

## Public Records Request #2454

The following materials have been gathered in response to public records request #2454. These materials include:

- Mayor and City Council Member Salary Information
- Administrative Procedures – Mayor & City Council

This information was provided as a response to a public records request on 6/20/19 and is current to that date. There is a possibility of more current information and/or documents related to the stated subject matter.

### Further Information

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For further information about this request or the Citywide Records Program, please contact:

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## Mayor and City Council Member Salaries\*

	Mayor		Council Members	
	Monthly	Annually	Monthly	Annually
Expense	\$833	\$10,000	\$483	\$5,800
Car	\$400	\$4,800	\$333	\$4,000
Salary	\$2,200	\$26,404	\$1,728	\$20,736
Annual Allowance		\$3,100		\$3,100
<b>Total</b>	<b>\$3,434</b>	<b>\$44,304</b>	<b>\$2,545</b>	<b>\$33,636</b>

\*Salary information as of July 2018

### Notes:

- Salary is listed as of July 2018.
- Annual Expense Allowance is paid in December.

### Benefits:

- Medical Insurance (cost is shared with city)
- Dental Insurance (cost is shared with city)
- Vision Insurance (paid by Mayor/CM)
- Flexible Spending Accounts (paid by Mayor/CM)
- Critical Illness, Accident, Hospital Indemnity and Whole Life Insurance (paid by Mayor/Council Member)
- \$50,000 Term Life Insurance (paid by city)
- \$50,000 Accidental Death and Personal Loss Insurance (paid by city)
- Supplemental Term Life Insurance 1,2,3,4, or 5 times annual salary (paid by Mayor/City Council Member)
- Dependent Term Life Insurance in the following increments: (paid by Mayor/City Council Member)
  - Spouse Life and AD&D: \$1,000, \$5,000, \$10,000, \$20,000, \$30,000
  - Child Life and AD&D: \$1,000, \$2,000, \$5,000, \$10,000, \$15,000

### Retirement:

- Mayor and City Council Members are eligible to participate in the city's 457 Deferred Compensation Plan.
- Mayor and City Council Members are not eligible to participate in the N.C. Retirement System by state law. Since participation in the city's 401(k) plan is contingent on being a member in the retirement system, the Mayor and Council members are not eligible to participate in the 401(k) plan.

## Council Compensation and Benefits

Elected officials are compensated monthly. Each monthly paycheck includes salary, expense allowance and car allowance. During the month of Dec, elected officials receive an additional \$3,100 technology allowance. The table below outlines the Fiscal Year 2018 total compensation package for the mayor and city council:

Compensation	Mayor	Council
Salary	\$25,636	\$19,810
Expense Allowance	\$10,000	\$5,800
Car Allowance	\$4,800	\$4,000
Technology Allowance*	\$3,100	\$3,100
<b>Total**</b>	<b>\$40,436</b>	<b>\$29,610</b>

\*Technology allowance is paid annually in December of each year

\*\*Totals do not include federal income tax or benefits coverage

## Benefits

All elected officials are eligible for medical, dental, vision and life insurance at the same monthly rate as other City of Charlotte employees. New council members will have from Dec. 11 to Dec. 22 to select their benefits for 2018. Coverage for existing council members may only be changed during the City's open enrollment period unless a qualifying family status change occurs. Contact Constituent Services Manager Rachel Wood (704-336-3656) with compensation or benefits questions.

## Building and Parking Access

### Building Access

Employee ID badges will be issued to all elected officials for 24/7 access to the Charlotte-Mecklenburg Government Center including basement parking, the council meeting chamber, the 15th floor and select floors after hours (6 p.m. – 6 a.m.)

### Parking

Council parking is located in the Charlotte-Mecklenburg Government Center basement accessible via the 600 block of 3rd Street (outbound). The garage is accessed with the Employee ID badge. Spaces are first come, first serve for city, county and school board elected officials. Contact your assigned mayor/council support specialist

for assistance with building access issues.

## Travel

Mayor/council support specialists assist with coordination and all necessary travel arrangements for their assigned elected officials.

### Travel Procedures

Expenses for city-related travel can be paid for up front by staff or reimbursed to individual council members. Expenses must be reasonable and transacted in pursuit of city goals by an elected official acting in an official capacity.

