

Treasury

Accounting
Communications

Human Resources

- Administrative Overhead Allocation provides the following:
 - better understanding of how much it costs to provide a service
 - business oriented approach
 - more concise budget model
 - indirect administrative charges can be included in fees charged for service
 - enhance decision making

The following describes the City's Administrative Overhead Allocation methods:

- **City Council, Mayor & Clerk:** allocated to the other funds based upon a percent of their operating budget.
- **Accounting:** 3/8th of the total cost is allocated to Water & Sewer and the balance is allocated to the other funds of the user departments based upon their operating budget.
- **Human Resources:** allocated based upon the total number of personnel hours budgeted in each fund.
- **Treasury:**
 - 80% of expenses are related to tax billing/collections - the cost of tax preparation is divided by the number of individual levies and allocated to the appropriate funds.
 - 20% of expenses are related to investments - investment activities are allocated 40% to Water & Sewer and the balance is allocated based upon the value of fund balances.

Council members thanked the Administration for their efforts towards helping City Council to better understand the process.

5. **AMENDMENT TO RESOLUTION NO. 1999-0120, ADOPTED AT 3/3/99 CITY COUNCIL MEETING, REGARDING DISSOLVING CITY COUNCIL APPOINTED COMMITTEES**

5a.

Resolution 1999-0122

MOTION by Robbins, seconded by deCaussin,

to **RECONSIDER** Resolution 1999-0120, which dissolved City Council appointed Committees.

Ayes: Gaber, Dalton, deCaussin, Hill, Robbins, Somerville

Nays: None

Absent: Golden

MOTION CARRIED

5b.

Resolution 1999-0123
(Resolution 1999-0120) as Amended

MOTION by Robbins, seconded by Dalton,

- continued -

As approved at the April 21, 1999 City Council Meeting, as Presented.

Resolved, that the Resolution 1999-0120 adopted by the Rochester Hills City Council at its Regular Meeting held on March 3, 1999:

Be amended by changing the reporting responsibility of the Advisory Water and Sewer Board from the Community Development and Viability Committee to the Financial Services Committee; and

changing the first "Now, Therefore, Be It Resolved," clause; it should read:

Be It Resolved, that effective April 1, 1999, the following committees will cease to exist as Council, or Mayoral, appointed Committees pursuant to the respective resolutions that created them.

Ayes: Gaber, Dalton, deCaussin, Hill, Robbins

Nays: Somerville

Absent: Golden

MOTION CARRIED

5c.

Resolution 1999-0124
(Resolution 1999-0120) as Readopted

MOTION by deCaussin, seconded by Somerville,

Resolved, that the following Resolution adopted by the Rochester Hills City Council at a Regular City Council Meeting held on March 3, 1999, be **readopted** as Amended at a Regular City Council Meeting held on March 10, 1999.

Whereas, it is the desire of City Council to improve the degree of interaction and promote more effective communication with the City Administration; and

Whereas, at their December 1, 1997 Council Meeting, Council Members Dalton, deCaussin, and Somerville volunteered to meet with the Financial Administrator, Belinda Peters to discuss combining committees and present to Council;

Whereas, on January 27, 1999 the Communications Committee consisting of Council Members Dalton, deCaussin and Hill, presented a Statement of Purpose for Communications Committees on Public Safety, Community Development & Viability, Financial Services, Leisure Activities, and Administration & Information Services for the purpose of providing a forum that:

- 1) enhances open communication on policy matters between the city Administration and the council,
- 2) stimulates in-depth review and frank discussion regarding policy issues and alternatives, and
- 3) enables the Council Members of each Committee to gain expertise on the issues before the Committee and to champion the committee policy recommendations in meetings with the full City Council and the public.

