



Rochester Hills Minutes Administration and Information Services Committee

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

Tuesday, April 5, 2005

4:00 PM

1000 Rochester Hills Drive

DRAFT

CALL TO ORDER

Chairperson Holder called the Administration & Information Services Committee meeting to order at 4:05 p.m.

ROLL CALL

Present: Melinda Hill, John Dalton, Barbara Holder and Gerard Verschueren

Absent: Stephen Kirksey

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

Non-Voting Members Absent: Jennifer Stein

Committee Members Stephen Kirksey and Jennifer Stein provided previous notice they would be unable to attend and asked to be excused.

APPROVAL OF MINUTES

There were no minutes for approval.

COMMUNICATIONS

None

UNFINISHED BUSINESS

2005-0163

Liquor License - Revised Application

Attachments: Agenda Summary.pdf; Liquor License Application 2005.pdf; Draft Min AIS 030105.pdf; Revised Liq License App.pdf; 0163 Resolution.pdf

Committee discussed Liquor License - Revised Application

Revisions to the application were based on the Committee's discussion at the previous AIS Meeting including the following:

- * Information on whether the applicant has ever operated a restaurant.*
- * A history of liquor violations dating back ten (10) years rather than five (5).*
- * A description, in the applicant's own words, of the "value to the community" the establishment would provide.*

** Applicant's personal business required as follows:*

- * *Financial Statements for past two (2) years.*
- * *Various food and liquor certifications of managers and employees.*
- * *Description of the type of "character" of proposed establishment.*

* *This application solicits more information regarding business and operations requesting ten (10) year history.*

* *Request for the Financial statements to specifically include a two (2) year history might require an ordinance amendment because the Ordinance is not specific about time frame.*

The Committee suggested that the criteria checklist accompany the application.

* *It was mentioned that applicants are required by the State of Michigan to be finger printed before any consideration.*

* *The State insures a thorough criminal background check is conducted for all applicants.*

* *City is not authorized to check criminal background records and only retains finger prints on file.*

A motion was made by Hill, seconded by Dalton, that this matter be Recommended for Approval to the City Council.

Resolved that the Rochester Hills City Council Administration & Information Services Committee recommend that City Council approve the second draft of the new Liquor License Application developed in accordance with the revised liquor license ordinance.

The motion carried by the following vote:

Aye: Hill, Dalton, Holder and Verschueren

Absent: Kirksey

Enactment No: RES0125-2005

NEW BUSINESS

2005-0256

Local Control Liquor License Resolution to State

Attachments: Agenda Summary.pdf; Orion Sample Resolution.pdf; RH Proposed Resolution.pdf; 0256 Resolution.pdf

Committee discussed Local Control Liquor License Resolution to State

Committee reviewed the Charter Township of Orion's resolution in favor of ensuring local control of Liquor Licenses.

Ms. Hill was in favor of the Orion Township Resolution and suggested it be moved on to Council for approval.

Ms. Leslie noted that the change was adopted to amend the resolution so that City's with populations of 190,000 but under 300,000 would have a say in Local Liquor License Control.

Mr. Grace asked if a business is closed would an issued Liquor License stay within the

community if this law is passed.

Ms Leslie responded that the Liquor License stays with the owner if the license has been issued. It then becomes the property rights of whoever is the owner of the establishment. She noted further that if a business remains closed for more than thirty days, the applicant is required to put the Liquor License into escrow with Lansing and License remains in escrow. The Liquor License owner has the option to transfer the license to a new owner/applicant outside of the City.

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

Resolved that the Rochester Hills City Council Administration & Information Services Committee hereby recommends that the City Council support the principle of local control by local municipalities of quota liquor licenses; and

Be It Further Resolved that the Rochester Hills City Council Administration & Information Services Committee recommends that City Council petition the State legislature to enact an amendment to Michigan liquor law that would ensure local control of liquor licenses through the requirement that any and all quota liquor licenses be returned to the quota for a particular local municipality, whether city, village, or township, when no longer in use, for whatever reason, in conjunction with the viable business to which it was originally issued.

The motion carried by the following vote:

Aye: Hill, Dalton, Holder and Verschueren

Absent: Kirksey

Enactment No: RES0124-2005

2005-0243

Salary Recommendation for Directors' General Adjustment Recommendation - 2006

Attachments: 060105 Revised Memo Lee.pdf; Revised Mayor_CM_Council Pay 6_05.pdf; Wage Adjustments.pdf; Revised Dir of Parks & Forestry 6_05.pdf; 2006 Salary Rec memo to Mayor.pdf; 2005 Revised Salary Survey Directors.pdf; Directors Survey.pdf; Gen Adj Survey.pdf; Memo

Committee discussed Salary Recommendation for Directors.

Ms. Pam Lee, Human Resources Director, presented a salary survey to the committee noting the following:

** Survey included ten (10) municipalities participating.*

** Included in the survey were definitions, general descriptions for each Director's position.*

** Economic informational articles including Consumer Price Index and Employment Cost Index were also provided*

** Cities that did not have a comparable positions were excluded from the survey.*

Ms. Lee recommended that the AIS Committee be mindful of their Director salary adjustment decision because it sets the precedent for union negotiations. She summarized the 2005 salary adjustments as follows:

* Director and non-union received a two (2.0%) percent adjustment for 2005.

