PUBLIC NOTICE OF A MEETING

Compensation Committee Meeting
Thursday, April 30, 2020
7:00 P.M.

Electronic Meeting

AGENDA

As the result of an executive order issued by Governor J.B. Pritzker suspending in-person attendance requirements for public meetings, Committee members and City staff will be participating in this meeting remotely. Due to public health concerns, residents will not be able to provide public comment in-person at the meeting. Those wishing to make public comments at the Compensation Committee Meeting may provide public comment as a video participant by going to meet.google.com/hgv-wyqw-bjo or by telephone by dialing +1 515-428-6145 and entering PIN: 263 963 668#

1. CALL TO ORDER
2. APPROVAL OF MINUTES
3. DISCUSS SCENARIOS FOR MAYOR AND CITY COUNCIL COMPENSATION
4. DISCUSS CITY CLERK’S COMPENSATION
5. PUBLIC COMMENT
6. ITEMS FOR COMMUNICATION
7. ADJOURNMENT

Order & Agenda Items are subject to change. Information about the Compensation Committee is available at: https://www.cityofevanston.org/government/agendas-minutes/appointed-committees-task-forces/compensation-committee. Questions can be directed to krichardson@cityofevanston.org

The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact Facilities Management Office at 847-866-2916 (Voice) or 847-448-8052 (TDD). La ciudad de Evanston está obligada a hacer accesibles todas las reuniones publicas a las personas minusvalidas o las quines no hablan ingles. Si usted necesita ayuda, avor de ponerse en contacto con la Oficina de Administracion Del Centro a 847-448-2916 (Voz) o 847-448-8052 (TDD).
AGENDA
Compensation Committee
Thursday, April 30, 2020

Join with Google Meet
meet.google.com/hgv-wyqw-bjo
Join by phone
+1 515-428-6145 PIN: 263 963 668#

(I) CALL TO ORDER

(II) APPROVAL OF MINUTES
    Approval of the April 23, 2020 Meeting Minutes

(III) DISCUSS SCENARIOS FOR MAYOR AND CITY COUNCIL COMPENSATION

(IV) DISCUSS CITY CLERK’S COMPENSATION

(V) PUBLIC COMMENT

(VI) ITEMS FOR COMMUNICATION

(VII) ADJOURNMENT
Call to Order
The meeting was called to order at 7:04 p.m. by Chair Cheryl Wollin. Committee members present were Omar Brown and Eric (Rick) Marsh. Committee members Nehanda Loiseau and Rebecca Berneck were absent. Staff members Tasheik Kerr and Jennifer Lin were also present.

Approval of Minutes
Rick noted that he had suggested giving the Council a 2.5% increase, not a 28% increase as stated in the drafted minutes. It was moved by Rick, seconded by Omar, to approve the Minutes of the April 16, 2020 Meeting as amended. Motion carried unanimously.

Discuss Scenarios for Mayor and City Council Compensation
Tasheik introduced Jennifer Lin, Human Resources Division Manager. Jennifer explained the portion of health insurance cost that the City pays versus what employees and elected officials pay. Tasheik noted the Committee had averaged the portion of health insurance the City pays instead of averaging the portion of health insurance the elected official's pays.

Cheryl inquired about the cost of health insurance for the next year. Jennifer responded that the rates increase anywhere from 2 to 5% per year. The rates are based on claims. Due to COVID-19, the claims might increase for next year. Jennifer also noted that while some communities do not provide health insurance to elected officials some do. However, the majority of those communities require elected officials to pay 100% of the health premiums. Jennifer added that Evanston has only two plans, a single and a family plan. In consideration of couples or an employee with one dependent, the employee may pay a cost less than the family plan.

Cheryl shared that it was discussed at the last meeting to pay for an elected official's single premium and if they wanted to add a family to make them pay the difference. Jennifer noted that this plan might be difficult to implement through a payroll deduction.
If the Committee were to chargeback the cost of upgrading to a family plan then the elected officials could pay via a check or credit card.

Omar inquired whether the Committee can choose what benefit could be offered to the elected officials. Jennifer responded that the Committee could choose.

Tasheik shared that the Committee could add the average of the single plan that was discussed at the April 16 meeting to the City Council’s salary. This would make it possible to do a payroll deduction.

Rick inquired whether the subsidy the Committee provided could be applied evenly across the elected officials. Jennifer responded that it could. This scenario would address Alderman Rainey’s concern regarding equity. Alderman Rainey responded that it’s not fair to take something away from people that they already have.

Cheryl inquired about how the Cost-of-Living Adjustment (COLA) was calculated for City employees. Jennifer noted that the COLA’s are based on union contracts. At the discretion of the City Manager, non-union employees would benefit from a COLA that is comparable to the AFSCME Union.

