



SALARY COMMISSION MEETING AGENDA
City Hall Conference Room A
1812 Main Street, Lake Stevens
Tuesday, December 4, 2018 – 5:30 p.m.

CALL TO ORDER: 5:30 P.M.

ROLL CALL

ACTION ITEMS

REVIEW THE MINUTES OF THE PREVIOUS MEETING

- A. Approval of minutes from October 9, 2018 meeting.
- B. Approval of minutes from November 19, 2018 meeting.

PUBLIC HEARING

PUBLIC HEARING FORMAT:

- 1. Open Public Hearing
- 2. Staff presentation
- 3. Open Public Comment portion of hearing
- 4. Comments from the audience
- 5. Close public comments portion of hearing
- 6. Close Public Hearing

- A. Public Hearing in consideration of the City of Lake Stevens Salary Commission November 19, 2018 Recommendation: New Elected Official Salary Schedule effective January 4, 2019.

NEW BUSINESS

ADJOURNMENT

Attachments:

- 1. Minutes from October 9, 2018 Meeting
- 2. Minutes from November 19, 2018 Meeting
- 3. Comparable Cities Data – Snohomish County Cities Only
- 4. Comparable Cities Data – Cities Comparable to Lake Stevens Only

THE PUBLIC IS INVITED TO ATTEND
Special Needs

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425)622-9400, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City hall number.

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

Tuesday, October 9, 2018

City Hall Conference Room A, 1812 Main Street, Lake Stevens, WA

CALL TO ORDER: 5:09 p.m. by Commissioner Duerr

COMMISSIONERS PRESENT: Mike Duerr
Sue Fernalld
Michele Hampton
Sam Hassan

COMMISSIONERS ABSENT: None

STAFF MEMBERS PRESENT: H.R. Director, Teri Smith

OTHERS: None

Election of Commission Chairperson

MOTION by Commissioner Hampton, seconded by Commissioner Fernalld to elect Commissioner Duerr as Chairperson. **MOTION** passed unanimously (Commissioner Duerr abstained).

Approval of Salary Commission Meeting Minutes

MOTION by Commissioner Fernalld, seconded by Commissioner Hampton to approve the Salary Commission meeting minutes dated January 28, 2015, noting a correction to two typographical errors. **MOTION** passed unanimously with the correction to the errors.

Review of Current Budget Status

Director Smith presented budget information as provided by Finance Director Barbara Stevens. Director Smith discussed briefly the document and noted that 80% of the General Fund budget was salary and benefits.

After much discussion regarding the revenue forecast information, including the new utility tax ~~begin~~ requested through the 2019 Budget process, and a potential of a budget deficit in 2021/2022, the commission had an understanding of the budget.

Review of Previous Salary Commission Minutes

Director Smith presented the previous salary commission minutes to provide background to the current commission. No further discussion.

Review of Mayor and Council Member Salary Data

Director Smith presented the comparable cities and criteria used in selecting those cities; the comparables are used for the Lake Stevens' employee compensation and classification analysis. Director Smith explained that the cities were selected based on

a 50%+/- population and assessed value, as well as within a 50-mile radius of Lake Stevens. Director Smith noted that Marysville was included in the comparables because of its proximity to Lake Stevens, even though it was slightly above the population criteria but within the assessed value criteria.

Commissioner Duerr inquired if the style of government was considered in selecting the comparables. Director Smith replied that the style was noted in the upcoming salary document. Commissioner Hassan inquired if the commission had any concerns that the Mayor wasn't attending more meetings. Commissioner Hampton replied that there were no concerns as the Mayor goes to many meetings and is always hither and yon. Director Smith commented that most or all Council and Mayor attends 4 meetings a month.

Director Smith presented the salary information for Mayors and Councilmembers of the comparable cities. Director Smith noted that the information included each city's form of government; further, the highlighted data showed the cities that have the Mayor-Council form of government and part-time Mayor. An average salary for those cities was included on the document.

Commission discussed the inclusion of Marysville data, but noted that their data as well as other cities with full-time Mayors was not included in the average. Commissioner Hampton noted that Arlington and Monroe had 4 regular meetings per month and were included in the average; also, that our council was paid in line with Mukilteo. Commissioner Duerr stated he would go outside our usual comps and would like to see additional cities similar to Lake Stevens in Western Washington with Mayor-Council form of government and part-time Mayor. Commissioner Hassan inquired about our growth increase since 2015 and if there was a business case for an increase based on growth. Commissioner Hampton cautioned on how to proceed. Commissioner Fernald inquired how many meetings per month each council member attended for the last year. Commissioner Duerr suggested that if records reflect council is attending maximum meetings commission could entertain a flat amount with no additional pay; to roll it all into base. Commission Hassan suggested rolling 2 meetings into the base. Commissioner Hassan noted amazement at the sales tax rate shown by Marysville. Commissioner Duerr inquired what the city had provided to staff [in terms of cost of living adjustments] over the years. Director Smith provided a document with the cost of living adjustment (COLA) history since 2009 for employees. Commissioner Fernald stated concern about where we're headed and suggested the city needs to tell the story of what its accomplished to help the public understand.

