted.*

Trader Joe's Liquor License:

- **Trader Joe's applied for a commercial liquor license.*
- **Committee will verify if Trader Joe's is too close to CVS pharmacy.*

Elimination of the Primary Election:

- * *Need to determine whether Primary Election can or should be eliminated.*
- * *Any change will impact the budget.*

NEXT MEETING DATE

Tuesday, May 4, 2004 at 8:00 a.m.

ADJOURNMENT

There being no further business to discuss, Chairperson Hill adjourned the meeting at 9:55 a.m.

Minutes prepared by Sue Busam.