



**Lewiston Compensation Review Committee
SPECIAL MEETING AGENDA
April 21, 2023 - 4:00 PM
Lewiston City Hall - Back Conference Room - 1134 F Street
Lewiston, Idaho 83501**

Seating will be available on a first-come, first-served basis. All others who wish to observe this meeting may watch and listen to the livestream on their own device(s) by visiting the City of Lewiston's Facebook page or the City's website at cityoflewiston.org.

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. CITIZEN COMMENTS**
- IV. INTRODUCTIONS**
- V. DISCUSSION ITEMS**
 - A. ELECTION OF OFFICERS: - Action Item**
 - B. ADOPTION OF BYLAWS: - Action Item**
 - C. REVIEW COMMITTEE PURPOSE: - Action Item**
 - D. FACTORS FOR RECOMMENDATION: - Action Item**
 - E. ESTABLISH TIMELINE AND FUTURE MEETINGS: - Action Item**
- VI. ADJOURNMENT - ACTION ITEM**

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided at this meeting, please contact the City Clerk at least forty-eight (48) hours in advance of the meeting at 208-746-3671, ext. 6203.

City of Lewiston COMPENSATION REVIEW COMMITTEE

Member Name/Address	Appt.	Term Expires	Telephone/E-mail
Bob Blakey 601 23rd Ave Lewiston, ID 83501	04/10/2023	12/31/2023	208-816-8764 bblakey55@yahoo.com
Emily Christianson 1013 Burrell Ave #5 Lewiston, ID 83501	04/10/2023	12/31/2023	R: 208-305-7135 B: 509-495-7363 eschristianson@gmail.com
Matt Hosking 1827 Grelle Ave Lewiston, ID 83501	04/10/2023	12/31/2023	208-816-9892 hoskingholsters@outlook.com
Kevin Jades 3326 7th St, Apt 307 Lewiston, ID 83501	04/10/2023	12/31/2023	R: 785-813-9447 B: 509-200-0378 kjard95@outlook.com
Darlene Lambert 3512 8th St C Lewiston, ID 83501	04/10/2023	12/31/2023	R: 503-680-8049 B: 208-503-1000 darlene_lambert78@protonmail.com
STAFF LIAISON			
Aimee Gordon Finance Director/City Treasurer 1134 F Street Lewiston, ID 83501			208-746-3671 x 6222 agordon@cityoflewiston.org

City of Lewiston

Compensation Review Committee Bylaws

Article I. Name

The name of this advisory board or commission is the Compensation Review Committee, hereafter referred to as the Committee.

Article II. Membership

The Committee shall consist of five (5) or seven (7) voting members.

Article III. Officers

A. The officers of the Committee shall be a chairperson and vice-chairperson elected from among the Committee members at the first regularly scheduled meeting of the year of appointment of committee members, or at such other time as the Committee deems feasible.

B. Officers shall serve a term of one (1) year from the meeting at which they are elected and until their successors are duly elected.

C. The chairperson shall preside at all meetings of the Committee, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Committee, serve as an *ex officio* voting member of all committees, and generally perform all duties associated with that office.

D. The vice-chairperson, in the event of the absence or disability of the chairperson or of a vacancy in that office, shall assume and perform the duties and functions of the chairperson.

E. In the event of the absence of the chairperson and vice-chairperson, those Committee members present shall elect, by majority vote, a temporary chairperson for that meeting. Should the chairperson or vice-chairperson arrive, the temporary chairperson shall relinquish the chair upon the conclusion of the item of business then in consideration before the Committee.

Article IV. Meetings and Minutes

A. All Committee meetings shall be governed by the Idaho Open Meetings Law, I.C. §§ 74-201 *et seq.*; and all Committee records shall be subject to the Idaho Public Records Act, I.C. §§ 74-101 *et seq.*, and the City of Lewiston records retention schedule.

B. Regular meetings shall be held on an as-needed basis on the fourth Thursday of the month, but at least on the fourth Thursday of February, March and April in odd numbered calendar years, at 4:00 p.m. at Lewiston City Hall, 1134 F Street, Lewiston, Idaho, or at such other location or time as shall be designated in advance. If a day fixed for a regular meeting falls on a holiday recognized by the City of Lewiston, then such meeting shall be cancelled.