Information Requested from Staff for the next meeting

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

- Report of meetings attended by Council
- Additional data for Western Washington cities with same form of government with part-time mayors for review at the next meeting.

Future Salary Commission Meeting Dates

Director Smith will set the next meeting date for Thursday, November 8, 2018 at 5:30pm.

MEETING ADJOURNED at 6:19 p.m.

Respectfully Submitted:

Teri Smith
Human Resources Director/Commission Liaison

Approved By:

Michael Duerr
Chairperson

CITY OF LAKE STEVENS
SALARY COMMISSION MEETING MINUTES

Monday, November 19, 2018

City Hall Conference Room A, 1812 Main Street, Lake Stevens, WA

CALL TO ORDER: 5:30 p.m. by Commissioner Duerr

COMMISSIONERS PRESENT: Mike Duerr
Sue Fernalld
Michele Hampton
Sam Hassan

COMMISSIONERS ABSENT: None

STAFF MEMBERS PRESENT: H.R. Director, Teri Smith

OTHERS: None

Approval of Salary Commission Meeting Minutes

Director Smith stated that the October 9, 2018 minutes were not ready for this meeting. Agreement to table to the next meeting.

Commissioner Fernalld inquired how the public would be aware of the commission's salary recommendation and change in salary costs since the city's budget hearing had already occurred. Director Smith stated that changes in budget occurred through a budget amendment and would be included with regular council agendas.

Review of Lake Stevens Mayor and Councilmembers Salaries

MOTION by Commissioner Hampton, seconded by Commissioner Fernalld to review Mayor and Councilmember salaries separately. **MOTION** passed unanimously.

Review of Additional Data

Director Smith presented the salary information for all cities in Snohomish County and report of meetings attended by council members since 2015. Director Smith provided responses to questions from Commissioner Hampton via email on November 7, 2018.

Commissioners Duerr and Hassan reviewed what a 3% cost of living adjustment (COLA) would be for the Mayor for each year 2016, 2017, 2018 and 2019; the amount would be \$2,251 in 2019. Commissioner Hassan agreed with the train of thought and inquired if the commission would consider layering in something more. Director Smith noted that the Mayor does not currently receive an additional meeting allowance. Commissioner Hassan suggested that may be even more reason to add something additional. Commissioner Hassan suggested an additional \$250/mo for the Mayor to set apart our Mayor from Arlington, for example. Commissioner Hampton stated that within 4 years the city's budget – which was 'just 10 minutes away' – from crossing the structural deficit line and stated a personal opinion to be fiscally conservative.

Commissioner Fernalld stated a concern that the public won't see the change since the budget hearing has already occurred and that her name was tagged on the salary commission but that doesn't mean they didn't earn and deserve it. Commissioner Duerr suggested a hypothetical to see what the increase would be to apply the same increase management received during 2016, 2017, 2018 and 2019; the amount would be approximately \$2,200. Commissioner Duerr suggested the increase be tied to the non-represented COLA increases. Commissioner Fernalld stated that the public would see the increase in the budget since the COLA was already included. Commissioner Duerr stated that methodology could pass the smell test. Commissioner Fernalld inquired if they were able to propose 3% and then include what non-represented employees received. Commissioner Hampton suggested to tie the increase to the non-represented COLA. Commissioner Fernalld stated the commission would not have to play "catch-up" next time it met. Commissioner Hassan stated that if the commission had met annually as in the municipal code that the commission would likely have provided COLAs. Director Smith confirmed that the Municipal Code changed in 2017 from meeting every three years to meeting annually; however, a lack of quorum prevented a meeting in 2017. Commissioner Hampton stated this methodology would provide the Mayor with \$2,200/mo on January 1, 2019 to account for years that the commission didn't meet based on the non-represented COLAs for 2016, 2017, 2018, 2019. Commissioner Hassan suggested there should be a reward for the extra work.

MOTION by Commissioner Hampton, seconded by Commissioner Fernalld to increase the salary for the Mayor effective January 1, 2019, to \$2,200 per month based on the non-represented COLAs not provided previously for the years 2016-2019. **MOTION** passed unanimously.

MOTION by Commissioner Hassan, seconded by Commissioner Fernalld to provide an additional dollar amount to the Mayor in addition to the COLA. Commissioners Duerr and Hampton stated they were comfortable with the current proposal for the salary. Commissioner Fernalld also stated comfort with the salary proposal and suggested when the commission meets next year it could consider extra compensation at that time. **MOTION** withdrawn by Commissioner Hassan.

