



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

<b>Subject</b>	<b>Meeting Minutes</b>	<b>Date</b>	<b>05/15/19</b>
<b>Recorder</b>	<b>City Clerk Rhiannon Fernandez</b>	<b>Start Time</b>	<b>5:05 PM</b>
<b>Committee Chair</b>	<b>Ed Stern</b>	<b>End Time</b>	<b>6:40 PM</b>
<b>Committee Members</b>	<b>Jeff McGinty (absent), Kenneth Thomas, Ed Stern</b>		
<b>Staff Present</b>	Mayor Erickson, City Clerk Fernandez, Councilmember Musgrove		

**Agenda**

No.	Topic	Action/Recommendation/Discussion
<b>1.</b>	<b>Administrative:</b>	
	<b>a.</b> Questions & Concerns of the Committee	Discussion held on the upcoming election, and AWC is looking for venues to hold a newly elected workshop. Erickson noted HR Director Kingery is working on medical insurance for part-time employees and elected officials.
	<b>b.</b> Agenda and Extended Agenda Review	
	1. 05/15/19-Members Absent	McGinty, Booher
	2. 06/05/19-Members Absent	Cancelled (Stern and McGinty absent)
<b>2.</b>	<b>Agenda Items:</b>	
	<p><b>a.</b> Executive Office Discussion</p> <p>Thomas recapped the committee would like feedback from the department heads. He sent a draft department head survey to the committee for review. They need to brainstorm ten questions. Thomas asked the committee members to email him questions.</p> <p>Discussion highlights:</p> <ul style="list-style-type: none"> <li>• If the City hires a city administrator, under the RCWs, the Council stays the same as legislative/policy, and mayor would remain in charge of the day-to-day execution, but the city administrator would be the mayor's chief of staff/chief of operations. The mayor is still responsible, but this person would be their main person to help carry the load and get the job done.</li> <li>• The mayor would be described as part-time, and part of the current mayor's salary would be transferred over to the city administrator's salary. They looked at other cities with administrators, and the average salary of the mayor is \$30K-\$40K. If the city administrator is carrying a bunch of the mayor's workload, the compensation should be less. A side benefit is someone who is still active in their career could run for mayor, broadening the pool of who would potentially run for mayor.               <ul style="list-style-type: none"> <li>○ If a less involved mayor is elected, we have someone making sure the machine is running.</li> <li>○ Can we restructure what the mayor does under RCW? Can you actually impose a reduction in pay, because you cannot impose a reduction in labor (it can be indicated).</li> </ul> </li> </ul>	

- The city council has the authority under state law to set the mayor's salary (up or down). It can go up anytime, going down requires advance notice prior to the election cycle.
  - If we have a set up where someone shouldering a big chunk of the load, that our current mayor is already doing herself, then a lower salary would compensate the duties.
  - The job of the mayor is being cut into pieces. The total job the executive office is the mayor with a full time assistant and a city administrator. It is effectively three jobs.
- How did the city function before? Did department heads take up the slack, were their departments staffed up?
  - Staffing up can create silos and making decisions that would take care of their departments, and not taking care of the city as a whole. It can be difficult to manage.
- The mayor will still have oversight (but more directly over the city administrator), because under law the mayor is still responsible, but the position will become more of a figure head with this model. They will represent the city at events and give speeches. The mayor will still be involved in regional board meetings.
- How to keep the council involved with the interview committee for the city administrator.
  - Hope to replicate the same process as the police chief hire.
  - The Council must not codify the job description, so that they can take part in the hiring process.
  - The administrator position is a super department head. There are no requirements by ordinance that requires the council to get involved in the hiring process, but it is something that gets worked out between the mayor and city council. For example, the police chief is an important position with huge ramifications, and the city council should be involved. The same is for the city administrator. An ordinance is not needed to say the council will be involved; it is a common agreement they have with the mayor. By law, the mayor is the only one with firing authority.
- City administrator hiring timeline – before or after the new mayor is elected?
  - Having a transition period with the current mayor and the city administrator would be good for knowledge transfer (3-6 months).
  - The position is not political. Incoming mayors don't typically get rid of everyone when they come on board. But that risk still exists.
- How will a city administrator impact department heads?
  - Would like ten good questions to put to the department heads that will help them define the position better.
  - Department heads have lived through each mayor, all of whom are very different. That is part of the nature of being a city employee. They are seasoned at being political survivors, it is the nature of what they have to be.
  - Example: They probably want to recruit from outside the city, but some have promoted department heads into the position, does that create problems for other department heads?

Musgrove would still like to see a little more in-depth information at primary junctions of decision making. He has concerns about how much authority is going where, that is not overseen by the council or public and is only controlled by a part-time mayor whose only leverage is to fire them. He would like to hear from other councilmembers who have experienced this. He would like a survey sent out to members of AWC to see the responses we get.

Thomas said at AWC's annual conference, they had a board panel on this topic. Most arrived at the fact that the mayors had other things to do, so in order to keep things rolling, they realized they needed an administrator.

Timeline for decision –

- The primary decision point needs to precede the mayoral candidates filing deadline (May 2021)
- The decision will be cemented in December 2020 when the budget is adopted (salary & wage resolution). Would like a deadline of July 2020, with a drop-dead decision date of November 2020.
- It is desired that the council reach consensus on the process by November 2019 and have it offered up as a soft intent. A resolution of intent would be good to pass.

If there is dissension on the council or contrary thoughts, it would be important to flush that out. It is important to hear this now and work through any lingering concerns.

	<b>b.</b> Review Reserves & Carry Forward	Review reserves and carry forward to the next committee meeting on June 19, 2019.
<b>3.</b>	<b>Mayor and Department Head Comments:</b>	None.