C. Special meetings may be called by a consensus of the Committee, the chairperson, or the staff liaison. If the time and place of a special meeting has not been determined at a regular meeting with all Committee members present, then a notice of the time and place of the special meeting shall be sent to all Committee members as soon as practicable.

D. Unless otherwise provided by law, a quorum for the transaction of business at any meeting shall consist of a majority of the currently appointed voting members of the Committee.

E. Meeting minutes of the Committee shall comply with Idaho Code Title 74, Chapter 2. Meeting minutes shall be maintained in accordance with the City of Lewiston records retention schedule.

Article V. Rules of Debate

A. *Recognition by chairperson and interruptions prohibited.* A Committee member desiring to speak at a meeting shall address the chairperson and, upon recognition by the chairperson, shall confine himself or herself to the question under debate. A Committee member, once recognized by the chairperson, shall not be interrupted when speaking.

B. *Call for the question.* A Committee member may call for the question upon being recognized by the chairperson. If the motion to call for the question is seconded, debate shall not be allowed, and the motion must be approved by two-thirds (2/3) of the Committee members present. If the motion is so approved, the Committee shall immediately vote on the underlying question without further debate.

Article VI. Committees

A. As authorized by the Committee, the chairperson may appoint committees of one (1) or more Committee members and/or members of the community at large, each for such specific purposes as the business of the Committee may require from time-to-time. A committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after a final report is made to the Committee.

B. All committees shall make a progress report to the Committee at each Committee meeting.

C. No committee shall have other than advisory powers unless, by suitable action of the Committee, it is granted specific power to act.

D. All committee meetings shall be governed by the Idaho Open Meetings Law, I.C. §§ 74-201 *et seq.*; and all committee records shall be subject to the Idaho Public Records Act, I.C. §§ 74-101 *et seq.*, and the City of Lewiston records retention schedule.

Article VII. General

A. *Voting.* An affirmative vote of the majority of all Committee members present at the time shall be necessary to approve any action before the Committee. A motion shall fail if votes upon such motion are tied. The chairperson may vote upon and may move or second a proposal before the Committee. Unless otherwise provided by law, every Committee member present when a question is put forth shall vote for or against the same. Unless excused from voting, if a Committee member refuses or fails to vote, and the result of such refusal or failure creates a tie, that Committee member's vote shall be counted as an "aye." If a Committee member is excused from voting, that member may be counted for purposes of determining a quorum, but shall not be counted toward the minimum number of votes required to pass or reject a motion.

B. *Conflicts of interest.* Committee members shall adhere to the applicable provisions in Idaho Code regarding conflicts of interest.

C. *Conflicts.* In the event of a conflict between a provision in these Bylaws, the Lewiston City Code, and/or Idaho Code, the order of priority shall be Idaho Code, the Lewiston City Code, and these Bylaws.

D. *Amendments.* The Committee may amend the number of voting members (Article II); when officers will be elected and the duties of additional officers, if applicable (Article III); and the date, time, and location of regular meetings (Article IV) upon majority vote of the full Committee; approval from the City Council shall not be required to amend such provisions. However, the remaining provisions of these Bylaws shall not be amended by the Committee without prior approval from the City Council.

These Bylaws were adopted by the Committee on April 21, 2023. These Bylaws shall replace and supersede any previously-adopted Bylaws of the Committee.

ARTICLE II. MAYOR

Sec. 2-12. Compensation. SHARE

(a) *Compensation and benefits.* Compensation of the mayor shall be fixed in accordance with Idaho Code, Section [50-203](#). The mayor shall receive an annual salary of eighty thousand dollars (\$80,000.00), payable monthly. Additionally, the mayor shall receive, at his or her option, the same employee benefits as any full-time city employee, except for accrual of vacation and sick leave.

