Rochester Hills
Minutes

Administration and Information Services Committee

John L. Dalton, Bob Grace, Melinda Hill, Barbara Holder, Stephen Kirksey, Pam Lee, Jane Leslie, Gerard Verschueren

Tuesday, October 4, 2005	4:00 PM	1000 Rochester Hills Drive

DRAFT

CALL TO ORDER

Due to absence of Chairperson Holder, Committee Member Hill called the meeting to order at 4:10 PM.

ROLL CALL

Present: Melinda Hill, John Dalton and Gerard Verschueren

Absent: Barbara Holder and Stephen Kirksey

Non-Voting Members Present: Bob Grace, Pam Lee

Non-Voting Members Absent: Jane Leslie

Others Present: Susan Galeczka, Deputy Clerk

APPROVAL OF MINUTES

None were presented.

COMMUNICATIONS

Ms. Pam Lee, Director of Human Resources, informed the Committee that the Employee Health & Wellness Fair will be held tomorrow, October 5, 2005, at City Hall between 1:00 PM and 4:00 PM. She encouraged Council Members to attend the fair that will provide general health and wellness information.

The Employee Flu Clinic is October 24, 2005, from 1:00 PM to 4:00 PM. The Mayor's Office generally has a "citizens flu clinic". Benefits Open Enrollment will begin October 17, 2005.

UNFINISHED BUSINESS

2005-0345   City Council Timesheets

Attachments: 030706 AIS DRAFT 3 - Attendance Policy.pdf; 020706 AIS DRAFT 2 - Attendance Policy.pdf; 010406 Referral from CC.pdf; 010406 CC Reg Mtg DRAFT Min EXERPT.pdf; 122805 Agenda Summary.pdf; 110205 Agenda Summary.pdf; 080205 AIS DRAFT 1 - Attendance Policy.pdf;

Ms. Hill briefly recapped the purpose of the draft policy regarding Council Attendance/Per Diem Compensation. The consensus of the Committee was to recommend that it be moved forward to City Council for further discussion.

Approved and Referred to the City Council Regular Meeting.

Resolved that the Administration & Information Services (AIS) Committee refers the Draft Policy regarding Council Attendance/Per Diem Compensation to CIty Council for review.

The motion carried by the following vote:

     Aye: Hill, Dalton and Verschueren

     Absent: Holder and Kirksey

2005-0346   City Council Internet Access

      Attachments: 030706 AIS DRAFT 2 Policy - Electronic Devices.pdf; 010406 Referral from Council.pdf; Troy E-Rule article dtd 2-16-06.pdf; 010406 CC Reg Mtg DRAFT Min EXERPT.pdf; 122905 Agenda Summary.pdf; 110205 Agenda Summary.pdf; 080205 AIS DRAFT 1 Policy - Electronic

Ms. Hill briefly recapped the purpose of the draft policy regarding Use of Electronic Communication Devices During City Council Meetings. The consensus of the Committee was to recommend that it be moved forward to City Council for further discussion.

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

Resolved that the Administration & Information Services (AIS) Committee refers the Draft Policy regarding Use of Electronic Communication Devices During City Council Meetings to City Council for review.

The motion carried by the following vote:

     Aye: Hill, Dalton and Verschueren

     Absent: Holder and Kirksey

2005-0403   Discussion of 2005 Network Upgrade

      Attachments: Agenda Summary.pdf; Bid Tabulation.pdf; 091605 MIS update.pdf; 0403 Resolution.pdf

Mr. Bob Grace, Director of MIS, gave a brief update which included the following:

* The 2005 Network upgrade will be presented to City Council on October 19, 2005 which will include information regarding the $550,000 pricing and budgeted dollars to pay for the project.

* Normally a network infrastructure is replaced approximately every three (3) to four (4) years. However, due to budget constraints, the replacement was placed on hold for over 18 months. Most of the City's servers are five (5) to eight (8) years old.

* The current system is running out of disk capacity and is difficult to add additional storage or conduct rearrangements as necessary.

* The new system will be a Storage Area Network (SAN) system that will protect

against losing data if servers should "crash". It will also improve "backup" procedures and better facilitate a disaster recovery plan for off site storage of electronic information.

* MIS will receive training on the new technology/software, etc. for the upgraded network.

The consensus of the Committee was to recommend the project for approval to City Council.

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

Resolved that the Administration and Information Services Committee refers the 2005 City Network Upgrade Project to City Council and recommends approval of the Network Upgrade.

The motion carried by the following vote:

Aye: Hill, Dalton and Verschueren

Absent: Holder and Kirksey

Ms. Holder entered at 4:39 PM.

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

Absent: Stephen Kirksey

2005-0593 Request for Purchase Authorization - MIS: Project budget for the upgrade of the City's financial software system in the amount not-to-exceed $330,000.00; AMX International, Idaho Falls, Idaho and various other vendors

Attachments: Agenda Summary.pdf; Proposal Tabulation.pdf; 092705 AIS Update.pdf; 080205 AIS Update.pdf; 0593 Resolution.pdf

Mr. Bob Grace, MIS Director, gave an update for the needed upgrades to the City's financial system software and noted the following:

* There have not been upgrades to the financial system since it was implemented in 2000-2001.

* A third party vendor has examined the current issues with the three (3) different servers communicating with each other. There were modest improvements, but important issues still remain.

* The City's hardware is four and one-half (4 1/2) years old and will require upgrades as well.

* The hardware upgrades have three (3) different platforms to consider. They are:

1) Stay with the AS400 with two (2) Windows-based servers
2) Convert to all Windows-based servers
3) Convert to Oracle and change everything entirely which would require new training for city employees

* Bid pricing will be solicited for all three platforms.

* MIS perfers that the hardware either remain as it is now or make upgrades to all

Windows-based servers.

Discussed

NEW BUSINESS

None presented.

YOUTH COMMENTS

None presented.

ANY OTHER BUSINESS

None Presented

NEXT MEETING DATE

Tuesday, November 1, 2005 at 4:00 PM.

ADJOURNMENT

There being no further business to discuss, Chairperson Holder adjourned the meeting at 4:50 PM.

Minutes prepared by Denise Mertz.

Minutes were approved as presented/amended at the _____, 2006 Regular Administration & Information Services Committee Meeting.