



SALARY COMMISSION MEETING AGENDA
City Hall Conference Room A
1812 Main Street, Lake Stevens
Tuesday, October 9, 2018 – 5:00 p.m.

CALL TO ORDER: 5:00 p.m.

ROLL CALL:

ACTION ITEMS:

- A. Elect Chairperson
- B. Approval of January 28, 2015 Minutes

DISCUSSION ITEMS:

- A. Review of current budget status
- B. Review of previous commission meeting minutes (December 3, 2014; December 17, 2014)
- C. Review of data

NEW BUSINESS:

- A. Mayor and Council Members Compensation for 2019-2020

ADJOURNMENT:

ATTACHMENTS:

- A. December 3, 2014 Minutes
- B. December 17, 2014 Minutes
- C. Comparable Cities

CITY OF LAKE STEVENS
SALARY COMMISSION MEETING MINUTES
Wednesday, January 28, 2015
Lake Stevens Community Center, 1808 Main Street, Lake Stevens, WA

CALL TO ORDER: 5:00 p.m. by Steve Edin, H.R. Director

COMMISSIONERS PRESENT: Mike Duerr, Chairperson
Sue Fernalld
Brent Kirk

COMMISSIONERS ABSENT: None

STAFF MEMBERS PRESENT: H.R. Director, Steve Edin
Finance Director/City Clerk, Barb Stevens

OTHERS: None

Approval of Salary Commission Meeting Minutes

MOTION by Commissioner Fernalld to approve the Salary Commission meeting minutes dated December 17, 2014. **MOTION** died without a second.

Commissioner Kirk would like to ammend the minutes to include a statement that he suggested to the City Council to consider a full-time salary scale for the position of Mayor.

MOTION by Commissioner Kirk, seconded by Commissioner Fernalld to approve the Salary Commission meeting minutes dated December 17, 2014 to include Commissioner Kirk's ammendment. **MOTION** passed unanimously.

Public Hearing – Consideration of Salary Commission December 17, 2014
Recommendation for Elected Official Salaries

1. Open Public Hearing

Finance Director/City Clerk Stevens opened the public hearing in consideration of the City of Lake Stevens Salary Commission December 17, 2014 Recommendation by reading the City's public hearing procedures.

2. Staff Presentation

Human Resources Director Edin gave the Salary Commission a short presentation of the Commission's work to date.

3. Commission's Questions of Staff

Commissioner Duerr thanked staff of all the work gathering data and answering questions. Commissioner Kirk wanted to know if there has been any discussion from City Council about making the Mayor's position full-time. Director Edin responded, "no."

4. Proponent's Comments

None. No citizens present.

5. Comments from the Audience

None. No citizens present.

6. Close Public Comments Portion of Hearing

Commissioner Duerr closed the public comments portion of the hearing.

7. Discussion by the Commission

Commissioner Kirk was surprised that there wasn't more citizen participation in this process. Commissioner Kirk reiterated that the City may want to consider the pros and cons to having a full-time Mayor running the City.

8. Re-open the Public Comment Portion of the Hearing

Commissioner Duerr closed the additional public comment portion of the hearing.

9. Close Public Hearing

Commissioner Duerr closed the public hearing.

10. Commission Action

MOTION by Commissioner Fernalld, seconded by Commissioner Kirk to approve the final findings of the Lake Stevens Salary Commission dated December 17, 2014 to increase the Lake Stevens City Council Member base salary to \$500 per month, with a per meeting amount increase to \$75 per meeting, up to a maximum of 4 meetings per month; and increase the Lake Stevens base salary to \$2,000 per month. **MOTION** passed unanimously.

New Business

None

Future Salary Commission Meeting Dates

None

MEETING ADJOURNED at 5:10 p.m.

Respectfully Submitted:

Steven R. Edin
Salary Commission Secretary

Approved By:

Michael Duerr
Chairperson

**CITY OF LAKE STEVENS
SALARY COMMISSION MEETING MINUTES**

Wednesday, December 3, 2014

Permit Center Conference Room, 1820 Main Street, Lake Stevens, WA

CALL TO ORDER: 5:01 p.m. by Steve Edin, H.R. Director

COMMISSIONERS PRESENT: Mike Duerr, Chairperson
Sue Fernalld
Brent Kirk

COMMISSIONERS ABSENT: None

STAFF MEMBERS PRESENT: H.R. Director, Steve Edin
Finance Director, Barb Stevens
City Administrator, Jan Berg

OTHERS: None

Election of Salary Commission Chairperson

Commissioner Brent Kirk called for nominations for Salary Commission Chairperson. Commissioner Brent Kirk nominated Mike Duerr as Chairperson of the Salary Commission.

