

Ad-Hoc Executive Compensation Committee

Final Report

The Ad-Hoc Executive Compensation Committee was formed at the direction of the Stevensville Town Council in November of 2014, for the purpose of reviewing the Mayor's compensation and making recommendations to council for current and future Mayors. Two Council Members were chosen by mutual agreement of the council and each councilperson chose a member of the public to serve on the committee as well.

The members of the committee were:

Tim Hunter, Ward 1 Councilperson, Committee Chair
Jim Crews, Ward 2 Councilperson, Secretary
Bill Anderson, Citizen chosen by councilperson Bill Perrin
Bob Summers, Citizen chosen by councilperson Jim Crews
Eddie Olwell, Citizen chosen by councilperson Tim Hunter
Raymond Smith, Citizen chosen by councilperson Robin Holcomb

The inaugural meeting of the committee on November 10, 2014, was facilitated by Dan Clark of the MSU Local Government Center. Dan provided lots of information regarding Montana State law relating to mayoral duties and responsibilities and also gave guidance as to the format and conduct of the subsequent meetings. At the first meeting Tim Hunter was elected as the committee chairperson and Jim Crews was elected as the Secretary. The following committee ground rules were agreed upon and formally adopted at the next meeting:

1. Use Robert's Rules of order
2. Discuss the position, not the person
3. One person speaks at a time, to be recognized by the chair
4. Committee members actively engage and participate

The Committee met seven times:

1. November 10, 2014
2. December 8, 2014,
3. January 5, 2015,
4. January 21, 2015
5. February 9, 2015,
6. February 23, 2015
7. March 18, 2015.

Meetings were recorded and minutes were taken and approved by the committee at each subsequent meeting.

The major considerations and activities of the committee are summarized in the following bullet points.

- The current executive compensation includes a \$400/month honorarium plus \$1,200/month salary, for a total of \$1,600/month or \$19,200/year.

- The committee reviewed Mayor and City Manager job descriptions and salaries for Montana communities, concentrating on communities of similar size to Stevensville.
- The committee reviewed salary surveys for all mayors in Montana.
- The committee looked extensively at mayoral duties according to the Montana Code Annotated and developed a spreadsheet or “matrix” of duties and responsibilities specific to the form of government chosen in the Town of Stevensville.
- The committee researched and reviewed all Town ordinances and resolutions for references to mayoral duties and any information regarding executive compensation.
- The committee reviewed all job descriptions for employees of the Town of Stevensville and the Town’s organizational charts.
- The committee interviewed the current Mayor and the President of the Stevensville Town Council to receive input on the current actual job duties and responsibilities.
- The committee developed a job description for the Mayor, which was reviewed by the current mayor and the human resources manager for the Town of Stevensville.
- All committee meetings were noticed to the public and public comment was solicited and received at each meeting.

Work Products of the committee are:

1. Matrix of Mayoral Duties and Responsibilities
2. Mayor’s job description. The job description should be made available to all mayoral candidates and the expectation of a minimum commitment of 20 hours per week should be communicated.
3. The executive compensation recommendation which follows.

The following three options for executive compensation are provided to the Stevensville Town Council for their consideration:

1. Raise the honorarium from \$400/month to \$800/month. An additional salary of between \$200/month and \$800/month should be paid when special projects that require additional attention from the Mayor are underway.
2. Leave the compensation as it is now, \$400/month honorarium plus \$1,200/month salary.
3. Provide a budget of \$20,000/year for executive compensation. If the Mayor is able to devote at least the minimum of 20 hours/week, all of the budget would be used to compensate the Mayor. If not, the Mayor’s salary would be reduced and a portion of the budget would be used to hire a part-time assistant. The total compensation for both positions would not exceed \$20,000/year.