



Rochester Hills Minutes

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Administration and Information Services Committee

*John L. Dalton, April Feng, Bob Grace, Melinda Hill, Barbara Holder, Stephen Kirksey,
Pam Lee, Jane Leslie, Jennifer Stein, Gerard Verschueren*

Tuesday, May 17, 2005

4:00 PM

1000 Rochester Hills Drive

DRAFT

CALL TO ORDER

Chairperson Holder called the Administration & Information Services Committee meeting to order at 4:02 PM.

ROLL CALL

Present: Melinda Hill, John Dalton, Barbara Holder and Stephen Kirksey

Absent: Gerard Verschueren

Non-Voting Members Present: Bob Grace, Pam Lee, Jane Leslie, April Feng and Jennifer Stein

Non-Voting Members Absent: None

Others Present: Jean Farris, Supervisor, Purchasing; Kevin Krajewski, Deputy Director, MIS; Roger Moore, Professional Surveyor, DPS; Susan Koliba-Galeckza, City Council Liaison; Margaret Strate, Administrative Secretary; and Mark Witte, CDV Youth Representative

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

APPROVAL OF MINUTES

None were presented.

NEW BUSINESS

Per the request from the Youth Representatives, Chairperson Holder moved the order of business to discuss file 2005-0292 of NEW BUSINESS.

2005-0292

Referral of Youth Council Bylaws for Adoption by City Council

Attachments: Agenda Summary.pdf; RHCYC Bylaws 051705.pdf; Strate Memo 041305.pdf; Bylaws Youth Draft.pdf; 0292 Resolution.pdf

The Committee discussed the recommended changes for the second draft of the Youth Council Bylaws and came to the following consensus:

** Article II, Section 2.: Appointment of Youth Representatives - keep the same verbiage as the first draft.*

** Article III, Section 3.: Annual Projects - change verbiage to the second draft.*

* Article IV, Section 1c.: Application and Selection Process - change verbiage to the second draft and create an "incumbent application".

* Article V, Section 6: Procedure for Election - change verbiage to the second draft.

* Article VI, Meetings: Change verbiage to second draft.

* Article VIII, Quorum and Voting: Change verbiage to second draft.

* The formatting should remain the same as other committee bylaws maintained by the Clerk's Department.

* While the current objective to setting up the Youth Council is to "mirror" the City Council, the Youth Council can bring changes back to the AIS Committee as needed.

The Committee agreed to move this item forward to City Council for recommended approval.

COMMUNICATIONS

Mr. Bob Grace, Director of MIS, informed the Committee that the following three (3) files represent different projects that are in the MIS budget, but they are not necessarily all MIS projects, meaning that MIS is working with other departments to help bring these projects forward.

2005-0403

Discussion of 2005 Network Upgrade

Attachments: Network Upgrade Project Info.pdf

Mr. Kevin Krajewski, Deputy Director of MIS, gave an update on the network upgrade that included the following:

* The existing network was installed approximately January 2001. It is currently at four and one-half (4 1/2) years old; the normal replacement time is approximately three (3) years.

* Plante Moran was awarded a contract to perform an analysis and design in October 2004. The Request For Proposal (RFP) was issued in April with bid responses due May, 18; hopefully the bids will come in under the budgeted amount of \$444,850.

* The RFP included networking upgrades to the DPS Facility and Fire Station 1, upgrades to hardware and software storage, system integrations, private networking capabilities for remote users and sites, firewalling issues, antiviral traffic scanning, automating "patch management" on workstations, and an email archiving system.

Discussed

2005-0363

Discussion of Large Format Digital Storage and Retrieval System

Attachments: Large Digital Format info.pdf; Network upgrade project info.pdf; Asset Management CIP info.pdf

An Administrative team comprised of Ms. Jean Farris, Procurement Supervisor, Mr. Kevin Krajewski, Deputy Director of MIS and Mr. Roger Moore, Professional Surveyor for the City, presented an update of the Large Format Digital Storage and Retrieval System (LFDSRS) including a consultant to assist the City in developing an RFP for an actual system. A vendor has been selected and negotiations have been done to reduce

costs down approximately 8% to 10%.

The question remains as to whether it should move forward to Council for approval. The Administrative team noted the following points:

* The logic behind developing a document management system specific to large documents is that they basically do not have a life cycle to manage; they are stored indefinitely and have special needs and different parameters than a standard imaging and document management system for all city-wide documents.

* The main objective of a large document management system is to provide accessibility to the most current copy of site plans, etc. as well as provide an indexing system that allows for searchability.

* An issue with pursuing a future city-wide document management system hinges upon a retention schedule that is being handled in the Clerk's Office.

* A large document management system could stand alone and could become a part of a city-wide document management system in the future.

* The first step in developing any type of document management system is to compile an inventory of documents and assign a life cycle or retention schedule to them.

Upon Committee discussion, the consensus was to redirect the Administrative team's efforts toward a city-wide document management system versus a system that encompasses just large documents due to the concern that the project will exceed the budgeted amount of \$200,000 and will only encompass access, storage and retrieval of large cumbersome documents used by the certain departments at City Hall.

A motion was made by Hill, seconded by Dalton, that this matter be Recommended for Approval to the Clerk's Office.

