



## Office of the City Manager Memorandum

Date: August 22, 2012

To: Charter Review Committee Members

From: Laura A. Fitzpatrick, Assistant City Manager

CC: The Honorable Mayor and Members of the City Council  
James C. Babin, Acting City Manager

Re: Reports: Mayor Salaries, Full-time Mayors (updated), and Definition  
*For your meeting on Thurs, 8/23 at 6:30PM*

At your meeting on August 16<sup>th</sup>, you requested information on mayor salaries at the lower end of the scale for council-manager cities similar in size to Rio Rancho. ATTACHMENT A contains information on Mayors in 13 communities:

- Earning annual salaries of \$0 to \$12,000
- In cities of population 50,000 to 150,000

I did not find any research correlating city size to mayor salaries for “council-manager cities with a full-time mayor.” Additionally, I was unable to locate a comprehensive list of mayor salaries in council-manager cities for cities of population 50,000 to 150,000. As such, the data presented in Attachment A is a result of selecting and collecting salaries from cities that meet our criteria (form of government, size, and level of pay). This is the same approach used for data collection in Attachment B (referenced below).

Also attached is a follow-up to discussions at your last meeting.

- *ATTACHMENT B - Updated Table – Council-Manager Cities with Mayor Positions Being Compensated at a Substantial Salary:* At your last meeting, the table I distributed contained information on eight cities. Attached is the table updated to include ten cities and more information about Portland, ME.
- *ATTACHMENT C - Definition of “Materially Conflict”:* The Charter language approved by the voters in March 2012 included that following statement re: the Mayor’s duties: *Devote her/his full time to the discharge of mayoral duties and have outside employment only if the outside employment does not materially conflict with the performance of such duties.* At your last meeting you requested a definition of “materially conflict.”

**ATTACHMENT A**

**Mayor Salary Survey - \$0 to \$12,000 Annual Salary**

Council-Manager Cities of Population 50,000 to 150,000

| City             | State | Pop.    | Annual Salary | Notes   |
|------------------|-------|---------|---------------|---|
| Gresham          | OR    | 105,594 | \$0           |   |
| Bryan            | TX    | 77,321  | \$120         |   |
| Novi             | MI    | 55,224  | \$540         | \$20 per meeting; assumes 27 meetings per year                        |
| Troy             | MI    | 80,000  | \$2,100       | \$175 per month   |
| Bend             | OR    | 77,905  | \$2,400       | \$200 per month + reimbursable expenses; mayor appointed from council |
| McKinney         | TX    | 136,067 | \$3,700       | \$50 per meeting not to exceed \$2,500 annually; plus \$100 per month |
| Downers Grove    | IL    | 48,163  | \$4,800       |   |
| Farmington Hills | MI    | 89,910  | \$7,500       | Base pay per Charter in 2001; annual CPI increase                     |
| Centennial       | CO    | 100,377 | \$10,200      | \$850 per month   |
| Lake Havasu City | AZ    | 52,527  | \$10,830      |   |
| Yuma             | AZ    | 93,064  | \$11,999      |   |
| Loveland         | CO    | 68,203  | \$12,000      |   |
| Fort Collins     | CO    | 146,762 | \$12,178      | \$750 per month per Charter as of 1998, adjusted for inflation        |

**ATTACHMENT B**

Council-Manager Cities with Mayor Positions Being Compensated at a Substantial Salary – UPDATED 8/21/12

| City                        | Pop.      | Is the Mayor position designated as FT? | Is the Mayor permitted to have other employment? | Notes   |
|-----------------------------|-----------|---|--|---|
| Rio Rancho, NM<br>\$26,749  | 87,521    | Yes                                     | Yes  | Position designated as full-time in Charter Ballot issue in March 2012.   |
| Las Cruces, NM<br>\$73,892  | 97,618    | No                                      | Yes  | HR department stated all of the GB works at other jobs.   |
| Portland, ME<br>\$65,401    | 66,363    | Yes                                     | Yes*   | Portland elected their first full-time mayor in December 2011. Salary also set recently as recommended by the CRC at 1.5 times the median household income. Job duties are attached.          |
| Tempe, AZ<br>\$54,409       | 161,719   | No                                      | Yes  |   |
| Peoria, AZ<br>\$30,278      | 154,065   | No                                      | Yes  |   |
| Phoenix, AZ<br>\$88,000     | 1,445,632 | No                                      | Yes  | The Mayor's position is not designated as full-time. The amount of time dedicated to the job by mayors has historically varied between mayors. (According to staff person in Mayor's Office.) |
| Long Beach, CA<br>\$128,814 | 462,257   | Yes                                     | <i>No response to date</i>                       | Per the Charter: "The performance of the duties of the office of Mayor shall be considered full-time employment of the person occupying that office."   |
| Glendale, AZ<br>\$48,000    | 226,721   | No                                      | Yes  |   |
| Mesa, AZ<br>\$38,002        | 439,041   | No                                      | Yes  |   |
| Gilbert, AZ<br>\$37,822     | 208,453   | No                                      | Yes  |   |
| Chandler, AZ<br>\$36,810    | 236,123   | No                                      | Yes  | Mayor's bio on website indicates he is a small businessman and citrus grower.   |

