

**OFFICE OF THE CITY COUNCIL**

**CHERYL L. BROWN** 117 WEST DUVAL STREET, SUITE 425

DIRECTOR 4TH FLOOR, CITY HALL

OFFICE (904) 630-1452 JACKSONVILLE, FLORIDA 32202

FAX (904) 630-2906

E-MAIL: CLBROWN@coj.net

**CITY COUNCIL EXECUTIVE COMMITTEE MEETING MINUTES**

**October 28, 2015**

**4:00 p.m.**

**Location:** City Council Conference Room A, Suite 425, City Hall – St. James Building; 117 West Duval Street

**In attendance:** Council Members Greg Anderson (President), Lori Boyer and Bill Gulliford

**Also**: Council Members John Crescimbeni and Matt Schellenberg; Cheryl Brown – Director/Council Secretary; Peggy Sidman and Paige Johnston – Office of General Counsel; Kirk Sherman, Kyle Billy and Kim Taylor – Council Auditor’s Office; Carol Owens – Legislative Services Division; Jeff Clements – Council Research Division; Angela Moyer – Budget Office; Kelli O’Leary – Employee Services Department; Kristi Sikes and Laura Dyer – Council Administration

See attached sign-in sheet for additional attendees

**Meeting Convened**: 9:00 a.m.

President Anderson convened the meeting and the attendees introduced themselves for the record.

2015-703

Kim Taylor of the Council Auditor’s Office discussed her office’s recalculation of the amounts of funding needed to restore the 2% salary reductions imposed in 2010 and other salary adjustments for the City Council employees and council members as approved by council in the FY15-16 budget. Ordinance 2015-703 as filed would have appropriated the full amount of the pay range ($55,000 per ECA, $60,000 for the Council President’s ECA) for all 19 ECA positions. The recalculation was done to determine the exact amount of funding needed to meet the salary levels approved by the council members for their ECAs for FY15-16 and determined that the net amount needed was $4,305.61 after accounting for changes in ECA salaries caused by the hiring of new staff at different pay rates in July. Council Member Gulliford expressed philosophical disagreement with some council members paying new Executive Council Assistants (ECAs) at the top of the salary range and exceeding the salaries being paid to other ECAs with more time on the job and more experience in City government. He believes the pay disparity reflects badly on the Council as a whole and may contribute to poor staff morale. Council Member Schellenberg felt that personal ability and non-City work credentials are more important than a uniform policy and that council members should have the ability to pay their ECAs as their qualifications merit.

The committee discussed the auditor’s office’s additional calculations showing that $7,042.17 is needed to fund restoration of the 2% reductions for three Council Auditor employees and $25,036.70 is needed to fund restoration of the salaries of the 19 City Council members to their full formula amount as provided by the Ordinance Code. A total of $53.325 is proposed to be appropriated from the General Fund/GSD Non-Collective Bargaining Restoration Contingency fund with no need to utilize any Executive Operating Contingency – Council fund as proposed in the ordinance as filed.

**Motion**: recommend approval of 2015-703 as substituted to reflect the Executive Committee’s intention to appropriate $53,325 from the General Fund/GSD Non-Collective Bargaining Restoration Contingency fund to the City Council budget to provide the funding to pay the City Council ECAs at the rate determined by each council member for FY15-16 and to restore the 2010 2% salary reduction for the three Council Auditor’s Office employees on the Employee Services Department’s as-yet non-restored list, with funding being provided for the full 12 months of FY15-16 and allocated appropriately to the Council Staff Services and Council Auditor’s Office budgets, and with ECAs being paid at the rate approved by each council member for their ECA for the current fiscal year – **approved unanimously.**

Council Auditor Kirk Sherman expressed frustration with a provision of Sec. 129.112 of the Ordinance Code – Council Related Salaries – which provides that the salary of the Council Auditor shall be set by the Council Executive Committee. Therefore legislation providing funding for the restoration as just recommended by the committee would still require a separate vote by the Executive Committee to establish the salary of the Council Auditor. Deputy General Counsel Peggy Sidman explained the 2-step process needed to restore the salary reductions of the positions covered by Sec. 129.112(b) which involves the Executive Committee setting the exact salary for the Council Auditor, which would be subject to the availability of funds. Ordinance 2015-703 would be the vehicle for funding the amount set for the salaries adopted by a specific vote of the committee.

**Motion** (Gulliford): restore the 2% salary reductions of the 3 Council Auditor’s Office employees on the Employee Benefits Department’s non-restoration list, retroactive to October 1, 2015 – **withdrawn**.

**Motion** (Boyer): restore the 2010 2% pay reduction to the Council Auditor, subject to availability of funding – **unanimously approved**.

2015-704

The committee discussed the bill which appropriates funds and amends a provision in the annual budget ordinance (2015-504-E) to increase council members’ salaries to restore the 2% pay reduction imposed in 2010. Council Member Schellenberg will propose an amendment to his bill in the Finance Committee to change the dollar amount to the latest recalculated amount and to change the funding source to eliminate the use of any Council Operating Contingency funds. Funding for 2015-704 will come from the funds appropriated in 2015-703. No action was needed by the Executive Committee.

Council Member Crescimbeni requested information on whether the Mayor, Constitutional officers and School Board are actually being paid the salaries provided by the Florida Legislature and the Ordinance Code. Council Member Boyer requested that all information regarding staff salaries prepared by staff pursuant to individual council members’ requests (proposed amendments/substitutes for pending legislation, changes in funding sources, recalculated salary amounts, etc.) be compiled and circulated to all council members for the sake of clarity.

City Council Director Cheryl Brown distributed and discussed proposed changes in the council policy on copying, postage and mass mailings. She noted that the City does not have a bulk mail discount rate which is costing the City and the Council considerable avoidable expense. Council Member Schellenberg asked for a 5-year history of the Council’s budget and actual expenditures for printing and mailing. Ms. Boyer suggested the need for a refined policy that clearly explains what types of mailings are paid from what accounts (council member mailings, City Council central office mailings, legal advertising, etc.). Mr. Crescimbeni questioned the parameters for “mass mailing” – how many pieces constitute “mass”?

**Motion** (Boyer): approve the proposed interim policy on mass mailings prepared by the Council Director – **approved unanimously**.

ECA salaries evaluation

Chairman Gulliford requested that Kelli O’Leary, Director of the Employee Services Department, present a sample ECA salary range proposal she had prepared at his request reflecting a base salary for new employees, a salary increase after the completion of a 6 month probationary period, and then a series of annual step increases to reward longevity. Ms. O’Leary said that if the committee desires, she can develop a tiered pay system based on qualifications and levels of previous relevant experience. She agreed to make a presentation at the next committee meeting. Council Member Boyer stated that each council member’s and ECA’s conduct impacts the reputation of the council as a whole and each of its members, so she believes there needs to be some minimum standards of conduct, dress, performance, etc. to which all employees are held so that the reputation and perception of the Council is upheld.

Council Member Gulliford suggested that the Executive Committee schedule a discussion at a future meeting on the subject of council staff salaries in general. It’s his perception that the council has been losing talented, valuable employees to other City departments and independent authorities for higher salaries. President Anderson said that he is considering commissioning a group of former Council Presidents to serve as a committee to analyze the council’s staff and operations and see if improvements need to be made.

**Meeting adjourned:** 10:13 a.m.

Minutes: Jeff Clements, Council Research

10.30.15 Posted 12:00 p.m.

Tapes: City Council Executive Committee meeting – LSD

10.28.15