Resolved that the Administration & Information Services (AIS) Committee recommends that the City's administrative staff re-direct their efforts toward a city-wide document management system versus a large format digital storage and retrieval system.

The motion carried by the following vote:

Aye: Hill, Dalton, Holder and Kirksey

Absent: Verschueren

2005-0462

Discuss Asset Management System

Attachments: Asset Mgmt CIP Info.pdf

Mr. Bob Grace, Director of MIS, gave an brief recap status of the asset management project and included the following:

* The Department of Public Service (DPS) began discussing asset management a couple of years ago during the budget process. It is a way for them to track their infrastructure and maintenance, etc.

* An asset management system can also facilitate complaints, track performance bonds, and warranties, etc.

* There was a lot of "due diligence" performed by the Administrative team in gathering information, hiring a consultant to performing a needs analysis to determine the needs, etc.

The asset management project is planned for discussion in the 2006 budget process.

Discussed

Mr. Kirksey exited at 5:35 PM.

ROLL CALL

Present: Melinda Hill, John Dalton and Barbara Holder

Absent: Gerard Verschueren and Stephen Kirksey

Non-Voting Members Present: Bob Grace, Pam Lee, Jane Leslie, April Feng and Jennifer Stein

Non-Voting Members Absent: None

UNFINISHED BUSINESS

2005-0243

Salary Recommendation for Directors' General Adjustment Recommendation - 2006

Attachments: Agenda Summary.pdf; AIS Agenda Summary.pdf; AIS Resolution options.pdf; Memo Galeczka re Directors General Adjustment.pdf; 060105 Revised Memo Lee.pdf; Revised Mayor_CM_Council Pay 6_05.pdf; Wage Adjustments.pdf; Revised Dir of Parks & Forestry 6_05.pdf;

Ms. Pam Lee, Human Resources Director, gave a brief update noting that she spoke with the City Attorney but did not request a written opinion regarding the recommendation for the Directors salary adjustments. She noted the following points:

** The attorney indicated that since it is the responsibility of the AIS Committee to provide for Directors, Mayor and Boards & Commissions' Salaries that it was not necessary that specific salary adjustment decisions be made and that the Committee could vote to delay the salary adjustment decision as long as the salaries were included in the budget.*

** The salary survey data [electronically attached to file 2005-0243] has been updated to include wage adjustments from other municipalities through 2006 which shows that for the past two (2) to three (3) years, wage adjustments have ranged from two percent (2%) to three percent (3%).*

** The City has received Local 2491's proposal for salary adjustments for 2005, 2006 and 2007 which came in at a five percent (5%) adjustment for each year. The proposal is being negotiated.*

The Committee consensus was to recommend that Council delay making Directors salary adjustment recommendations until the contract negotiations are settled. However, the Committee will discuss the matter further at the June AIS meeting.

Discussed

2005-0244

Salary Recommendation for City Council - 2006

Attachments: Agenda Summary.pdf; AIS Agenda Summary.pdf; Memo Galeczka re CC Salary.pdf; AIS Resolution Options.pdf; Revised Mayor_CM_Council Pay 6_05.pdf; Revised Mayor & CC 2005 Market Survey.pdf; Mayor & CC 2005 Market Survey.pdf; Memo Lee HR 033105 .pdf; 0244 Reso

The Committee briefly discussed Council's base salary and per diem fee for which Council is paid additional meetings. They discussed reducing the number of extra paid meetings from 32 to 28, however, the consensus was to discuss it further at the June AIS meeting.

Discussed

2005-0245 Salary Recommendation for Mayor - 2006

Attachments: Agenda Summary.pdf; AIS Agenda Summary.pdf; AIS Resolution Options.pdf; Memo Galeczka re Mayor's Salary.pdf; Revised Mayor_CM_Council Pay 6_05.pdf; Revised Mayor Council 2005 Market Survey.pdf; Mayor & CC Survey.pdf; Memo Lee HR 033105 .pdf; 0245 Resoluti

The Committee briefly discussed the Mayor's salary, however, the consensus was to discuss it further at the June AIS meeting.

Discussed

NEW BUSINESS

2005-0345 City Council Timesheets

The Committee consensus was to discuss this matter further at the June AIS meeting.

Discussed

2005-0346 City Council Internet Access

Attachments: Internet Usage Memo.pdf; Administrative Policy #300_2004.pdf; 120199 Letter Staran.pdf; 110303 Letter Staran.pdf; 051404 Letter Staran.pdf; 051502 Memo MIS.pdf

Ms. Hill pointed out that the Clerk's office did a telephone survey to four (4) other municipalities regarding Internet access for council members and shared her concern with liabilities issues. After the Committee briefly discussed various issues, Mr. Dalton suggested that he and Ms. Hill draft a policy for review. The Committee consensus was to discuss this matter at the June AIS meeting.

Discussed

YOUTH COMMENTS

None.

Ms. Feng exited at 6:00 PM

ANY OTHER BUSINESS

None.

NEXT MEETING DATE

Tuesday, June 7, 2005 - 4:00 PM.

ADJOURNMENT

There being no further business to discuss, Chairperson Holder adjourned the meeting at 6:17 PM.

Minutes were prepared by Denise Mertz.