- continued -

Be It Resolved, that effective April 1, 1999, the following committees will cease to exist as Council, or Mayoral, appointed Committees pursuant to the respective resolutions that created them:

Advisory Water and Sewer Board	Parks Advisory Board
Budget and Finance Committee	Pedestrian Pathway Committee
Liquor Committee	Road Committee
Museum Board	Salary Committee

Now, Therefore, Be It Further Resolved, that the City Council does hereby approve that effective April 1, 1999 the:

- ▶ **Advisory Water and Sewer Board** shall serve at the pleasure of the Financial Services Committee,
- ▶ **Budget and Finance Committee** shall serve at the pleasure of the Financial Services Committee,
- ▶ **Liquor Committee** shall serve at the pleasure of the Administration and Information Services Committee,
- ▶ **Museum Board** shall serve at the pleasure of the Leisure Activities Committee,
- ▶ **Parks Advisory Board** shall serve at the pleasure of the Leisure Activities Committee,
- ▶ **Road Committee** shall serve at the pleasure of the Community Development and Viability Committee,
- ▶ **Salary Committee** shall serve at the pleasure of the Administration and Information Services Committee,
- ▶ **Pathway Committee** shall serve at the pleasure of the Community Development and Viability Committee.

Ayes: Gaber, Dalton, deCaussin, Hill, Robbins
Nays: Somerville
Absent: Golden

MOTION CARRIED

6. ANY OTHER BUSINESS

It was noted that the five (5) new Communications Committees of City Council will be meeting in the near future to discuss organizational matters.

Ms. deCaussin expressed concern that area waste haulers were dumping sorted recyclables into their garbage trucks carrying general trash materials; therefore, defeating the purpose of sorting.

Resolution 1999-0125

MOTION by deCaussin, seconded by Somerville,

Resolved, to Suspend Section III A, Number 3 of *City Council Rules of Procedure*, which refers to ending meetings at 11:00 p.m, so that the meeting can continue.

Ayes: Gaber, Dalton, deCaussin, Hill, Robbins, Somerville
Nays: None
Absent: Golden

MOTION CARRIED

- continued -

budget.

Human Resources: allocated based upon the total number of personnel hours budgeted in each fund.

Treasury:

- 80% of expenses are related to tax billing/collections - the cost of tax preparation is divided by the number of individual levies and allocated to the appropriate funds.
- 20% of expenses are related to investments - investment activities are allocated 40% to Water & Sewer and the balance is allocated based upon the value of fund balances.

Council members thanked the Administration for their efforts towards helping City Council to better understand the process.

5. **AMENDMENT TO RESOLUTION NO. 1999-0120, ADOPTED AT 3/3/99 CITY COUNCIL MEETING, REGARDING DISSOLVING CITY COUNCIL APPOINTED COMMITTEES**

5a.

Resolution 1999-0122

MOTION by Robbins, seconded by deCaussin,

to **RECONSIDER** Resolution 1999-0120, which dissolved City Council appointed Committees.

Ayes: Gaber, Dalton, deCaussin, Hill, Robbins, Somerville

Nays: None

Absent: Golden

MOTION CARRIED

5b.

Resolution 1999-0123
(Resolution 1999-0120) as Amended

MOTION by Robbins, seconded by Dalton,

Resolved, that the Resolution 1999-0120 adopted by the Rochester Hills City Council at its Regular Meeting held on March 3, 1999:

- continued -

Be amended by changing the reporting responsibility of the Advisory Water and Sewer Board from the Community Development and Viability Committee to the Financial Services Committee; and

changing the first "Now, Therefore, Be It Resolved," clause; it should read:

Be It Resolved, that effective April 1, 1999, the following committees will cease to exist as Council, or Mayoral, appointed Committees pursuant to the respective resolutions that created them.

Ayes: Gaber, Dalton, deCaussin, Hill, Robbins

Nays: Somerville

Absent: Golden

MOTION CARRIED

5c.

Resolution 1999-0124
(Resolution 1999-0120) as Readopted

MOTION by deCaussin, seconded by Somerville,

Resolved, that the following Resolution adopted by the Rochester Hills City Council at a Regular City Council Meeting held on March 3, 1999, be **readopted** as Amended at a Regular City Council Meeting held on March 10, 1999.