* Fire contract begins January 2005 and Union 2491 contract begins April 1, 2005 with the City looking at a two (2.0%) percent adjustment for both groups for the year 2005.

* Supervisory bargaining unit received two and two-tenths (2.2%) percent for 2005.

Ms. Lee suggested two (2%) percent as the maximum salary adjustment for Directors. She noted that the survey showed most Cities anticipating adjustments at 3.0% percent based on contractual issues, negotiations and agreements resolved in prior year.

Mr. Dalton suggested recommending a two (2%) adjustment for the Directors and if any bargaining unit received more than two (2%) percent, then AIS could re-examine the directors salary adjustment.

Ms. Lee cautioned Committee against "me too" clauses due to them being detrimental to the labor negotiation process.

Discussion commenced regarding deferring recommendations regarding the Director salary adjustments until union contracts are settled, noting Director salary recommendations have been delayed in the past. It was further noted that the City Charter or Ordinance may not allow the City to defer the Director Salary Adjustments.

Mr. Dalton requested that Ms. Lee check with John Staran, City Attorney regarding delaying Director salary adjustment.

It was noted that the salary survey minimum and maximum did not coincide with what was contained in the budget book. Ms. Lee explained that in the budget book there is only a single salary listed for the directors and not an actual range. However when hiring a new director, the minimum is posted for those vacancies.

Ms. Lee concluded that of the twelve cities surveyed, responses were received from ten. Overall the directors are within the appropriate ranges. Ms. Lee further stated that the Committee needs to look very closely at the type of adjustment the Committee is going to recommend because of the City is in the midst of contract negotiations.

Discussed

2005-0245

Salary Recommendation for Mayor - 2006

Attachments: Revised Mayor_CM_Council Pay 6_05.pdf; Revised Mayor Council 2005 Market Survey.pdf; Mayor & CC Survey.pdf; Memo Lee HR 033105 .pdf

Committee discussed Mayor's Salary noting the following:

Committee reviewed the salary survey provided by Pam Lee. It was noted that City Managers are highly compensated due to qualifications required to fill that position and the City of Rochester Hills sits in a different position with an elected Mayor.

Discussed

2005-0244

Salary Recommendation for City Council - 2006

Attachments: 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

Committee discussed Salary - City Council noting the following:

* *Difference between strong Mayor governed Cities vs. strong City Manager governed Cities is that a Mayor governed City Council is compensated at a higher rate due to having a higher level of responsibilities.*

* *Rochester Hills City Council should only be compared with other Cities that have strong Mayor forms of government.*

* *Rochester Hills current City Council salaries are more in line with City Manager forms of government.*

Discussed

2005-0239

Salary Recommendation for Boards and Commissions - 2006

Resolved that the Administration & Information Services Committee recommends to City Council that the rate of pay for the Boards and Commissions for Fiscal Year 2006 Budget remain the same as 2005 and be set at Seventy-Five Dollars (\$75.00) for the Chairperson, and Sixty-Five Dollars (\$65.00) for the Members per meeting attended:

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 the Fiscal Year 2006 Budget for the Board of Review Members remain the same as 2005 and be set at One Hundred Dollars (\$100.00) per meeting attended.

Ms. Lee noted that the Clerk's Department hands the Boards & Commissions survey regarding per-diem fees.

Members requested that historical information regarding per-diem fees be provided by the Clerk's Office at a future meeting.

YOUTH COMMENTS

None

ANY OTHER BUSINESS

Committee discussed Change of Meeting Time with Youth Representatives Attending Quarterly

Committee discussed changing the AIS Committee time back to the morning beginning Fall 2005 due to Youth Representatives only being required to attend a quarterly meeting.

Consensus of Committee members to address this at a later date.

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

Council Internet Usage and Reimbursement

Ms. Hill asked Council members to remember to access "GoToMYPC".

** It was noted that Council members logs show very little usage of this provided service.*

** City has invested monies from Council side and receive reimbursement for something that is not being fully utilized.*

** It was also noted that Council members are requesting the Clerk's Office to provide last minute paper copies.*

** Suggested that Council Members set up additional training with MIS.*

Ms. Hill stated that City Council is under public scrutiny and Council members need to decide to make a commitment to utilize "GoToMyPC" or eliminate budgeting for this service.

Discussed

Committee discussed cell phone usage.

Ms. Hill stated that the Mayor has asked City Council to limit cell phone use to City business due to an increase in minutes usage.

Consensus of Committee to have Chairperson talk to each Council member individually.

NEXT MEETING DATE

Rescheduled - Tuesday, May 17, 2005 at 4:00 p.m.

ADJOURNMENT

There being no further business to discuss, Chairperson Holder adjourned the meeting at 4:55 p.m.

Minutes prepared by Margaret Strate.