



City of Gaithersburg

31 South Summit Avenue
Gaithersburg, Maryland 20877

DRAFT

Ad Hoc MCC Compensation Review Committee Agenda
City Hall - Lower Level Conference Room
Wednesday, December 14, 2016, 5:30 PM

This agenda is not all-inclusive, but is intended to provide a glance at scheduled items to come before the committee.

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES**
 - A. November 30, 2016
- III. OLD BUSINESS / OPEN ISSUES / REPORTS**
 - A. Discussion of Compensation Data Materials Distributed for Review at Last Meeting
- IV. NEW BUSINESS**
 - A. Distribution/Discussion of New Data
- V. ADJOURNMENT**

To confirm accessibility accommodations, please contact Kim Yocklin at 301-258-6327, or email KYocklin@gaithersburgmd.gov.

Please turn off all cellular phones and pagers prior to the meeting. Hand held signs brought may not be displayed in a manner which disrupts the meeting, blocks the view of spectators or cameras and poses a safety concern [e.g., signs mounted on stakes]. Your cooperation is appreciated.

The public is invited to attend and observe this session, but except in instances when the committee expressly invites public comments, no member of the public may participate in the discussions. The public may submit written comments to the committee staff liaison to be forwarded to the committee for its consideration. The City of Gaithersburg welcomes citizen involvement on committees. Please visit the City's website at www.gaithersburgmd.gov for vacancies.

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Ad Hoc MCC Compensation Review Committee Meeting Minutes
City Hall Gallery
Wednesday, November 30, 2016, 5:30 PM

I. CALL TO ORDER

A Compensation Review Committee meeting was called to order at 5:30 p.m. Committee Members present: Epstein, Lynch, Simon and Snyder. Staff present: Human Resources Director Yocklin.

II. NEW BUSINESS

- A. Introductions
- B. Committee Member Roles
- C. Selection of Chairperson

Staff Liaison Yocklin noted that previous Compensation Committees had appointed a Chairperson; however this is not a requirement for Ad-Hoc Committees, so members elected not to appoint a Chairperson.

- D. Charge of the Committee

Periodic review of Mayor and City Council salaries and benefits and Planning Commission, Board of Appeals, and Historic District Commission stipends.

- E. Timeline

It was noted that per the charge, the Committee is to provide a recommendation for changes or adjustments to the compensation within one hundred twenty (120) days of the November appointment of the Committee.

- F. Homework

Committee Members were provided with information regarding compensation of area jurisdictions, as well as information from previous Compensation Committees to review as homework.

Committee Members requested that staff research and provide information regarding budgets and department sizes of other local jurisdictions that have Council-Manager forms of government, requirements of the positions, such as time commitments, any additional compensation such as paying for travel to events such as MML and any laws that may govern compensation.

III. ADJOURNMENT

There being no further business to come before this meeting of the Compensation Committee, the meeting was duly adjourned at approximately 6:50 p.m.

Respectfully submitted,

Kim Yocklin, Committee Liaison

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