



MAYOR & COUNCIL COMMUNICATION

DATE: May 19, 2015

CONSENT

ITEM#

11

AGENDA ITEM: 2015 Bi-annual Payments to City Council

SUBMITTED BY: Council Member Smith

THROUGH: Cathy Bendel, Finance Director

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff.....Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion.....Mayor Facilitates

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve the processing dates for the payment of the 2015 salaries to the City Council. No specific motion is needed as this is recommended as part of the *Consent Agenda*.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Per the Lake Elmo City ordinance, the payment of salaries to the City Council shall be “paid semi-annually, or more frequently, as directed by the Council.”

Historically, the salaries for the City Council have been paid in June and December. Since the salaries are processed through the payroll system, the Finance Director would ask the Mayor which payroll cycle in each of those months he (as the department head) would approve them to be paid.

The previous Mayor approved paying of the City Council on the first payroll cycle of each of the months mentioned. It needs to be noted that in the past there was no second meeting in December.

The current Mayor’s preference is to pay after all time has been served for which the compensation is covering; thus the payment’s being processed with the second payroll cycle in each of those months.

Occasionally in the past a City Council member would request the bi-annual payments to be paid earlier than planned, in which case the payments were made earlier (ie: 1st installment for 2014 was paid on the 5/29/14 payroll run).

RECOMMENDATION: Based on the aforementioned, it has been requested that the bi-annual compensation payments for 2015 to the City Council be made on the first payroll cycle in the months of June and December for 2015 (June 11, 2015 and December 10, 2015). This will provide clear expectations for the City Council as well as the payroll processing staff.

ATTACHMENT:

1. Lake Elmo Code §31.09 on Payment of Salaries