\* Staff with the City of Portland if the mayor was permitted to have outside employment and below is what their Corporation Counsel shared:

*Our Charter is silent on that issue so a mayor is not prohibited from having other employment, however the deliberations of the charter commission, the subsequent existence of a minimum salary that is 1 & 1/2 times the median household income in the city, and the powers and duties of the mayor make it very clear, and it is the expectation of the electorate, that the mayor position is now a full time position. Any mayor who took other employment would be at serious risk of losing the next election if not being faced with a recall vote before then.*

## **Mayor's Job Duties - Portland, ME Per Charter**

Note: Mayor's position in Portland is considered full-time & is compensated at \$64,501 (1 ½ times the median household income.) The form of government is council-manager. A city manager runs the day-to-day operations of the city.

The mayor shall be the official head of the city, responsible for providing leadership, and shall have the following powers and duties:

- (a) To articulate the city's vision and goals and build coalitions to further such vision and goals. The mayor shall give an annual state of the city address during a special meeting of the city council called for that purpose;
- (b) To convene and lead an annual workshop session of the city council to discuss and identify the city's goals and priorities in order to provide guidance for the city manager and to inform the public. The city manager shall attend this workshop session, and a summary of the session shall be made available to the public;
- (c) To represent the city with other municipalities, levels of government, community and neighborhood groups, and the business community;
- (d) To preside as chair of the city council, and vote upon all matters in the same manner as other members of the city council, except as provided in article VII, section 8. The mayor shall direct the city manager in the preparation of council meeting agendas;
- (e) To facilitate the implementation of city policies through the office of the city manager;
- (f) To consult with and provide guidance to the city manager in the preparation of all city budgets and to provide comments on such budgets at the time they are presented by the city manager to the city council for approval;
- (g) To consult with and provide guidance to the city manager in the preparation of the annual capital improvement program plan described in article VI, section 5, paragraph
- (i), and to provide comments on such program plan at the time it is presented by the city manager to the city council;
- (h) To facilitate among the city manager, city council, board of public education and the public to secure passage by the city council of the annual city and school budgets;
- (i) To exercise veto power over the annual city appropriation as provided in article VII, section 8;
- (j) To establish performance guidelines in conjunction with the other members of the city council for regular evaluations, no less than annually, by the city council of the performance of the city manager, corporation counsel and city clerk, such evaluations to be based upon those guidelines. Such performance guidelines shall have measurable goals and objectives, taking into consideration, as applicable, the achievement of city policies and priorities;
- (k) To chair any subcommittee with at least two (2) other city councilors to recommend the appointment or removal of the city manager, corporation counsel or the city clerk, but the full city council shall have the final decision in regard to such appointment or removal by a vote of at least five (5) members of the council; and
- (l) To appoint the members and chairs of the city council committees and various ad hoc committees and communicate such appointments to the city council, which may override such appointments by a vote of at least six (6) council members.

Notwithstanding the foregoing, the city manager shall be in charge of the day to day operations of the city and administration of the city budgets approved by the council.

## **Definition of Materially Conflict**

### *Black's Law Dictionary – Definition of Material*

Important; more or less necessary; having influence or effect; going to the merits; having to do with matter, as distinguished from form. An allegation is said to be material when it forms a substantive part of the case presented by the pleading. Evidence offered in a cause, or a question propounded, is material when it is relevant and goes to the substantial matters in dispute, or has a legitimate and effective influence or bearing on the decision of the case.

### *Regular Dictionary – Definition of Material*

To a significant extent or degree; substantially

### *Definition of Materially Conflict in light of above*

A substantial conflict; a conflict to a significant degree; a relevant conflict. A conflict that has legitimate and effective influence or bearing on the matters in question.