Whereas, it is the desire of City Council to improve the degree of interaction and promote more effective communication with the City Administration; and

Whereas, at their December 1, 1997 Council Meeting, Council Members Dalton, deCaussin, and Somerville volunteered to meet with the Financial Administrator, Belinda Peters to discuss combining committees and present to Council; :

Whereas, on January 27, 1999 the Communications Committee consisting of Council Members Dalton, deCaussin and Hill, presented a Statement of Purpose for Communications Committees on Public Safety, Community Development & Viability, Financial Services, Leisure Activities, and Administration & Information Services for the purpose of providing a forum that:

- continued -

- 1) enhances open communication on policy matters between the city Administration and the council,
- 2) stimulates in-depth review and frank discussion regarding policy issues and alternatives, and
- 3) enables the Council Members of each Committee to gain expertise on the issues before the Committee and to champion the committee policy recommendations in meetings with the full City Council and the public.

Be It Resolved, that effective April 1, 1999, the following committees will cease to exist as Council, or Mayoral, appointed Committees pursuant to the respective resolutions that created them:

Advisory Water and Sewer Board	Parks Advisory Board
Budget and Finance Committee	Pedestrian Pathway Committee
Liquor Committee	Road Committee
Museum Board	Salary Committee

Now, Therefore, Be It Further Resolved, that the City Council does hereby approve that effective April 1, 1999 the:

- **Advisory Water and Sewer Board** shall serve at the pleasure of the Financial Services Committee,
- **Budget and Finance Committee** shall serve at the pleasure of the Financial Services Committee,
- **Liquor Committee** shall serve at the pleasure of the Administration and Information Services Committee,
- **Museum Board** shall serve at the pleasure of the Leisure Activities Committee,
- **Parks Advisory Board** shall serve at the pleasure of the Leisure Activities Committee,
- **Road Committee** shall serve at the pleasure of the Community Development and Viability Committee,
- **Salary Committee** shall serve at the pleasure of the Administration and Information Services Committee,
- **Pathway Committee** shall serve at the pleasure of the Community Development and Viability Committee.

- continued -

Ayes: Gaber, Dalton, deCausin, Hill, Robbins
Nays: Somerville
Absent: Golden

MOTION CARRIED

6. ANY OTHER BUSINESS

It was noted that the five (5) new Communications Committees of City Council will be meeting in the near future to discuss organizational matters.

Ms. deCausin expressed concern that area waste haulers were dumping sorted recyclables into their garbage trucks carrying general trash materials; therefore, defeating the purpose of sorting.

Resolution 1999-0125

MOTION by deCausin, seconded by Somerville,

Resolved, to **Suspend** Section III A, Number 3 of *City Council Rules of Procedure*, which refers to ending meetings at 11:00 p.m, so that the meeting can continue.

Ayes: Gaber, Dalton, deCausin, Hill, Robbins, Somerville
Nays: None
Absent: Golden

MOTION CARRIED

Be it noted for the Record, the time is 11:00 p.m.

Ms. deCausin suggested that City Ordinance be reviewed pertaining to recyclables.

Resolution 1999-0126

MOTION by deCausin, seconded by Dalton,

Resolved, to refer the issue of curbside recycling, as it relates to City Ordinance, to the Community Development & Viability Committee.

Ayes: Gaber, Dalton, deCausin, Hill, Robbins, Somerville
Nays: None

- continued -

CITY OF ROCHESTER HILLS

Clerk's
Office

Susan Koliba-Galeczka

248-656-4671

AGENDA ITEM # 5

3/10/99 comdty

DATE: March 9, 1999

TO: City Council Members

RE: Communications Committees

Resolution 1999-0120, adopted at the March 3, 1999 Council Meeting, states that the Advisory Water and Sewer Board serves at the pleasure of the Community Development and Viability Committee. Based on previous Council discussions and information provided to Council, this Committee should be reporting to the Financial Services Committee (see attached chart).

If it is Council's intent to have the Advisory Water and Sewer Board serve at the pleasure of the Financial Services Committee the following resolutions have been provided for your consideration:

- (a) Motion to **reconsider** Resolution No. 1999-0120 which dissolves the City Council appointed Committees;
- (b) Motion to **amend** Resolution No. 1999-0120 to change the Advisory Water and Sewer Advisory Committee reporting authority **from** the Community Development and Viability Committee **to** the Financial Services Committee; and
- (c) Motion to **readopt** Resolution No. 1999-0120 to incorporate the amendment.

c: