



Rochester Hills DRAFT Minutes

1000 Rochester Hills Drive
Rochester Hills, MI 48309
(248) 656-4660
Home Page:
www.rochesterhills.org

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, May 23, 2006

5:00 PM

1000 Rochester Hills Drive

SPECIAL MEETING

CALL TO ORDER

Chairperson Holder called the Special Administration & Information Services Committee meeting to order at 5:03 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 Emily Burwinkle

Non-Voting Members Absent: Abigail Gowman and Camille Smith-Winberry

Others Present: none

APPROVAL OF MINUTES

2006-0143 Rescheduled Regular Meeting - September 27, 2005

Attachments: AIS Draft Minutes.pdf; 0143 Resolution.pdf

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

Resolved that the Administration & Information Services (AIS) Committee hereby approves the Minutes of the Rescheduled Regular Meeting of September 27, 2005 as presented.

The motion carried by the following vote:

Aye: Holder, Kinker, Rosen and Verschueren

Absent: Duistermars

2006-0144 Regular Meeting - October 4, 2005

Attachments: AIS Draft Minutes.pdf; 0144 Resolution.pdf

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

Resolved that the Administration & Information Services (AIS) Committee hereby approves the Minutes of the Regular Meeting of October 4, 2005 as presented.

The motion carried by the following vote:

Aye: Holder, Kinker, Rosen and Verschueren

Absent: Duistermars

2006-0326

Regular Meeting - November 1, 2005

Attachments: AIS Draft Minutes.pdf; 0326 Resolution.pdf

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

Resolved that the Administration & Information Services (AIS) Committee hereby approves the Minutes of the Regular Meeting of November 1, 2005 as presented.

The motion carried by the following vote:

Aye: Holder, Kinker, Rosen and Verschueren

Absent: Duistermars

NEW BUSINESS

Due to consideration of the applicant, the Committee chose to discuss Legislative File 2006-0390 under New Business at this point in the meeting.

2006-0390

Request from Cameron Mitchell Restaurants, LLC to transfer a 2006 Class C License located in escrow at 56808 Grand River, New Hudson, Oakland County, Michigan 48165 from RBCP, Inc. to 370 N. Adams Road, Rochester Hills, MI 48309

Attachments: Agenda Summary.pdf; 051806 Staff Report.pdf; 050306 Aikens Letter of Recommendation.pdf; Application.pdf; Floor plan.pdf; Department Reports.pdf; LCC Approval Notice.pdf; 052306 AIS Resolution.pdf; 0390 Resolution.pdf

Ms. Jane Leslie, City Clerk, introduced Mr. Carlin, an attorney representing Mitchell's Fish Market, who came before AIS and Council in February 2006 for a request of a new license [See Legislative file 2006-0128] that was denied by Council on February 15, 2006. She gave a brief update which included the following:

** Cameron Mitchell Restaurants, LLC has requested to transfer ownership of a 2006 Class C licensed business, located in escrow at 56808 Grand River, New Hudson, MI. The City has received the Local Approval Notice from the State. The restaurant is under construction and should be finished in about sixty (60) days. It will be located at the former site of Harry & David at the Village of Rochester Hills. All the necessary building permits have been acquired.*

** Mitchell's reports and information remain "status quo" from when they were presented in February 2006 to the AIS Committee and City Council for a request of a new license.*

Mr. Carlin mentioned that first "role play" weekend, which is a large training weekend, is tentatively scheduled for the first weekend in August.

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

Resolved that the Administration & Information Services (AIS) Committee recommends that the Rochester Hills City Council approve the transfer ownership of 2006 Class C licensed business, located in escrow at 56808 Grand River, New Hudson, MI 48165, Lyon Township, Oakland County, Michigan from RBCP, Inc. to Cameron Mitchell Restaurants, LLC, 370 N. Adams Road, Rochester Hills, MI 48309.

The motion carried by the following vote:

Aye: Holder, Kinker, Rosen and Verschueren

Absent: Duistermars

COMMUNICATIONS

2006-0248 For Committee Information: Resolution dated January 20, 2000 creating the Ad-Hoc Cemetery Advisory Committee

Attachments: 032306 Memo Galeczka.pdf

Chairperson Holder noted that the information provided by the Clerk's Office was an answer to AIS discussions from February 2006 regarding Council meeting attendance forms. The Cemetery Advisory Committee is an "ad-hoc" committee and is correctly reflected as such on Council meeting attendance forms. Ms. Leslie, who serves on the Cemetery Advisory Committee, mentioned that they meet fairly regularly except for the summer months and make recommendations to CDV and CDV brings the recommendations forward to Council.

A motion was made by Verschueren, seconded by Rosen, that this matter be Received and Filed.

Resolved that the AIS Committee receive and file the resolution dated 01-20-00 creating the Ad-Hoc Cemetery Advisory Committee.

The motion carried by the following vote:

Aye: Holder, Kinker, Rosen and Verschueren

Absent: Duistermars

UNFINISHED BUSINESS

The following seven (7) files are related to Salaries Recommendations for 2007

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.

Ms. Pam Lee, Director of Human Resources, summarized the information provided for a five-percent (5%) equity adjustment recommendation for the Fire Chief position and noted the following:

** The equity adjustment recommendation, if approved, will affect the Directors' General Adjustment Pool as well.*

* Salary comparisons were provided between Rochester Hills department directors, deputy directors and principal managers. In most cases, the differentials were appropriate when compared to credentials that may or may not be required for specific job titles as well as the longevity of some relatively newly appointed directors such as the City Clerk, the Finance Director and the Fire Chief.

* The main reason for the equity recommendation for the Fire Chief position is primarily due to the differential between the Fire Chief and the Deputy Fire Chief, which currently is 23%. The equity adjustment would bring the differential more in line by 2008 when the Deputy Fire Chief reaches the end of the grade and step salary plan applicable to non-union employees and not directors.

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

Whereas, the Administration & Information Services (AIS) Committee has reviewed, and discussed the information provided by the Administration regarding equity pay for Directors;

Now Therefore Be It Resolved that the AIS Committee recommends to City Council that a five-percent (5%) equity adjustment, in the amount of \$4,336.91 be made for the Fire Chief position to be budgeted for Fiscal Year 2007 to the Department Directors' Equity Pool.

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, summarized the information provided for a two-percent (2%) general adjustment recommendation for Directors and noted the following:

* *The Michigan Municipal League quick poll showed state wide salary increases for department heads and other non-union employees at a 2% average. The survey of eleven (11) comparables in the tri-county area showed average increases projected for 2006-2007 at 2.1% for exempt employees. The cities of Farmington Hills and Troy are planning for a 3% adjustment for 2007.*

* *Salary comparisons for Rochester Hills employees groups between 1999 to 2004 have shown directors are slightly behind other employee groups.*

* *Current union negotiations are in process with a two-percent (2%) adjustment on the table for 2491 and 3472 bargaining units for 2007.*

* *Inflation continues to outpace the cities wage increases.*

* *Budgetary issues must be taken into consideration that the City is currently facing.*

The Committee commenced discussion and noted the following points:

* *Directors have had to reduce budgets and be more creative to provide an appropriate level of service for less dollars than in the past.*

* *Directors are eligible for a conservative performance bonus authorized by the Mayor if they meet desired goals and objectives.*

* *Going toward a "performance-based" system is an objective of the Human Resource Department. However, municipal entities cannot operate like the private sector because they have no profit factor to work with.*

* *Comparison figures for a 2.5% and 3% increase have been provided. However, a 2% increase is more conservative and reasonable.*

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

Whereas the Administration & Information Services (AIS) Committee has reviewed and discussed the information provided by the Administration regarding a General Salary Adjustment for Directors;

Now Therefore Be It Resolved that the AIS Committee hereby recommends a General Salary Adjustment of a two-percent (2%) increase to budgeted funds for Department Directors' base salaries for Fiscal Year 2007, bringing it to \$909,601.56.

The motion carried by the following vote:

Aye: Holder, Kinker, Rosen and Verschueren

Absent: Duistermars

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

Ms. Pam Lee, Director of Human Resources, summarized the information provided for a \$10,000 Directors variable performance recommendation for 2007 and noted the following:

* *The variable performance pool provides for a flat bonus for one or more directors and does not affect directors' base salaries.*

* *The initial objective of the performance bonus was to be tied to the directors' performance appraisal. The \$10,000 recommendation is roughly half of the 2% adjustment to the Directors' General Adjustment pool.*

* *There were \$13,200 paid out by the former mayor in bonuses to directors in the fiscal years 2004 and 2005.*

* *Any left over monies go back into fund balance.*

Recommended for Approval to the City Council Regular Meeting.

Whereas, the Administration & Information Services (AIS) Committee has reviewed and discussed the information provided by the Administration regarding a Directors' Variable Performance (Discretionary) Pool;

Now Therefore Be It Resolved that the AIS Committee recommends to City Council that a Variable Performance (Discretionary) Pool for Directors of \$10,000.00 be established to provide for bonus pay, separate from base pay, for the Fiscal Year 2007.

The motion carried by the following vote:

Aye: Duistermars, Holder, Kinker, Rosen and Verschueren

Mr. Duistermars entered at 5:50 PM.

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

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, summarized the information provided for the Mayor's salary recommendation for 2007 and noted the following:

** The survey comparison between strong mayor forms of government versus city manager forms of government showed an average mayor salary to be approximate \$102,000.00. The survey was based on only three (3) strong mayor forms of government because there are not that many in the State of Michigan.*

** The new Rochester Hills Mayor salary appears to be about 4.5% less than the average shown in the survey.*

The Committee discussed a two-step adjustment recommendation which would avoid larger increases in the future, but decided to recommend one (1) two-percent (2%) adjustment for 2007 to maintain financial prudence and consistency.

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

Whereas, the Administration & Information Services (AIS) Committee has reviewed and discussed the information provided by the Administration regarding a salary recommendation for the Mayor;

Now Therefore Be It Resolved that the AIS Committee recommends to City Council that a two-percent (2%) adjustment in the amount of \$1,946.64 be made to Mayor's salary, for Fiscal Year 2007, a total amount of:

\$99,278.64

Be It Further Resolved that the AIS Committee recommends that fringe benefits continue to apply.

The motion carried by the following vote:

Aye: Duistermars, Holder, Kinker, Rosen and Verschueren

2006-0380

Recommendation of Car Allowance for Mayor in lieu of assigned City Vehicle

Attachments: Agenda Summary.pdf; 3-months mileage reimbursemt -Mayor Barnett.pdf; 052306 Staff Report - Mayor Vehicle.pdf; 2006 Survey - Car Allowances.pdf; 052306 AIS Resolution.pdf; 0380 Resolution.pdf

Ms. Pam Lee, Director of Human Resources, distributed a recent survey listing vehicle allowances from various municipalities and provided background information regarding the recommendation for a car allowance for the Mayor. The following points were noted:

** The Mayor position has a 1996 Pontiac Bonneville available for personal use which includes driving back and forth from home to work. The vehicle was scheduled to be replaced about four years ago due to depreciation. However, the former mayor chose not to have the vehicle replaced. The current mayor would prefer to drive his personal vehicle.*

** The survey showed a number of other cities that provide a car allowance which range from \$125.00 to \$600.00 per month.*

The Committee briefly discussed the history of how city vehicles were used in the late 1980's and early 1990's as well as the question of whether the position of Mayor warrants any additional compensation other than what any general employee would be eligible for. The following points were noted:

** A city vehicle assigned to the Mayor position may not be an appropriate benefit and may be a taxable benefit.*

** Specific City employees within the DPS and Fire Departments along with the Building Director, who may be on call 24 hours 7 days a weeks, have a justifiable need to use a city vehicle. They also have restrictions on how City vehicles may be used.*

** In some cases it may be cheaper to be reimbursed for mileage than to use a City fleet vehicle, the cost of which is charged against the department's budget.*

** The current Mayor has been made aware that he can be reimbursed at the allowable rate for mileage incurred while conducting City business.*

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

Whereas, the Administration & Information Services (AIS) Committee has reviewed and discussed the information provided by the Administration regarding a car allowance for the Mayor;

Resolved that the AIS Committee postpones its recommendation that City Council authorize a \$300.00 per month car allowance for the Mayor as an optional cost saving measure in lieu of an assigned City Vehicle.

Be It Further Resolved that the Human Resource Director request that the Mayor track car millage for three (3) months after which time the Human Resource Director will provide an update to the AIS Committee for review and discussion.

The motion carried by the following vote:

Aye: Duistermars, Holder, Kinker, Rosen and Verschueren

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

The Committee discussed the pros and cons of the proposed recommendation to increase Council's yearly salary by \$1,000. Mr. Rosen provided an estimated number of meeting hours spent by council members to be approximately between 900 to 1000 hours for 2006. Based on last year's total compensation of yearly salary and per diem salary, it averages out to \$12.60 per hour. However, potential candidates know what the yearly salary is before they decide to run for office.

The Committee consensus was to recommend that the Council yearly salary and per diem salary remain at the 2006 level.

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

Whereas, the Administration & Information Services (AIS) Committee has reviewed and discussed the information provided by the Administration regarding salary compensation for members of City Council;

Now Therefore Be It Resolved that the AIS Committee recommends to City Council that the compensation for the Rochester Hills City Council, in the form of a yearly salary for Fiscal Year 2007 remain the same as Fiscal Year 2006 in the amount as follows:

**City Council President - \$7,850.48 per year
City Council Member - \$6,577.43 per year**

Be It Further Resolved that the AIS Committee recommends that City Council Members shall continue to receive per diem compensation in the amount of Sixty Dollars (\$60.00) for attendance at those meetings pursuant to City Council Attendance / Per Diem Compensation Policy, in excess of Thirty-two (32) meetings per year.

The motion carried by the following vote:

Aye: Duistermars, Holder, Kinker, Rosen and Verschueren

Mr. Rosen exited at 6:25 PM.

