



# 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*

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Tuesday, March 7, 2006

5:00 PM

1000 Rochester Hills Drive

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### CALL TO ORDER

*Chairperson Holder called the Administrative & Information Services (AIS) Committee meeting to order at 5:00 PM.*

### ROLL CALL

**Present:** Barbara Holder, Brad Kinker, James Rosen and Gerard Verschueren

**Absent:** Jim Duistermars

*Non-Voting Members Present: Bob Grace, Pam Lee, Jane Leslie and Abigail Gowman*

*Non-Voting Members Absent: Emily Burwinkle and Camille Smith-Winberry*

*Others Present: none*

*Committee Members Burwinkle and Smith-Winberry provided previous notice they would be unable to attend and asked to be excused.*

### APPROVAL OF MINUTES

**2005-0603** Regular Meeting - August 2, 2005

**Attachments:** DRAFT Minutes.pdf; Resolution.pdf

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

**Resolved that the Administration & Information Services (AIS) Committee hereby approves the Minutes of the Regular Meeting of August 2, 2005 as presented.**

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

**Aye:** Holder, Kinker, Rosen and Verschueren

**Absent:** Duistermars

### COMMUNICATIONS

*None presented.*

### UNFINISHED BUSINESS

**2005-0345** City Council Policy for Per Diem Compensation

**Attachments:** Agenda Summary.pdf; FINAL DRAFT Policy.pdf; 030706 AIS - DRAFT 3 Policy.pdf; 020706 AIS - DRAFT 2 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

*The Committee commenced discussion regarding Draft 2 of the Council Attendance/Per Diem Policy and suggested the following changes regarding the section that speaks of the guideline list of meetings applicable for per diem compensation:*

*\* Number 1 and number 3 should include ad-hoc committees for per diem compensation because an extensive amount of work may be done at that committee level and may require more than four (4) ad-hoc committee meetings.*

*\* Number 4 should reflect that significant meetings are those held "in person" and are attended for a substantial portion of the meeting; e.g. three-quarters (3/4) of the meeting time. The goal is to better explain that a member cannot expect to be compensated for being in attendance for five (5) or ten (10) minutes of the meeting.*

*The Committee questioned whether the Council attendance form should reflect the Cemetery Committee as an ad-hoc Committee.*

*The Committee agreed that if a Council member has any question regarding per diem compensation for a particular or unusual meeting, he/she is encouraged to seek input by email or phone call to the Council President. This would help to foster good communication between Council members.*

*The consensus of the Committee was to make the changes as discussed and forward a Draft 3 to a future City Council meeting along with the other Council policy changes that the AIS Committee is currently reviewing.*

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

**Whereas the Administration & Information Services (AIS) Committee, at the request of City Council, has reviewed and discussed the changes to the City Council Policy for Attendance/Per Diem Compensation, and**

**Resolved that the AIS Committee directs the Clerk's Office to fully incorporate the changes below to create a Final Draft of the City Council Policy for Attendance/Per Diem Compensation:**

#### **Council Attendance/Per Diem Compensation Policy**

**The City of Rochester Hills City Council members are compensated in the form of an annual salary and per diem supplement as follows:**

##### **Base Annual Salary**

**Each year prior to Council's last meeting in June, the Administration & Information Services Committee provides a recommendation to Council for the amount of the following year's annual base salary for the Council President and Council members.**

##### **Per Diem Supplement**

**Each year, prior to Council's last meeting in June, the Administration & Information Services Committee provides a recommendation to Council for the amount of the following year's per diem supplement; and the required meeting attendance necessary (number of meetings) before the per diem compensation is applicable.**

**Applicable Per Diem Meetings**

Each year, prior to Council's last meeting in June, the Administration & Information Services Committee recommends to Council for a list of the meetings applicable for receipt of the per diem compensation.