MOTION by Commissioner Kirk, seconded by Commissioner Fernalld to elect Commission Duerr as the Salary Commission Chairperson. **MOTION** passed 2-0-1 with Commissioner Duerr abstaining.

Approval of Salary Commission Meeting Minutes

There were no minutes to approve.

Current City Budget Status Presentation

Finance Director Barb Stevens did a presentation on the current status of the City's Budget for 2015. The following topics were discussed:

- City Fund Accounting
- Lake Stevens Fund Structure
- Influences on the Budget
- 2015 Draft Budgeted Staffing Levels which includes some reorganization in the Planning Department, the addition of one new Police Officer, and the addition of two crew workers in Public Works.
- 2015 Budget Focus
- 2015 Annual Proposed Budget – All Funds

- City General Fund Reserve Requirement
- General Fund Forecast Update
- General Fund Revenue Assumptions for 2015
- General Fund Expense Assumptions for 2015

In summary, Director Stevens stated the City's Economic Environment is improving. Assessed values have been improving over the last 2 years, and the City is maintaining its reserve requirements. Director Stevens also noted that 2% is budgeted for staff cost of living increases for 2015 and that the Lake Stevens Police Guild Agreement has not been settled.

Chairperson Duerr asked the other Commissioners for comments or questions. There were none.

Mayor/Council Members Compensation for 2015 – 2017

Director Edin presented comparable city salary information for Mayors and Councilmembers to use as a starting point for discussions. Commissioner Fernald wanted to know if the comparable cities on the list were cities that were used to analyze other City employee salaries. Also, Commissioner Fernald wanted to know how we came up with the comparable cities. City Administrator Berg explained that cities of similar population, assessed valuation, sales tax revenue and geographic location were used. Once the list of similar cities was finalized, salary data from those cities was used to set employee salaries. Non-union employee salaries were reviewed last summer using data from these cities. Some of the cities on the list were used in the Police Guild negotiations. Commissioner Kirk pointed out that how the salary is set for the Mayor will have an impact on the kind of candidate you attract and the impact the person will have on the organization in the future. Commissioner Kirk also pointed out that having a decent monthly meeting rate for elected officials encourages them to attend the meetings regularly. Commissioner Duerr suggested removing the low and high numbers on the salary data to get a more realistic measure of the salary ranges. Commissioner Fernald wanted to know how many meetings the Lake Stevens City Council and Mayor attend each month. City Administrator Berg responded that there are two regular meetings each month with an occasional workshop. Each Councilmember is also allowed \$50 per meeting up to a maximum of 4 meetings per month. At the direction of the Commissioners, Director Stevens removed the high and low salary figures for Council members on the salary survey spreadsheet. With the removal of these figures, the new average salary low was \$479 per month. The new average salary high was \$550 per month. With these new figures, Lake Stevens is 37% below the new average low and 9% below the new average high. Director Stevens removed the high and low salary ranges for the Mayor salary as well. The new average salary low was \$959 per month. The new salary high was \$1,059. With these new figures, Lake Stevens is 25% above the new average low and 13% above the new average high. Commissioner Kirk pointed out that some of the comparable cities are also Council/Manager forms of government. There was some discussion on the exact duties of the Mayor and Councilmembers. The Commissioners would like some data on the number of hours the Mayor actually puts into his job each month. The Commissioners agreed that they would like to get additional data before making a decision. Commissioner Kirk would like to see what the average hourly cost is for Councilmembers in other Snohomish County cities. What is the standard of pay per meeting? Commissioner Kirk also wanted to know if there are any standards for making a Mayor part-time or full-time. Director Edin responded that he contacted Municipal Research with that question. The response from Municipal Research was that there are no set standards. It depends on the needs of the jurisdiction. Changing a Mayor from part-time to full-time, or vice versa takes City Council action.

Information Requested from Staff for the next meeting

The Commissioners would like to see the following information for the next meeting:

- Spreadsheet showing comparable cities with assessed valuation, sales tax and form of government similar to Lake Stevens.
- Enlargement of the pool of comparable cities.
- How many meetings do these mayors and councilmembers attend each month at the comparable cities.
- Data on similar Snohomish County cities.

Future Salary Commission Meeting Dates

Director Edin will schedule another meeting once all the requested data is obtained.


MEETING ADJOURNED at 5:58 p.m.