Cheryl inquired whether it is possible to tie the aldermanic salaries to the COLA. Jennifer responded that the Committee could recommend elected officials get a COLA that coincides with non-union employees or union employees.

Rick noted that two members of the Committee were absent. Cheryl responded that the Committee will not be voting at this meeting on any decisions. Tasheik suggested the Committee tabled this discussion for the next meeting.

It was moved by Omar to table the discussion to the next meeting. Motion carried unanimously.

**League of Women Voters City Clerk Study Report**
Cheryl noted that Elizabeth Hayford, of the League of Women Voters of Evanston, had shared with the Committee members the study done on the Office of the City Clerk.

**Discuss City Clerk’s Compensation**
Cheryl inquired whether the City Clerk gets the same COLA as City employees. Jennifer replied that the City Clerk’s salary has the same status as elected officials in that it does not change unless the Compensation Committee said otherwise.

Omar recommends the City Clerk salary increase match the percentage of salary increase the Mayor and Council would be receiving. Omar stated that a good starting place would be to follow the non-union wage increases. Cheryl noted that a 2.5% wage increase is not much for an alderman, but it would be for the City Clerk.
Jennifer noted that the Committee could recommend that all elected officials receive a COLA consistent with non-union employees. Jennifer added that the City Clerk’s position is a full-time position as opposed to the aldermen and mayor who are part-time. The full-time benefit allows the City Clerk to take part in the City’s pension fund. Jennifer also mentioned that the past City Clerk performed a greater amount of duties than the current City Clerk. It might be important for the Committee to review what the City Clerk is currently doing and whether the compensation supports those duties.

Cheryl stated that passport and real-estate transfer services are currently handled by the Collector’s Office.

Omar noted that he would like to see a comparison of the former City Clerk’s duties and the current City Clerk’s duties.

Cheryl provided an overview of the League of Women Voters of Evanston’s study on the Office of the City Clerk.

Jennifer provided an overview of the duties of the past City Clerk and the current City Clerk. She noted the two primary functions that have been moved from the City Clerk’s Office are passport and real estate transfer services. She noted that FOIA transactions are currently done electronically. Departments are assigned respective FOIA requests instead of the City Clerk gathering the information. The City Clerk maintains mailroom responsibilities and petition for elections. The City Clerk is also a notary.

Omar inquired about the percentage of City Clerk duty that was dedicated to processing real estate transitions. Jennifer estimated about 40%. She will provide information for the next meeting.

Omar inquired whether the real estate transaction duty lies with other City Clerks in other municipalities. Jennifer responded that the duties vary, but some duties are comparable. Cheryl provided additional clarification.

It was moved by Rick, seconded by Omar, to table the discussion regarding the City Clerk’s Compensation until the next meeting.

**Set Meeting Dates And Times**
The Committee decided its meetings will be held on Thursdays at 7 p.m. for the next four weeks. The meeting dates are as follows: April 30, May 7, May 14, and May 21.

**Public Comment**
Clerk Reid advised the Committee that its recommendation should not be taken to Council and be changed. If the Council elected to make a change it should be sent back to the Committee.

As it pertains to the City Clerk’s Office, Clerk Reid noted that while passport and real estate transfer tax services were moved to the Collector’s office, an employee was
moved as well. The employee took with them the work that was done in the City Clerk’s Office. Clerk Reid also noted that passport services are not required by statute. The previous City Clerk took on that service independently. The City Clerk’s Office does have the authority to provide additional services. Clerk Reid also noted that his office has been working on digitizing records.

Alderman Rainey noted the difference between non-union wages and aldermanic wages and the effect a 2.5% increase will have on each.

Alderman Rainey recommended the Committee give the aldermen a lump sum to apply to health insurance. The Committee should not say how it should be spent. She also recommended the Committee give some thought to those who purchase insurance for their children.

Alderman Rainey noted that the aldermanic position is not a volunteer position but a formal elected position. She also mentioned that other meetings City Council attends are required. People demand those meetings from their alderman.

**ADJOURNMENT**
Omar moved the meeting be adjourned. The meeting adjourned at 7:59 p.m.
Memorandum

To: Compensation Committee
From: Tasheik Kerr, Management Analyst
Date: April 30, 2020
Subject: Percent Breakdown of City Clerk Duties

At the April 23, 2020 Compensation Committee Meeting, the Committee requested to know the percentage of City Clerk duty that was spent on processing real estate transfer transitions. Listed below is an approximate breakdown of the responsibilities of the Office of the City Clerk when the Office was comprised of 1 City Clerk and 2 Deputy City Clerks.

- 40% - real estate transfer transactions
- 30% - FOIA
- 10% - passport processing
- 10% - minutes
- 10% - mail and other administrative functions (disability placards, notary, etc.)

Real estate transfer transactions and passport processing have been moved to the Collector’s Office along with 1 personnel from the City Clerk’s Office.