The following is a guideline list of meetings applicable for per diem compensation:

- Meetings which Council members are formally appointed by Council as Council's representative (excludes ad hoc Communication Committees).
  1. Regularly scheduled and noticed meetings of all Committees (except ad-hoc committees) and Independent Boards & Commissions to which members are formally appointed by Council as Council's representative. (Does not include Agenda setting meetings).
- Meetings which Council members are directed by Council/Council President to attend for city business, on behalf of Council or an official representative of the City.
  2. Significant meetings that Council members are directed by Council or Council President to attend for legislative or policy matters on behalf of the Council or as an official representative of the City.
- Meetings (up to 4 per year) for the purpose of conducting additional business related to a committee, board or commission to which Council members have been formally appointed as Council's representative.
  3. Significant meetings relating to legislative or policy matters of Council, Committees (except ad-hoc committees), or Independent Boards & Commissions, with prior approval of Council President or the Council if necessary, and communicated to Council in advance (whenever possible).
- 4. In general, significant meetings are those which are held "in person" and last longer than one (1) hour are attended for a substantial portion of the meeting; e.g. three-quarters (3/4) of the meeting time.

All other meeting/functions attended by Council members are compensated as part of Council's annual salary.

Further Resolved that the AIS Committee recommends that City Council adopts the City Council Policy for Attendance/Per Diem Compensation as presented.

The motion carried by the following vote:

**Aye:** Holder, Kinker, Rosen and Verschueren

**Absent:** Duistermars

**2005-0346**

City Council Policy for Use of Electronic Communication Devices During City Council Meetings

**Attachments:** Agenda Summary.pdf; FINAL DRAFT Policy.pdf; 030706 AIS - DRAFT 2 Policy.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 -

*The Committee commenced discussion regarding Draft 1 and suggested the following changes:*

\* Number 1 should reflect, "When official meetings/work sessions of Council are in

*session, the use of cell phones and pagers for active communications are strictly prohibited".*

*\* Number 2b should reflect, "When official meetings of Council are in session, City Council members will refrain from using all of the above communication systems/devices in a manner that would violate the provisions of the Open Meetings Act, 276, PA 1967."*

*The consensus of the Committee was to direct the Clerk's Office to make the changes as discussed and prepare Draft 2 for a future City Council meeting. Other policy changes that the AIS Committee is currently reviewing will also be taken to a future Council meeting along with this recommended policy.*

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

**Whereas the Administration & Information Services (AIS) Committee has, at the request of City Council, reviewed and discussed the changes to the City Council Policy for Use of Electronic Communication Devices During City Council Meetings, and**

**Resolved that the AIS Committee directs the Clerk's Office to fully incorporate the changes below to create a Final Draft of the City Council Policy for Use of Electronic Communication Devices During City Council Meetings:**

**Use of Electronic Communication Devices During City Council Meetings**

**A City Council Policy to set acceptable use standards for the City Council members during City Council meetings for the following devices:**

- Cell phones
- Pagers
- Electronic mail (email) systems
  - o Internal (Intranet)
  - o External (Internet)
- Internet Services
  - o Accessed via a City-provided Internet connection
- Other electronic communication devices

**1. When official meetings/work sessions of Council are in session, the use of cell phones and pagers for active communication is strictly prohibited.**

**2. Email, Internet and Other Electronic Communication Systems/Devices:**

**a. Access**

**During official meetings of Council, City Council members have access to all of the above communication system/devices.**

**b. Use**

**When official meetings of Council are in session, City Council members will refrain from using all of the above communication systems/devices in a manner that would violate the provisions of the Open Meetings Act, 267, PA 1967.**

**3. Conduct for Use of Electronic Communication Devices:**

**Council will proscribe to and be subject to adhering to all administrative policies of the City of Rochester Hills, as well as its own policy regarding the use of electronic communication devices.**

**Further Resolved that the AIS Committee recommends that City Council adopts the City Council Policy for Use of Electronic Communication Devices During City Council Meetings as presented.**

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

**Aye:** Holder, Kinker, Rosen and Verschueren

**Absent:** Duistermars

2006-0119

Review of City Council Rules of Procedures

**Attachments:** 070606 Memo Galeczka - Written Comm.pdf; 030706 AIS Draft notes.pdf;  
030306 Memo Galeczka.pdf; 020206 Memo Holder.pdf

**1. SUGGESTED CHANGE TO ELECTION OF OFFICERS: ARTICLE IV, SECTION .01**

*Chairperson Holder opened the floor for discussion regarding a suggested change to Article IV., Section .01 - Election of Officers. The suggested change was to add verbiage to reflect that the election of Council President should be a member of Council for at least one (1) year.*

