



CITIZENS' INDEPENDENT SALARY COMMISSION (CISC)

MINUTES – October 13, 2010
Office of Internal Audit & Investigations, 5th Floor, Suite 5025
Albuquerque-Bernalillo County Government Center
400 Marquette NW, Albuquerque, NM 87102

CICS MEMBERS PRESENT:

Rodney L. Williamson
John Carey
Richard Heath
Ellen Driber-Hassall
Joseph Conte

STAFF PRESENT:

Carmen L. Kavelman, Director, OIAI
Vicky M. DeHerrera, OIAI Assistant

CALL TO ORDER:

The meeting was called to order at 8:07 a.m. on October 13, 2010 with four Commission Members present.

The Commission unanimously approved the minutes of September 30, 2010, with one minor change.

ACTION ITEMS:

Draft a questionnaire for Mayor Berry and current City Councilors

- CICS will approve the final version of the questionnaire by email vote
- Vicky will hand-deliver the questionnaires to Mayor Berry and to City Council on Friday
- Questionnaire deadline is November 1, 2010
- Add a disclaimer to the survey

Meet with the Councilors after the surveys or before November 15, 2010

Aggregated results are going to be used for the CISC members only and results will be published only

By mid January, a draft report should be available from the Commission

The Commission Members agreed to the following:

Do personal outreach and schedule meetings to interview councilors

Joe Conte joined the meeting at this time.

Schedule meetings after the surveys are turned in.

The Commission requested the following information for the next meeting:

- What about the Mayor's \$25,000 Discretionary Fund?
- What about the Councilors \$5,000 Discretionary Fund?
- Benefit Packages (Does it include a travel allowance, auto allowance, equipment, etc.)
- Prepare a survey for the Mayor that would include:
 - Comparable Size City
 - Comparable Size City Budget
 - Workforce City/County
 - Population
 - Job description for Mayor
 - Evaluation for Mayor

OTHER BUSINESS:

Carmen included the following information for the Commission:

- City Council Annual Budget from FY05 through FY10
- Albuquerque City Charter
- City Council Organizational Chart from 2005 and 2010
- CISC mailbox was set up with instructions CICS@cabq.gov
- City Council Employee Spreadsheet
- Various Job Descriptions from different cities
- Survey of different cities
- Filing for Petitions
- City Council District Map with List of all City Councilors
- There is no job descriptions for councilors

Next Scheduled CISC Meetings:

- Tuesday - October 26, 2010 – 8:00 a.m.
- Thursday – November 18, 2010 – 8:00 a.m.
- Thursday – December 9, 2010 – 8:00 a.m.

ADJOURNMENT

Chairperson Carey adjourned the meeting at 9:30 a.m.

READ AND APPROVED:

A handwritten signature in black ink, appearing to read 'J. Carey', written over a horizontal line.

**John Carey, Chairperson
Citizens' Independent Salary Commission**