

# MINUTES

Monday, November 3, 2008



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## Fiscal Committee

5:28 p.m.  
Carnegie Town Hall  
235 W. 10<sup>th</sup> Street

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Members Present: Committee Chair Gerald Beninga, Vernon Brown, J. Pat Costello

Staff Present: Debra A. Owen, City Clerk; Jamie L. Palmer, Assistant City Clerk

### 1. Call To Order

Committee Chair Beninga called the meeting to order at 5:28 p.m.

### 2. Approval of Minutes

A motion was made by Brown and seconded by Beninga to approve the meeting minutes of October 6, 2008 as written. Beninga called for a voice vote on the motion. All members voted yes. **Motion carried.**

### 3. Reports and Updates

#### A. Council staff report and discussion

Debra A. Owen, City Clerk

Debra Owen opened the discussion with proposed revisions for the City Council Agenda and the reasons for the change:

1. Ordinance to be revised to move "Notice of hearings for street vacations" to the regular agenda at the Council's request.
2. Add the word "commissions" to Reports of officers, boards, committees to allow reports from the Charter Revision Commission and the Districting commission.
3. Add "Second Readings" and "First Readings" under Introduction and adoption of ordinances.
4. There is a need for a process to update Council's administrative rules – both for Council and Council staff (similar to the Mayor's Executive Orders). Adding Council Administration under the consent agenda will provide a mechanism to facilitate Council adoption once an item has been approved and recommended by a Council committee (i.e. cell phone stipend policy).
5. Notice of appropriation transfers. City Charter requires a transfer of appropriated funds to be reported to the council in writing prior to the next Council meeting. Council receives this notice periodically. Adding this item to the consent agenda would provide a mechanism of notice to the Council as required by Charter. If necessary, a motion can be made to move the item to the regular agenda for discussion purposes.

Discussion followed. No action taken at this time.

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Discussion occurred regarding City Council staff pay-for-performance resolutions and merit increases for classified employees. Classified employees (Assistant City Clerks) have a step increase program and COLA increases which are decided by the Mayor's Executive Order. City Council appointed staff increases are not being done in a uniform manner. City Council decides the pay increases for the City Clerk and Lead Internal Auditor but not the Internal Auditors. Discussion followed. No action taken at this time.

Discussion occurred regarding the upcoming independent review of Market pay which will be completed in 2009. Owen suggested that the Council make a formal request to Human Resources that the independent review includes Council staff positions. Costello stated that he would make that request after Owen sends him an email outlining the positions to be included. Owen will also include the Job Evaluation Questionnaire's with the list of positions.

Discussion occurred regarding a request made by Council Member Litz for an ordinance that prohibits the use of the City seal on campaign literature. Brown stated that Legislators use the state seal on campaign literature. Beninga asked Owen to call Jim Fry to see if use of the state seal is allowed. Costello asked Owen to contact City Attorney Amundson for his opinion on the use of the City seal for campaign literature.

4. Open Discussion

There was none.

5. Adjournment

Committee Chair Beninga adjourned the meeting at 6:10 p.m.

Jamie L. Palmer  
Assistant City Clerk