*The Committee discussed the pros and cons that may result from making the suggested change. The consensus was that no change was needed at this time because it may lead to limiting circumstances for the Council body as a whole.*

**2. SUGGESTED CHANGE TO CITIZENS' RIGHTS - WRITTEN COMMUNICATION: ARTICLE VIII, SECTION .06**

*Chairperson Holder opened the floor for discussion regarding the reading of residents' letters into the record at Council meetings. She noted that the City of Troy adds letters from residents to the meeting packets to eliminate being read at council meetings.*

*The Committee commenced discussion and noted the following concerns:*

- \* Are emails considered letters or considered closer in nature to telephone calls.*
- \* If letters are to be included in the meeting packet, there should be a specified "cut off" date received for the packet.*
- \* Reading letters from residents into the record could set a precedence for residents to send letters lieu of attending Council meetings.*
- \* If 50 letters are received on a certain topic, it would not be feasible to read all 50 letters into the record. The determination on which letters should be selected to read would fall on Council.*
- \* If a resident requests to speak at the podium and has three (3) or four (4) letters to read into the record, he/she still only has three (3) minutes and they need to be mindful of that rule.*

*The Committee offered the following suggestions:*

- \* Compile a list the letters received for the meeting packet. The Council President could read the list of letters as "communications received from Mr. or Mrs. So-and-So regarding XYZ Subject matter", etc.*
- \* All letter received by a specified cut-off date would be distributed by the Clerk's Office and sent to City Council members as in the current process.*

\* *The Public Comment section of the agenda is most likely for "oral, in person public comments", rather than the reading of letters into the record.*

\* *A sentence could be added to the Public Comment section of the agenda stating something like, "Public Comments are intended to provide an opportunity for residents to speak directly to the members of Council. Letters received by the Clerk's Office will be distributed to the members of Council, but will not be read into the record". Or, "Residents are urged to appear in person to share their public comments or they may communicate with all members of Council, however, letters from residents will not be read into the record".*

\* *If a policy of not reading letters is adopted, Council members must be encouraged to adhere to it.*

*The consensus of the Committee was to recommend that Council adopt a policy of not reading letters into the record. If residents are passionate about a particular topic, they will find a way to attend the meeting or find a representative to step to the microphone on their behalf and speak for the three (3) minutes allowed.*

**Discussed**

**Ms. Gowman exited at 5:45 PM.**

2006-0377

Review of City Council Policy - Litigation / Public Hearing Policy

Attachments: 030706 AIS Draft notes.pdf

**PUBLIC HEARING NOTICES FOR PROPOSED CONSENT JUDGEMENTS (SEE COUNCIL POLICY - LITIGATION / PUBLIC HEARING POLICY)**

*The Committee discussed the question should Public Hearing Notices for proposed consent judgements be mailed to residents that they may affect.*

*Ms. Jane Leslie, City Clerk, provided information that included the following:*

\* *Holding Public Hearings for proposed consent judgements is a Council policy.*

\* *Public Hearing notices for proposed consent judgements are published in the Eccentric newspaper, the City Hall Building, the City's cable stations and the Library ten (10) days prior to the hearing date. The notices are not mailed to individual residents that may be interested or affected by consent judgements.*

\* *If the matter is related to Planning Commission or Zoning, then notices are mailed to property owners within 300 feet of whatever is being proposed in accordance with the Zoning Ordinance.*

*A concern was expressed regarding mailing notices to residents and the possibility of the consent judgement information was either not received by the specified date or the hearing date was moved due to reasons beyond the City's control. If that happened, it would require additional notices to be mailed which may cause confusion to residents and additional expense to the city.*

*Mr. Bob Grace, Director of MIS, informed the Committee that the City's Web site may have the capability of creating a "list service" where residents can register to receive email notifications on city topics. However, the "list service" is pending due to the need for more information on how to define the way it sorts residents' requests, ie. every agenda or certain public hearing notices, etc.*

*The Committee consensus was to continue discussion at the next AIS meeting.*

**Discussed**

**2004-0667**

Discussion Regarding Creation of a Proposed Committee to Promote Communication with Local Businesses