Respectfully Submitted:



Steven R. Edin
Salary Commission Secretary

Approved By:



Michael Duerr
Chairperson

CITY OF LAKE STEVENS
SALARY COMMISSION MEETING MINUTES
Wednesday, December 17, 2014
City Hall Annex, 1812 Main Street, Lake Stevens, WA

CALL TO ORDER: 5:05 p.m. by Steve Edin, H.R. Director

COMMISSIONERS PRESENT: Mike Duerr, Chairperson
Sue Fernalld
Brent Kirk

COMMISSIONERS ABSENT: None

STAFF MEMBERS PRESENT: H.R. Director, Steve Edin

OTHERS: None

Approval of Salary Commission Meeting Minutes

MOTION by Commissioner Kirk, seconded by Commissioner Fernalld to approve the Salary Commission meeting minutes dated December 3, 2014. **MOTION** passed unanimously.

Mayor/Council Members Compensation for 2015 – 2017

Director Edin provided additional comparable city salary information for Mayors and Council Members as requested by the Commission at the last meeting.

After much discussion regarding full-time versus part-time salaries for the position of Mayor, there was some discussion regarding Council Member salaries. Commissioner Duerr suggested adjusting the base salary and per meeting amounts.

MOTION by Commissioner Kirk, seconded by Commissioner Fernalld to increase the Lake Stevens City Council Member base salary to \$500 per month, with a per meeting amount increase to \$75 per meeting, up to a maximum of 4 meetings per month. **MOTION** passed unanimously.

Before the public hearing process takes place regarding the salary changes, Commissioner Duerr requested to have a spreadsheet showing the salary ranges of just the Snohomish County Mayors and Council Members. Commissioner Duerr would also like the spreadsheet to include the average salary amounts compared to the proposed percentage of increase in salaries for Lake Stevens Mayor and Council Members. Director Edin will send out the information before the public hearing date is set.

The Commissioners reviewed some data from Commissioner Fernalld showing number of City employees in Snohomish County cities.

Commissioner Duerr proposed raising the Mayor's salary by a similar percentage as the Council Members.

Commissioner Kirk requested additional information from City staff regarding the number of employees and the City's annual revenue in 2002 to show how much business has increased since that time. Director Edin will follow up on that request.

MOTION by Commissioner Fernalld to increase the Lake Stevens Mayor base salary to \$2,000 per month. **MOTION** died without a second.

MOTION by Commissioner Fernalld, seconded by Commissioner Kirk to increase the Lake Stevens Mayor base salary to \$2,000 per month with the idea that this is considered a part-time salary amount. **MOTION** passed unanimously.

Information Requested from Staff for the next meeting

The Commissioners would like to see the following information before the next meeting:

- Spreadsheet showing just Snohomish County Mayor and Council Member salary amounts including average salary, and percentage increase of proposed Lake Stevens Mayor and Council Member salary amounts.
- City of Lake Stevens employee count and revenue amounts for 2002.

Future Salary Commission Meeting Dates

Director Edin will set the next meeting date for some time during the second week of January which will include the public hearing once the Commissioners have had a chance to review the data requested above.

MEETING ADJOURNED at 6:10 p.m.

Respectfully Submitted:



Steven R. Edin
Salary Commission Secretary

Approved By:



Michael Duerr
Chairperson

City of Lake Stevens
Comparable City Information

Source: [MRSC](#) Updated Sept 2018

1st Sort:	Population	50% less = 16,285; 50% higher = 65,140 (Marysville slightly above, but left in due to border city and meets Valuation criteria)
2nd Sort:	Valuation	50% less = 1,662,098,342; 50% higher = 6,648,393,366
3rd Sort:	Distance	West of the Mountains; within approx 50 miles (Google Maps)

Lake Stevens **32,570** **3,324,196,683**

City/Town Name	Population (4/2018)	Locally Assessed Value (2017)	Miles from Lake Stevens	County
Anacortes	16,900	3,042,165,745	54.5	Skagit
Arlington	19,300	2,265,698,000	16.3	Snohomish
Burien	51,850	5,608,165,807	47.1	King
Kenmore	22,920	3,903,901,850	28.1	King
Lynnwood	38,260	5,654,422,666	21.8	Snohomish
Marysville	67,040	6,425,149,097	8.0	Snohomish
Mill Creek	20,470	3,297,623,462	18.1	Snohomish
Monroe	18,860	1,991,598,893	15.8	Snohomish
Mount Vernon	35,180	2,825,137,879	35.8	Skagit
Mountlake Terrace	21,560	2,538,499,849	23.6	Snohomish
Mukilteo	21,320	4,354,213,237	18.4	Snohomish
SeaTac	29,130	5,405,585,665	51.0	King
Tukwila	19,800	5,736,568,228	46.8	King