(b) *Compensation review committee.* The compensation review committee, established pursuant to article V of this chapter, shall make recommendations for adjustments, increases, or decreases to the mayor's compensation and benefits. The committee may consider all factors that it deems relevant to making such recommendations, including, but not limited to, salaries of mayors in other cities, market conditions, impact to the city's budget, recent or current compensation or benefit increases or decreases for city employees, and public expectations. The committee shall provide its recommendations to the city council by June 1st of each odd-numbered year. The city council shall not be required to follow the recommendations from the committee, but may consider the committee's feedback and recommendations. Such committee shall be subject to the Idaho Open Meetings Law. (Ord. No. 4720, § 2, 7-23-18; Ord. No. 4821, § 1, 7-12-21; Ord. No. 4842, § 2, 1-10-22; Ord. No. 4850, § 1, 6-27-22)

ARTICLE III. CITY COUNCIL

Sec. 2-22. Compensation. SHARE

(a) *Compensation.* City council compensation shall be fixed in accordance with Idaho Code, Section [50-203](#). City councilors shall receive as compensation seven hundred dollars (\$700.00) per month.

(b) *Compensation review committee.* The compensation review committee, established pursuant to article V of this chapter, shall make recommendations for adjustments, increases, or decreases to the compensation of city councilors. The committee may consider all factors that it deems relevant to making such recommendations, including, but not limited to, compensation provided to city councilors in other cities, market conditions, impact to the city's budget, recent or current compensation or benefit increases or decreases for city employees, and public expectations. The committee shall provide its recommendations to the city council by June 1st of each odd-numbered year. The city council shall not be required to follow the recommendations from the committee, but may consider the committee's feedback and recommendations. Such committee shall be subject to the Idaho Open Meetings Law. (Ord. No. 4720, § 2, 7-23-18; Ord. No. 4821, § 1, 7-12-21; Ord. No. 4842, § 2, 1-10-22; Ord. No. 4850, § 1, 6-27-22)

TITLE 50
MUNICIPAL CORPORATIONS
CHAPTER 2

GENERAL PROVISIONS — GOVERNMENT — TERRITORY

50-203. OFFICIALS — COMPENSATION. The officials of each city shall consist of a mayor and either four (4) or six (6) councilmen whose compensation shall be fixed by ordinance published at least seventy-five (75) days before any general city election, which ordinance shall be effective for all said officials commencing on January 1 following said election and continuing until changed pursuant to this section.

History:

[50-203, added 1967, ch. 429, sec. 33, p. 1249; am. 1976, ch. 45, sec. 8, p. 127; am. 2006, ch. 105, sec. 1, p. 288.]

POSITION AND SALARY INFORMATION

CITY	MAYOR	MAYOR'S HOURS	CITY ADMINISTRATOR	COUNCIL
Boise 208.972.8090 Population: 210,145 (2011)	\$145,099 – 1.1.21 \$148,000 – 1.1.22 \$150,961 – 1.1.23 \$153,980 – 1.1.24 \$157,060 – 1.1.25 Benefits in accordance with Idaho Statute and City policy	Full-time	Mayor and 14 employees – Chief of Staff – Courtney Washburn – Salary \$161,262 with benefits – same as all city employees	\$26,430 – 1.1.21 \$26,959 – 1.1.22 \$27,498 – 1.1.23 \$28,048 – 1.1.24 \$28,609 – 1.1.25 Benefits in accordance with Idaho Statute and City policy
Nampa 208.468.4412 Population: 82,755 (2011)	\$81,281.25 – 1.1.18 Benefits - no personal leave	Full-time	Mayor and 3 employees – Chief of Staff – Rick Hogaboam – Salary \$78,000 with benefits – same as all city employees ***	\$10,930.66 – 1.1.18 No benefits
Meridian 208.898.5503 Population: 76,750 (2011)	\$94.632 – 1.1.21 Plus benefits	Full-time	Mayor and 6 employees – Chief of Staff – Dave Miles – Salary \$PRR***	\$15,000 – 1.1.21 \$16,500 Council President – 1.1.21 Beginning FY22 salary shall receive a “market adjustment increase annually
Idaho Falls 208.612.8249 Population: 58,691 (2014)	\$85,999.94 – 1.1.17 Plus benefits	Full-time	Pam Alexander, Municipal Services Director – Salary \$128,502.40 with benefits – same as all city employees	\$13,000 – 1.1.17 Plus benefits
Pocatello 208.234.6215 Population: 54,810 (2011)	\$86,056.88 – 1.1.20 Plus health insurance	Full-time	Anne Nichols, Administrative Services Director – Salary \$57,179 - \$80,100 with benefits – same as all city employees	\$13,148.89 – 1.1.20 Plus health insurance