**Attachments:** Referral Notice.pdf; Min CC Draft 080404.pdf; AIS Resolution dtd 3-07-06.pdf

*Chairperson Holder explained that the idea was to create a committee that residents and businesses could discuss issues that they felt were not adequately resolved or explained by the City. At the same time, the Rochester Regional Chamber of Commerce created an Economic Development Committee (EDC) that might be such an avenue for residents and businesses.*

*However, after attending several Chamber meetings, Ms. Holder reported that the EDC is pursuing the direction of how to better advertise the cities of Rochester and Rochester Hills.*

*Ms. Holder informed the Committee that she will no longer be attending the EDC meetings because there are two (2) City staff members who attend. She no longer feels the need for the City to create a committee because there have been no real needs to warrant it.*

**Closed**

## **NEW BUSINESS**

**2005-0853**

Request for Purchase Authorization - MIS: Increase in existing Project Budget in the amount not-to-exceed \$22,000.00 for a new not-to-exceed total of \$197,000.00 to make required hardware and software upgrades necessary for upgrading to the current version of financial software on an SQL server platform. The purchase of equipment and software upgrades will utilize existing cooperative contracts

**Attachments:** Agenda Summary.pdf; Network Backup Cost dtd 3-15-06.pdf; Grace memo to AIS dtd 3-2-06.pdf; Agenda Summary dtd 12-02-05.pdf; JDEServerDiagram.pdf; CC Resolution dtd 12-6-05.pdf; AIS Resolution dtd 3-07-06.pdf; 0853 Resolution.pdf

*Mr. Bob Grace, Director of MIS, informed the Committee that the increase was due to the vendor making a mistake of \$25,000.00 on the network backup quote for the software to be installed to back up all the servers.*

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

**Resolved that AIS Committee recommends that City Council approve the increase to the Project Budget in the amount of \$22,000.00 for a new not-to-exceed total of \$197,000.00 to make required hardware and software upgrades necessary on an SQL server platform.**

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

**Aye:** Holder, Kinker, Rosen and Verschueren

**Absent:** Duistermars

2006-0178

Salary Recommendation for Directors' General Adjustment Recommendation - 2007

**Attachments:** Agenda Summary.pdf; 052306 Staff Report - Gen Adj.pdf; 022806 RH Director Salaries.pdf; Proposed 2007 increases 2%, 2.5%, 3%.pdf; 022806 RH Empl Grp Wage Adj.pdf; 2005-2006 Survey - Exempt Wage Adj.pdf; 2006 MML Quick Poll Prelim Results.pdf; 2005 Consume

*Ms. Pam Lee, Director of Human Resources (HR), provided information to begin discussion for salary adjustments for 2007 for Directors, Council and Mayor. The salary items must go forward to Council for action at the last regular Council meeting in June. The discussion included the following:*

*\* HR's main responsibility is for the actual employees which may not include Boards & Commissions.*

*\* The Director Salary Survey is reflective of 2005 along with updates based on economic data and other communities anticipated adjustments. The attachments are divided into documents relative to general adjustments, discretionary or bonus performance, and equity adjustments for directors salaries.*

*\* The Michigan Municipal League (MML) survey revealed that most communities are looking at two percent (2%) adjustments, but this Council is encouraged to review other considerations as well.*

*The Committee discussed the following:*

*\* There are no performance requirements for each type of salary adjustment for directors in place at this time.*

*\* The cost of living index is one of the attachments to the general adjustment file.*

*\* There was a wage study performed for 2001 to 2003.*

*\* Due to economic factors, a two percent (2%) wage increase has been the comparative standard for the last 2 or 3 years.*

*\* It was suggested that performance requirements should be considered, ie. a growing city may signal high performing directors versus a dying city which would not. Ms. Lee cautioned that that would require a very sophisticated performance evaluation process for directors of which the City does not have one.*

*\* It was noted that most of the City departments are working with reduced staff due to a hiring freeze for the last two (2) years.*

*\* The Mayor makes the determination regarding non-union employees which usually follows what directors have been granted and the results of union negotiations.*

*The Committee will continue discussion at the next AIS meeting.*

**Discussed**

2006-0179

Salary Recommendation for Directors' Variable Performance (Discretionary) Pool - 2007