Present: Jim Duistermars, Barbara Holder, Brad Kinker and Gerard Verschueren

Absent: James Rosen

2006-0183 Salary Recommendation for Boards & Commissions - 2007

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

The Committee discussed maintaining the 2007 rate of pay for Boards and Commissions at the same rate as 2006. They also discussed a rate of pay for citizen

representatives who are voting members on Council's five (5) Communication Committees. Since the five (5) communication committees are a direct function of Council, a rate of pay for citizen representatives may be included in Council's budget if appropriate. The Committee will discuss it further at the next AIS meeting.

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

Resolved that the Administration & Information Services Committee recommends to City Council that the rate of per diem pay for the Boards and Commissions for the Fiscal Year 2007 Budget remain the same as Fiscal Year 2006 and be set at Seventy-five dollars (\$75.00) for the Chairperson, and Sixty-five dollars (\$65.00) for the Members per meeting attended, for the following Boards and Commissions:

**Building Authority
Construction/Fire Prevention Code Board of Appeals
Economic Development Corporation
Historic Districts Commission
Planning Commission
Zoning Board of Appeals/Sign Board of Appeals**

Further Resolved that the per diem fee for Fiscal Year 2007 for Members of the Board of Review remain the same as Fiscal Year 2006 and be set at One Hundred dollars (\$100.00) per meeting attended.

The motion carried by the following vote:

Aye: Duistermars, Holder, Kinker and Verschueren

Absent: Rosen

2006-0119 Review of City Council Rules of Procedures

Attachments: 082406 Memo Holder-recap Art VIII Sec 6.pdf; 092606 Kibby suggestions.pdf; 080806 Galeczka Memo-misc.changes.pdf; 070606 Memo Galeczka - Written Comm.pdf; 030706 AIS Draft notes.pdf; 030306 Memo Galeczka.pdf; 020206 Memo Holder.pdf

Postponed

2006-0377 Review of City Council Policy - Litigation / Public Hearing Policy

Attachments: 030706 AIS Draft notes.pdf

Postponed

NEW BUSINESS - continued

2006-0339 City Council Policy for Review of Performance Appraisals for Council Appointed Directors - 2006

Attachments: AIS Agenda Summary.pdf; 031606 CC Policy.pdf; AIS Resolution.pdf; 0339 Resolution.pdf

Ms. Pam Lee, Director of Human Resources, informed the Committee that the reason for the suggested amendments to the policy was to provide Council with a more current

sense of how the appointed director is being reviewed by the Mayor as well as what the director's goals and issues might be.

A motion was made by Duistermars, seconded by Verschueren, that this matter be Recommended for Approval to the City Council Liaison.

Resolved that the Administration & Information Services (AIS) Committee recommends City Council amends the City Council Policy for Review of Performance Appraisals for City Council Appointed Department Directors as follows:

Article I: Section 2, shall read:

"It is the desire of the City Council AIS Committee to periodically monitor the performance of its appointed directors based on an bi-annual review of the performance appraisal completed by the Mayor, as well as a self-evaluation and/or additional comments provided by the Council appointee.

Article II: Section 3, sentence 2 shall read:

"The Director of Human Resources shall copy the self-assessment and any attachments to the Mayor and forward the appraisal, justification regarding the proposed bonus pay and self-assessment and attachments to City Council members bi-annually by the end of January month following completion of the appraisal period.

The motion carried by the following vote:

Aye: Duistermars, Holder, Kinker and Verschueren

Absent: Rosen

2006-0385

Performance Review for Council Appointed Directors - 2006

Attachments: 050406 Staff Report - Assr/Treas Review.pdf; AIS Resolution.pdf

Ms. Pam Lee, Director of Human Resources, informed the Committee of the following:

** There was only one appraisal available for Council and that was for the Mr. Kurt Dawson, Assessor/Treasurer. Positive comments were received from Council in response to his appraisal.*

** Only the seven members of council receive a copy of the actual appraisal in order to respect the privacy of the appointed director.*

** Ms. Jane Leslie, the City Clerk, was appointed one year ago and the current Mayor has not had an opportunity to appraise her performance. The former Mayor did not provide an appraisal before she retired from office.*

A motion was made by Verschueren, seconded by Kinker, that this matter be Received and Filed.

Resolved that the Administration & Information Services (AIS) Committee hereby receives and files the information provided from the Administration regarding the performance review for the Assessor/Treasurer Director for 2006.

The motion carried by the following vote:

Aye: Duistermars, Holder, Kinker and Verschueren

Absent: Rosen

YOUTH COMMENTS

None. Ms. Burwinkle had to leave the meeting.

ANY OTHER BUSINESS

Mr. Versheuren informed the Committee that Communication Media Network (CMN) will tape the talk with the Mayor here at the City Hall instead of the studio on Thursday, May 25, 2006 at 4:00 PM.

NEXT MEETING DATE

Tuesday, June 13, 2006 - 5:00 PM.

ADJOURNMENT

There being no further business to discuss, Chairperson Holder adjourned the meeting at 6:44 PM.

Minutes prepared by Denise Mertz.

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