



Finance/Administration Committee
City Hall – 200 NE Moe Street
3rd Floor Conference Room

Subject	Meeting Minutes	Date	03/21/18
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:06 PM
Committee Chair	Jeff McGinty	End Time	6:46 PM
Committee Members	Jeff McGinty, Kenneth Thomas, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, Human Resources Manager Kingery, City Clerk Fernandez		

Agenda

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	Discussion held on the auditing schedule.
	b. Agenda and Extended Agenda Review	Booher gave an overview of the 2019-2022 Budget process. Booher will create a quick council presentation with the budget process. Need to add Council Retreat to next FAC meeting agenda.
	1. 03/21/18-Members Absent-	
	2. 04/04/18-Members Absent-	Booher absent.
	c. Committee Minutes of March 07, 2018	Approved.
2.	Agenda Items	
	a. Mayor's Salary Review	Thomas provided a proposed resolution to increase the mayor's salary and tie in the intent of the council to seek a city administrator prior to the next mayoral cycle. McGinty said he would want to see how the increase is justifiable when talking to the public about the decision, what the estimated cost would be for 2018, what fund it would come out of, and have a job description for a city administrator to help with the justification of the increase. He wants to show the plan and how to get there. It needs to be explained how they can do it. He is concerned about tweaking the salary without a plan to get to the next step of having an administrator. Thomas clarified these are two separate questions. One is the compensation adjustment for the Mayor. Part of the

reason the compensation is justified is our current mayor has some special qualifications and experience which future mayors may not have, and she is operating in the capacity of a city administrator. Having a central person who is not an elected official to coordinate everything is very useful.

Kingery noted when they were looking for comparable cities, many of the cities had a city administrator or manager, so the mayors had low salaries. The Mayor is acting as a city administrator. Just comparing other mayors was a struggle for the salary review.

Erickson is fine with separating the two items, she wanted to make the case for the council to hire an administrator after she is gone. She thinks they are linked.

Thomas agreed, this is a discussion about the reorganization of the executive office. If you have a city administrator and mayor operating together acting as the executive office for the city, that is a better way of setting it up. He is personally in favor of this reorganization. This is a natural time to bring this up, because we are talking about the mayor's compensation. That makes us look at if we do implement this new structure, what happens to the mayor's compensation. He does not want to hire a city administrator and keep the mayor at the proposed higher mayor's salary.

McGinty just wants these ideas mapped out. Thomas said it is in the motion what the intent is of the Council.

Thomas said the topics both need to proceed, and it makes more sense to tie them together. This will let any future candidates for mayor know they are going to have a city administrator working with them. Thomas reviewed the proposed timeline for phased reorganization of mayor's executive office. We would get the input from the Mayor, HR, and City Council for the city administrator job description.

McGinty said his takeaway is the current mayor's duties and responsibilities justify the salary increase. If we decide we don't want a city administrator, would the salary stay the same. Thomas said if we do not hire an administrator, then our expectations of the next mayor would be to do exactly what our current mayor does.

		<p>Thomas said the motion is written so that it states there is an increase for the current mayor. If we ever have a city administrator, our intent is to lower the salary and shift duties and responsibilities to the administrator to justify lowering the salary. With the proposed motion we are doing two things: 1) raising the salary of the current mayor, and 2) we are also giving notice that if in the future the council does create the city administrator position, our intention is to lower the mayor's salary.</p> <p>Stern is for the overall concept. The key is this council cannot bind a future council unless it is by contract. The good news is they are the same people for the next four years. With the stated intent in a resolution, they can do this as long as they stay whole. He wants to call City Attorney Haney to get the right legal language to structure this. The committee will coordinate a conference call with the City Attorney and report back at the next FAC meeting.</p>
	<p>b. Judge's Salary Review</p>	<p>Kingery said the salary of Judge has not been looked at for a long while. The position is budgeted at .39, which is 15.6 hours a week. There is the Office of the Administrator of the Courts in conjunction with the District and Municipal Courts Judges Association, and they have calculated the recommended FTE estimate based on case filings. That was important to the judge that the FTE be increased to 0.52FTE. This is a recommendation, not a requirement (the public defender has determined caseloads). The FTE increase would make the position eligible for retirement (an additional cost). This increase would be brought forward with a salary and wages resolution outside of the budget cycle, but it is up to council when this goes into effect. Kingery reviewed comparable cities. McGinty asked for the case loads for the comparable judges. Kingery reviewed four options for the committee to consider regarding a salary increase in addition to the increased FTE. McGinty would like to see the fully burdened cost with benefits for the budget increase amount. Kingery will bring this back to the April 18 FAC meeting.</p>
	<p>c. Council Committees Ordinance Update</p>	<p>Fernandez reviewed the changes recommended by the full Council at the March 7, 2018, Council meeting to add the selection process of the deputy mayor and alternate deputy mayor to PMC 2.04.030. The City Attorney has reviewed the changes. The committee recommended approval.</p>