**Attachments:** Agenda Summary.pdf; 052306 Staff Report - Var. Perform.pdf; 030106 Director Perform Bonus.pdf; 2004 CC Appt Review Policy.pdf; AIS Resolution.pdf; 0179 Resolution.pdf



*The Committee discussed this item in general. Please see Legislative File #2006-0178 for the general discussion.*

**Discussed**

**2006-0180** Salary Recommendation for Directors' Equity Adjustment Pool - 2007

**Attachments:** Agenda Summary.pdf; 052306 Staff Report - Equity Adj.pdf; 022806 RH Director Salaries.pdf; Director\_Deputy Differentials dtd 051506.pdf; Director\_Deputy Salary order.pdf; 2005 Directors Survey.pdf; AIS Resolution.pdf; 0180 Resolution.pdf; 0180 Resolution.

*The Committee discussed this item in general. Please see Legislative File #2006-0178 for the general discussion.*

**Discussed**

**2006-0181** Salary Recommendation for Mayor - 2007

**Attachments:** Agenda Summary.pdf; 052306 Staff Report - Mayor salary.pdf; FT Wage Adj.pdf; Rev Mayor\_Council Salaries 2005.pdf; AIS Resolution.pdf; 0181 Resolution.pdf

*Ms. Pam Lee, Director of Human Resources (HR), provided information to begin discussion for salary adjustments for 2007 for Directors, Council and Mayor. The salary items must go forward to Council for action at the last Council meeting in June.*

*The Committee will continue discussion at the next AIS meeting.*

**Discussed**

**2006-0182** Salary Recommendation for City Council - 2007

**Attachments:** Agenda Summary.pdf; 052306 Staff Report - Council salary.pdf; 2005 Survey - Mayor\_Council Salaries.pdf; CC Wage Adjustments.pdf; Rev Mayor\_Council Salaries 2005.pdf; AIS Resolution.pdf; 0182 Resolution.pdf

*Ms. Pam Lee, Director of Human Resources (HR), provided information to begin discussion for salary adjustments for 2007 for Directors, Council and Mayor. The salary items must go forward to Council for action at the last regular Council meeting in June. Ms. Lee noted that the City Council survey has been updated from last year to included the change from 50 to 32 meetings per year which Council members are required to attend before being compensated per diem for a qualified meeting.*

*The Committee will continue discussion at the next AIS meeting.*

**Discussed**

**2006-0183** Salary Recommendation for Boards & Commissions - 2007

**Attachments:** Agenda Summary.pdf; AIS Resolution.pdf; 0183 Resolution.pdf

*Ms. Pam Lee, Director of Human Resources (HR), provided information to begin discussion for salary adjustments for 2007. The salary items must go forward to Council for action at the last Council meeting in June. Ms. Lee noted that HR's main*

*responsibility is for the actual employees which may not include Boards & Commissions.*

*The Committee will continue discussion at the next AIS meeting.*

**Discussed**

## **YOUTH COMMENTS**

*None presented.*

## **ANY OTHER BUSINESS**

*Ms. Leslie, City Clerk, informed the Committee that there will be two (2) liquor license applicants coming before Council: 1) Tom's Oyster Bar for a new license at the new Papa Joe's Gourmet Market Place, and 2) Baez Enterprises for a transfer license from Tuscani Grill on Crooks Road to be called Taco Loco Cantina & Grill. Ms. Leslie requested that the Committee consider holding a special AIS Committee meeting to accommodate Baez Enterprises as they have requested to be operational by Cinco de Mayo (May 5th) and Tom's Oyster Bar.*

*The Committee consensus was to hold a Special AIS Meeting on Tuesday, March 21, 2006 at 5:00 PM for the applicants and to cancel the Regular Meeting of April 4, 2006.*

## **NEXT MEETING DATE**

*Special AIS Meeting: Tuesday, March 21, 2006 at 5:00 PM.*

*The Regular Meeting of April 4, 2006 will be cancelled.*

## **ADJOURNMENT**

*There being no further business to discuss, Chairperson Holder adjourned the meeting at 7:25 PM.*

*Minutes prepared by Denise Mertz.*

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