

Memorandum

TO: CIVIL SERVICE COMMISSION

FROM: Dennis Hawkins

**SUBJECT: CITY COUNCIL SALARY
 COMMISSION BUDGET REQUEST**

DATE: January 28, 2009

Approved _____

Date _____

The Civil Service Commission appoints members of the City Council Salary Setting Commission (CSSC) which is convened every two years for the purpose of reviewing and recommending compensation for the Mayor and members of the City Council. Funding for the Council Salary Setting Commission is provided through the Civil Service Commission's budget appropriation. The Office of the City Clerk provides administrative support for both commissions.

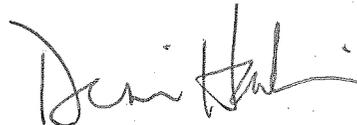
During the FY 2008-09 budget process, in anticipation of the CSSC's work in 2009, the Office of the City Clerk requested a rebudget of unexpended funds from the Civil Service Commission to the current fiscal year. The rebudget request was approved and the Civil Service Commission's budget appropriation includes approximately \$4,000 which is intended to pay for expenses incurred by the CSSC.

Due to the proximity of meetings of the two commissions and the need to begin the CSSC's work, the Office of the City Clerk is submitting the following budget request on behalf of the CSSC. The CSSC will be considering the proposed budget at its meeting on February 4, and staff will report to the Civil Service Commission any modifications of the request made by CSSC. We respectfully request approval by the Civil Service Commission of the following budget.

Proposed CSSC Budget

| Item | Budget |
|---|----------------|
| Staff (personal services expenses to provide CSSC staff support services) | \$2,000 |
| Facility Use Charges | \$500 |
| Community Forums (refreshments) | \$575 |
| Printing and Duplicating | \$1,000 |
| Total Budget | \$4,075 |

Please contact me if you have any questions or desire any additional information on this matter.



Dennis D. Hawkins,
 Assistant City Clerk