CITY	MAYOR	MAYOR'S HOURS	CITY ADMINISTRATOR	COUNCIL
Caldwell 208.455.4656 Population 46,905 (2011)	\$93,219 – 1.1.20 No benefits mentioned	Full-time	None – Mayor signs as CEO – does it with help of directors and clerk	\$9,526.66 – 1.1.20 No benefits mentioned
Coeur d'Alene 208.769.2367 Population 44,962 (2011)	\$32,400 – 1.1.18 Plus benefits	Part-time	Troy Tymesen, City Administrator – Salary \$118,747 - \$167,044 with benefits – same as all city employees	\$12,000 – 1.18.18 Plus benefits
Twin Falls 208.735.7312 Population: 44,564 (2011)	\$16,920 – 3.30.21 No benefits CITY MANAGER FORM OF GOVERNMENT	Part-time	Travis Rothweiler, City Manager – Salary \$PRR	\$13,920 – no benefits
Lewiston Population: 32,119 (2011)	\$1,000 – 1.1.20 No benefits mentioned CITY MANAGER FORM OF GOVERNMENT	Part-time	Alan Nygaard, City Manager – Salary \$154,400 with \$500 per month 401K with benefits – same as all city employees	\$700 – 1.1.20 No benefits mentioned
Post Falls 208.773.3511 Population: 28,104 (2011)	\$24,678 – 1.1.20 Plus benefits	Part-time	Shelley Enderud, City Administrator – Salary \$118,484 - \$154,545 with benefits – same as all city employees	\$10,282 – 1.1.20 Plus benefits
Rexburg 208.359.3020 Population: 25,705 (2011)	\$79,192 – 4.17.09 Plus benefits	Full-time	None – does it with help of directors and clerk	\$9,226 – 4.17.09 Plus benefits

CITY	MAYOR	MAYOR'S HOURS	CITY ADMINISTRATOR	COUNCIL
Moscow 208.883.7006 Population: 24,080 (2011)	\$24,342 – 5.20.19 No benefits mentioned	Part-time	Gary Riedner, City Supervisor	\$8,439.36 – 5.20.19 No benefits mentioned
Eagle 208.939.6813 Population: 20,347 (2011)	\$76,320 – 1.1.20 No benefits mentioned	Full-time	None – does it with help of directors and clerk	\$12,720 – 1.1.20 No benefits mentioned
Kuna 208.387.7729 Population: 15,548 (2011)	\$62,000 – 1.1.16 Plus city benefits	Full-time	None – does it with help of directors and clerk	\$9,000.00 – 1.1.06 \$12,000 Council President– 1.1.20 No benefits mentioned
Chubbuck 208.237.2430 Population: 14,067 (2011)	\$60,846 – 1.1.20 No benefits mentioned	Full-time	None – does it with help of directors and clerk	\$7,961 – 1.1.20 No benefits mentioned
Ammon 208.812.4051 Population: 14,019 (2011)	\$15,000 – 8.6.09 Health insurance & PERSI	Part-time	Micah Austin, City Administrator – Salary \$103,542 - \$143,457 with benefits – same as all city employees	\$8,400 – 3.7.13 Health insurance & PERSI
Mountain Home 208.587.2104 Population: 13,841 (2011)	\$60,000 – 1.1.18 Plus city benefits – PERSI- sick leave-vacation leave	Full-time	None – does it with help of directors and clerk	\$10,200 – 1.1.18 Plus city benefits and PERSI – no sick or vacation leave

