Rochester Hills

DRAFT Minutes

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Administration and Information Services Committee

Emily Burwinkle, Jim Duistermars, Abigail Gowman, Bob Grace, Barbara Holder, Brad Kinker, Pam Lee, Jane Leslie, James Rosen, Camille Smith-Winberry, Gerard Verschueren

Tuesday, January 10, 2006	**4:00 PM**	**1000 Rochester Hills Drive**

CALL TO ORDER

Acting Chairperson Holder called the Administration & Information Services (AIS) Committee meeting to order at 4:30 PM.

ROLL CALL

Present: Jim Duistermars, Barbara Holder and James Rosen

Absent: Brad Kinker and Gerard Verschueren

Non-Voting Members Present: Bob Grace, Pam Lee, Jane Leslie, and Camille Smith-Winberry

Non-Voting Members Absent: Emily Burwinkle, Abigail Gowman

Others Present: None.

Committee Member Kinker provided previous notice he would be unable to attend and asked to be excused.

APPROVAL OF MINUTES

None were presented.

COMMUNICATIONS

2006-0022   Admendments to Administration & Information Services (AIS) Committee Bylaws - Rochester Hills Government Youth Council (RHGYC)

Attachments: 011006 Mertz Memo & Bylaws.pdf; 6961.pdf

The consensus of the Committee was to receive and file this communication.

Received and Filed

UNFINISHED BUSINESS

2005-0462   Discuss Asset Management System

Attachments: Asset Mgmt CIP Info.pdf; 020706 Supplemental Info - list of users.pdf

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

*   *The Request for Proposal (RFP) is ready to be evaluated by the committee that will review all RFPs received for the asset management project. The RFP will be provided to the vendors in February 2006 and may be ready for presentation to Council in April*

2006. [The time table has changed from the update given the AIS November 14, 2005 meeting].

　* The Asset Management System was orginally requested by DPS/Engineering as a way to track the City's infastructure and its maintenance information along with tying into the GIS system.

　* The challenge of this particular RFP is finding a package that will integrate the details between the City's DPS/Engineering and Accounting Departments.

　* There are about three (3) or four (4) major vendors that provide asset management software. It is expected to receive about eight (8) to ten (10) responses.
Discussed

NEW BUSINESS

2006-0019　　　Election of Administration & Information Services (AIS) Chairperson for 2006

　　　　　Attachments:　Resolution.pdf

　　　　　Acting Chairperson Holder opened the floor for nominations and nominated herself to continue as Chairperson for 2006. There being no further nominations, she closed the floor for nominations.

　　　　　By consensus of the AIS Committee, Ms. Holder was appointed the 2006 Chairperson for the AIS Committee.

　　　　　Approved

2006-0020　　　Election of Administration & Information Services (AIS) Committee Vice Chairperson for 2006

　　　　　Attachments:　Resolution.pdf

　　　　　Chairperson Holder opened the floor for nominations and nominated Member Jim Duistermars for Vice Chairperson for 2006. Member Rosen nominated himself for Vice Chairperson. There being no further nominations, Chairperson Holder closed the floor for nominations.

　　　　　Roll Call Vote for 2006 AIS Committee Vice Chairperson

　　　　　Duistermars:　Duistermars, Holder
　　　　　Rosen:　　　Rosen

　　　　　Mr. Duistermars was elected the 2006 Vice Chairperson for the AIS Committee.
　　　　　Approved

2006-0021　　　Establish Administration & Information Services (AIS) Committee Meeting Schedule for 2006

　　　　　Attachments:　011006 Memo Mertz - Meeting Schedule & Calendar.pdf; Draft resolution.pdf

　　　　　The Committee discussed their 2006 meeting schedule. It was noted that Mr. Kinker advised that he is unable to attend 4:00 PM meetings and would prefer a 6:00 PM meeting time. Chairperson Holder expressed her concern that a 6:00 PM meeting time would not be as conducive to the AIS Administrative staff and suggested a 5:00 PM meeting time to also avoid other conflicts that may occur regarding other meetings held

on the same night.

The Committee consensus was to adopt the meeting dates as set forth in the resolution and to postpone setting the meeting time until it is further discussed at the February AIS meeting.

A motion was made by Duistermars, seconded by Rosen, that this matter be Approved.

Resolved that the Administration & Information Services Committee establish their 2006 Meeting Schedule as the First Tuesday of each month at 5:00 PM, at 1000 Rochester Hills Drive and will schedule those meetings dates that conflict with holidays or elections as follows:

Feb. 7, 2006
Mar. 7, 2006
Apr. 4, 2006
May 9, 2006
June 6, 2006
July 11, 2006
Aug. 15, 2006
Sept. 12, 2006
Oct. 3, 2006
Nov. 14, 2006
Dec. 5, 2006

The motion carried by the following vote:

    Aye: Duistermars, Holder and Rosen

  Absent: Kinker and Verschueren

2005-0901   Request for purchase authorization - MIS: Oracle Yearly Software Support 2006 in the amount not-to-exceed $77,564.75; Oracle USA, Redwood City, CA

<u>Attachments:</u> Agenda Summary.pdf; 0901 Resolution.pdf

Mr. Bob Grace, Director of MIS, gave a brief update on the purchase of yearly software support which will be presented to Council and included the following:

* * *Oracle is a yearly software support for financial software that allows the City to obtain software upgrades at no charge, but there is a fee for implementation. It provides phone and email support, as well as tax and regulatory updates, etc. The software upgrades are to a JD Edwards product.*

* * *Oracle purchased PeopleSoft which purchased JD Edwards. Oracle's next step is called a "Fusion product" ... which will combine the products from JD Edwards, PeopleSoft and Oracle. It appears that Fusion will be a service orientated web-based module and is projected to be released in 2007.*

* Oracle should be able to support the City's needs. They are also hoping the City will migrate to their Fusion product.

* The MIS Department will begin looking at new software products in 2009-2010 for the next possible software upgrade.

Discussed

| 2006-0012 | Request for Purchase Authorization - MIS: Various equipment, supplies and software or services purchases project for 2006 in the amount not-to-exceed $98,310.00 |

Attachments: Agenda Summary.pdf; 0012 Resolution.pdf

Mr. Bob Grace, Director of MIS, gave a brief update on the purchase of various computer equipment and supplies needed for City departments which will be presented to Council for approval. It is basically the same process as last year, where the funds are in the budget and MIS is asking for approval to utilize state contracts to seek the most competitive market prices. Many different vendors will be looked at, not just EDS, thus Member Duistermars would not have to recuse himself from a Council vote because EDS would not be the sole provider.

Discussed

| 2006-0028 | Request for Purchase Authorization - MIS: ESRI Annual Software Support for 2006 in the amount not-to-exceed $27,416.44; Environmental Systems Research Institute, Inc., Redlands, CA |

Attachments: Agenda Summary.pdf; 0028 Resolution.pdf

Mr. Bob Grace, Director of MIS, gave a brief update on the purchase for ESRI 2006 annual software support which will be presented to Council for approval. It is the annual support needed for City departments to use the current GIS products. The 2007 budget will show all ESRI products bundled together because the contracts all expire at the same time.

Discussed

YOUTH COMMENTS

None presented.

ANY OTHER BUSINESS

None presented

NEXT MEETING DATE

Tuesday, February 7, 2006. Time will be at 4:00 PM unless otherwise noted.

ADJOURNMENT

There being no further business to discuss, Chairperson Holder adjourned the meeting at 4:38 PM.

Minutes prepared by Denise Mertz.

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