### Reimbursement/Payment Procedures

Reimbursements are subject to the city's financial controls and must be processed according to procedures outlined in the city's reimbursement policy. Elected officials can choose one of two options for reimbursement:

- 1) Per diem reimbursement based on federally determined reimbursement amounts
- 2) Reimbursement of actual expenses which requires receipts

Receipts or comparable proof of purchases are required for reimbursement.

Alcohol is not eligible for reimbursement.

~~The City has budgeted \$7,000 per council member for travel.~~ <sup>3,500</sup> Each council member receives \$3,500 for National League of Cities-related travel and \$4,000 for elective travel. Staff will provide quarterly status reports on elected official travel expenditures.

Please note that travel information and records of attendance are public record. Staff regularly receives media requests for council's travel history and the expenses associated with those trips.

## Technology, Workspace and Supplies

### Cellular Telephones

The city provides a mobile phone and unlimited minutes/data plan for each elected official. Phone bill usage records, text messages and voicemails are considered public records.

### Workspace Technology

Each elected official is assigned an office on the 15th floor of the Government Center. Council office assignments are made by the mayor. Each office

# ADMINISTRATIVE PROCEDURES - MAYOR & CITY COUNCIL

Provides a city-issued computer, monitors, landline telephone, office furniture and essential office supplies.

## Technology Allowance

Annually, elected officials receive a technology allowance of \$3,100 (paid in Dec). Staff encourages elected officials to use this allowance to purchase technology not covered directly by the City of Charlotte.

## Office Supplies

Each elected official's office comes equipped with standard office supplies (stapler, tape, paper, etc.) Additional office supplies are available upon request. Contact the receptionist/15th floor ambassador to order office supplies.

## Stationary and Business Cards

Immediately following each election, elected officials (new and returning) are provided the opportunity to order personalized letterhead and business cards for the purposes of transacting official city business. Contact your assigned mayor/council support specialist for additional information about stationary and letterhead.

## **Electronic Communication and Thursday Mail Packets**

### Electronic Communication

Electronic communication is the most frequent form of communication used between staff and elected officials. Each elected official is assigned an email address. The city-issued email address will be the sole email address used by staff to communicate with elected officials.

In addition to regular correspondence, the city-issued email addresses will be used to send out all press releases, emergency notifications and other time-sensitive updates to elected officials.

### Council Packets

Hard copy council packets are delivered on Thursday afternoons. These packets contain all mail received, confidential correspondence from staff and paper copies of the council business agenda (if requested).

### Council Business Agendas

Council business agendas are available on the iLegislate application and are posted online at <https://charlottenc.legistar.com/Calendar.aspx>.

### Council-Manager Memo

The council-manager memo is a weekly communication between management staff and

the elected officials. This document is produced on Thursday, emailed to all elected officials, posted to [charlottenc.gov](http://charlottenc.gov) and included as a hard copy in council packets.

## **Office of Constituent Services**

### Staff Support

The office of Constituent Services, a division of the Charlotte Communications & Marketing department, provides administrative support services to the elected officials.

### Mayor/Council Support Specialists

Under the direction of the constituent services manager, each elected official is assigned a support specialist. Mayor/council support specialists provide comprehensive administrative support to each elected official. Support specialist duties include:

### Calendar Management

Coordinate, arrange and confirm events and meetings on assigned elected officials' calendars

### Voicemail Management

Screen telephone calls and process messages daily for assigned elected officials' city desk phones

### Travel Coordination

Assistance with registration, flight reservation, hotel reservation and travel reimbursement

### Constituent Correspondence

Constituent inquiries and concerns may be forwarded to mayor/council support specialists for follow-up and resolution.

- Staff has a goal to respond to all constituent requests within 24-48 hours of receipt
- Staff strives to resolve requests in a timely manner, with a goal of achieving resolution within one week of the initial request
- Staff will log all constituent requests and inquiries they receive in the city's customer relationship management software system for tracking purposes
- Staff will update elected officials regularly on cases that take longer than one week to resolve
- Once constituent requests are resolved, staff will provide an update to the elected official(s) involved

The constituent services team is also responsible for documenting constituent and elected official questions and concerns raised during council meetings. mayor/