CITY	MAYOR	MAYOR'S HOURS	CITY ADMINISTRATOR	COUNCIL
Hayden 208.772.4411 Population: 13,550 (2011)	\$15,840 – 7.19.11 Plus city benefits – Mayor pays 50% for dependent's healthcare coverage	Part-time	Brett Boyer, City Administrator – Salary \$102,105 - \$140,906 with benefits – same as all city employees	\$7,920 – 7.19.11 Plus city benefits – Council pays 50% for dependent's healthcare coverage
Blackfoot 208.785.8600 Population: 11,987 (2011)	\$65,000 – 1.1.18 No benefits mentioned	Full-time	None – does it with help of directors and clerk	\$6,000 – 1.1.18 No benefits mentioned
Garden City 208.472.2907 Population: 11,217 (2011)	\$34,000 – 1.1.18 No benefits mentioned	Part-time	None – does it with help of directors and clerk	\$11,000 – 1.1.18 No benefits mentioned
Jerome 208.324.8189 Population: 11,040 (2011)	\$12,000 – 1.1.06 Health insurance & PERSI	Part-time	Mike Williams, City Administrator - \$89,818.74 - \$134,208.11 with benefits – same as all city employees	\$6,000 – 1.1.06 Health insurance & PERSI
Burley 208.878.2224 Population: 10,447 (2011)	\$15,000 – 1.1.98 Health & life insurance	Part-time	Mark Minton, City Administrator - \$128,689.60 with benefits – same as all city employees	\$4,800 – 1.1.92 Health & life insurance
Hailey 208.788.4221 Population: 7,893 (2011)	\$24,000 – 2015 No benefits mentioned	Part-time	Heather Dawson, City Administrator – Salary \$120,000 with benefits – same as all city employees ***	\$10,200 – 2015 No benefits mentioned

CITY	MAYOR	MAYOR'S HOURS	CITY ADMINISTRATOR	COUNCIL
Payette 208.642.6024 Population: 7,478 (2011)	\$6,000 – 1.1.88 No benefits mentioned	Part-time	None – does it with help of City Clerk	\$3,600.00 – 1.1.88 No benefits mentioned
Sandpoint 208.265.1783 Population: 7,354 (2011)	\$12,000 – 1.1.16 No benefits mentioned	Part-time	Jennifer Stapleton, City Administrator – Salary \$ Waiting for call back	\$4,800 – 1.1.16 No benefits mentioned
Rathdrum 208.687.0261 Population: 6,969 (2011)	\$18,600 – 1.1.18 No benefits mentioned	Part-time	Leon Duce, City Administrator – Salary \$ Waiting for call back	\$9,696 – 1.1.18 No benefits mentioned
Emmett 208.365.6050 Population: 6,537 (2011)	\$27,000 – 1.1.20 Plus benefits except for vacation and sick leave	Part-time	None – does it with help of City Clerk	\$9,000 – 1.1.20 Plus benefits except for vacation and sick leave

*** Information received from Rick Hogaboam, Nampa's Chief of Staff. The City Council President serves as the Mayor's second in command for signing documents and contracts in case the Mayor is unable to perform duties. The Chief of Staff reports directly to the Mayor and has departments that report directly to him. He is the Boards and Commissions liaison and attends the meetings so he can report back to the Mayor. Nampa contracts out all of their attorney duties. Their budget for civil work is \$300,000 per year and for criminal work is \$600,000 per year. There was a push to bring it back into the City but the City Council didn't want to so it is still contracted out.

Rick was very helpful and said any questions feel free to reach out to him. I asked if I needed to do a PRR for his salary and benefit information and he said no and provided those to me.

Dave Miles, Meridian's Chief of Staff suggested I contact Eagle and Star as they are the two fastest growing areas in Idaho for information. Eagle is about the same population as Lewiston Dave said and he does not believe the Mayor there has a second in command so to speak. Dave said he believes it would be beneficial to have a second in command if we are to switch to a strong mayor due to the number of City employees. It would be difficult in his opinion for a mayor to manage that along with all of the day to day meetings and general business without help.

Heather Dawson, the City Administrator of Hailey, had quite a bit of information. She said that Hailey has had a City Administrator for quite a few years but it hasn't always been an easy position due to difference in Mayor's and what they see as the Mayor's role vs. the City Administrator's role. She has been the City Administrator since 2008 and would be happy to answer any questions if anyone cares to reach out to her. Heather also said they had our situation in reverse. An initiative was on their ballot to go from a Strong Mayor form of government to a City Manager form of government. It did not pass.