

MINUTES
CITY OF FARMINGTON HILLS
CITY COUNCIL STUDY SESSION
CITY HALL – COMMUNITY ROOM
FEBRUARY 23, 2015 – 6:00 PM

The Study Session meeting of the Farmington Hills City Council was called to order by Mayor Brickner at 6:00pm.

Council Members Present: Brickner, Bridges, Bruce, Knol, Lerner Massey and Steckloff

Council Members Absent: None

Others Present: City Manager Brock, City Clerk Smith, Assistant City Manager Boyer, Assistant to the City Manager Geinzer, Director Mekjian and Attorney Joppich

CENTRAL SERVICES UPDATE/WEBSITE REVIEW:

City Manager Brock stated that Director Lasley would be providing an update on his department as well as discussing plans to update the city's website.

Director of Central Services Lasley provided an update on his department, highlighting the following topics:

City's P-Card Program

He explained that the program consists of city-issued credit cards that are issued to certain users to purchase supplies and/or services. He spoke about the success of the program and showed slides displaying the number of transactions each month over the last couple of years and that activity broken out by department use.

Director Lasley stated that the program allows more control over a project and providing payment to a vendor as well as saves the city money by not having to process paper checks. He noted that the city is currently paying for approximately 10 percent of its purchases by P-Card and he is hopeful to grow that to 90% or more.

Help Desk Calls received by his office for technology/computer assistance

Mr. Lasley addressed the number of help desk calls received by his office for technology/computer assistance and displayed slides of those calls and costs broken down by department.

Consolidation of City of Farmington's computer network with Farmington Hills and migration to the city's servers

Mr. Lasley noted that the department is 98% complete with the consolidation project. He indicated that this was part of the Economic Vitality Incentive Program (EVIP). In answer to Council, he stated that the project was revenue neutral.

Mr. Lerner pointed out that the EVIP encouraged sharing of services and by doing so, this helped the City obtain more state-revenue sharing funds.

PC upgrades and replacements

Mr. Lasley spoke about the upgrading of Windows XP, which is no longer supported, to Windows 7.

Change in state law with regard to insurance requirements for contracts/services rendered

Mr. Lasley indicated that the state is now requiring full insurance policies to be submitted with contracts rather than just an Accord as places were finding that some of the Accords were being forged. His office will now be working directly with the insurance companies to obtain the required information and this will be included in the city's procedures and policies for working with the City.

He mentioned various projects that were currently being bid out by the City and spoke of an upgrade to the MITN System, which is the Michigan bid system the City uses where vendors may register to obtain all RFP and bid specifications issued by the City.

WEBSITE REVIEW:

Director Lasley discussed the current website, how that is managed and some of the current features.

Mayor Pro-Tem Massey inquired about the Nixle emergency notification system and if the City had a policy. He stated that he had heard from another community about residents complaining that they did not receive certain information and a policy was suggested outlining what types of notifications would be put out on Nixle.

Mr. Lasley stated that the city does not currently have a policy, but it is restricted to certain uses. He stated that a policy is a good suggestion.

Councilmember Lerner inquired about a policy for using Facebook. Mr. Lasley responded that the city does have a social media policy and it is also restricted to certain users and who may post items on the City's Facebook page. Mr. Lerner stated that there should always be a review of the content being posted. Mr. Lasley stated that he agrees and encourages that practice and they typically have two people review the content before posting. Further discussion was held on social media and the fine line of monitoring the content but still allowing for freedom of speech.

Director Lasley pointed out that the City has a *Contact Us by Email* page on the city's website whereby anyone could submit a question or request. Those e-mails are then reviewed by his staff and routed to the appropriate department for response.

He also mentioned that they are working on creating interactive maps and have started with a zoning district map and historic district map that will be on the website and will be mobile friendly.

Discussion was held on the RecTrac scheduling software that the Special Services Department uses for their programs and better ways to validate that a person is a resident.

Councilmember Lerner expressed the desire to integrate that scheduling software with the city website.

Mr. Lasley explained that the website is updated daily and it is shared maintenance with Muniweb, who has done an excellent job. He added that the site would be updated with a fresh new look and it would also be more mobile friendly.

City Manager Brock asked about the proposed schedule for updating the site. Mr. Lasley stated that if it is Council's desire to move forward, he plans to meet with the City's Info Technology Committee to get started.

The consensus of City Council was to move forward with the website update immediately.

Discussion was held on the use of Apps. Staff felt that this was not needed as there are already various ways provided for residents to communicate with the city departments.

DISCUSSION ON MUNICIPAL INCENTIVES FOR ENERGY EFFICIENCY:

Assistant to the City Manager Geinzer mentioned that at a previous study session meeting he had introduced the concept of reviewing ways to provide incentives for energy efficiency improvements through the permitting process. He provided Council with a summary of the impact on revenues and stated that the concept had limited benefits; and therefore, it would not make sense to move forward with the idea.

Councilmember Lerner inquired what improvements would provide someone with the biggest savings.

Mr. Geinzer responded that caulking windows and insulation would have the biggest impact.

Mr. Lerner inquired if perhaps the city could provide incentives for homeowners to make those improvements by working with Home Depot or other area hardware stores to offer discounted supplies.

Councilmember Bruce agreed with an educational campaign to encourage residents, but not necessarily monetary. He inquired if the City has converted all of its parking lots to LED lighting. Mr. Geinzer replied that they are in the process of doing this.

Councilmember Massey stated that he had a home energy inspection done for \$50, which was a limited time offer; and he is following up with the suggested improvements. He feels a good way to provide an incentive to residents is to do it themselves and talk about it.

ADJOURNMENT:

There being no further discussion, the meeting adjourned at 7:15 pm.

Respectfully submitted,



Pamela B. Smith, City Clerk