Commissioner Hampton proposed a change to the extra meetings; for example, ribbon cuttings are counted as a meeting, but not a lot of work goes on there. Commissioner Hassan noted that on average council members attended 2.6 meetings in 2018 at approximately \$195 and 3.3 meetings in 2017 at approximately \$247. Commissioner Duerr reviewed the same COLA for councilmembers which would be approximately \$550/mo. Commissioner Fernalld inquired if they could discuss what is a meeting. Commissioner Hampton suggested it should not include ribbon-cutting or ceremonial meetings. Commissioner Hassan stated there did not appear to be an abuse problem and further it was a good thing to have ribbon-cuttings as it meant growth. Commissioner Fernalld suggested increasing the per meeting allowance to \$80 per meeting by using the same COLA just for the last couple of years but that a \$5 increment seemed logical.

MOTION by Commissioner Hampton, seconded by Commissioner Hassan to raise base monthly salary for councilmembers to \$550/mo effective January 1, 2019, to take into

account the non-represented COLAs from 2016-2019 that had not been previously considered. **MOTION** passed unanimously.

MOTION by Commissioner Hampton, seconded by Commissioner Hassan to increase councilmember payment per meeting to \$80 with a maximum of 4 meetings per month.

MOTION passed unanimously.

Commissioner Fernalld is interested in council attending meetings versus ceremonial or ribbon-cuttings.

Future Salary Commission Meeting Dates

Director Smith will set the next meeting date for Tuesday, December 4, 2018 at 5:30pm.

Commissioner Fernalld would like to see the commission plan to meet earlier in the year in 2019 to avoid being outside of budget hearings. Director Smith suggested attempting to meet in September 2019.

MEETING ADJOURNED at 6:19 p.m.

Respectfully Submitted:

Teri Smith
Human Resources Director/Commission Liaison

Approved By:

Michael Duerr
Chairperson

Snohomish County Cities - 2018 Elected Salary Information

City	Population	Class	Form of Govt	Average Number of Regular Meetings Per Month	Mayor Monthly Salary	Full/Part Time	Council Monthly Salary	Notes
Arlington	19300	Code	Mayor-Council	4	\$2,250	PT	\$800	Mayor=\$125 per Regional mtg; \$100 per Non-Regional mtg (max 25 mtgs per mo); (maximum of \$5062.50 for 25 add'l meetings @ avg of \$112.50) CC=\$75/Regional mtg; \$50/Non-Regional mtg. (max of 10 total mtgs per mo); (maximum of \$1425/mo for 10 add'l meetings @ avg of \$62.50)
Brier	6,605	Code	Mayor-Council	2	\$1,000	PT	\$200	Mayor=additional \$50/meeting attended and may elect health coverage for self and spouse or dollar equivalent in lieu of benefits (for mayor coverage only); CC=additional \$50/meeting
Darrington	1,400	Town	Mayor-Council	1	\$1,000	PT		<i>Note: Mayor pay increased from \$500 to \$1000/mo for 2 yrs following Oso with periodic review of continuing increase</i>
Edmonds	41,820	Code	Mayor-Council	4	\$10,159	FT	\$1,125	Mayor=PERS contribution and 90% city paid med ins for self & spouse; CPres=add'l \$200/mo; CC=able to elect 90% city paid med ins for self only or cash in lieu (\$706.79/mo); base pay includes attendance at 8 meetings/mo
Everett	111,200	First	Mayor-Council	4	\$15,400	FT	\$2,385	Council President=30% in addition to council salary
Gold Bar	2,175	Code	Mayor-Council	2	\$300	PT	\$100	
Granite Falls	3,615	Code	Council-Manager	2	\$100	PT	\$100	
Index	175	Town	Mayor-Council	1	Unk	PT	Unk	
Lynnwood	38,260	Code	Mayor-Council	2	\$8,927	FT	\$750	Per LMC 2.48.192: CC rec \$100k AD&D and health benes; CPres=add'l \$200/mo
Marysville	67,040	Code	Mayor-Council	3	\$11,254	FT	\$1,200	Council President=\$1350; no additional payments; Mayor receives \$450/mo car allowance and premium for "small life insurance policy"
Mill Creek	20,470	Code	Council-Manager	3	\$700	PT	\$500	No additional payments
Monroe	18,860	Code	Mayor-Council	4	\$3,600	PT	\$800	No additional payments
Mountlake Terrace	21,560	Code	Council-Manager	2	\$1,000	PT	\$800	No additional payments
Mukilteo	21,320	Code	Mayor-Council	2	\$5,900	PT	\$500	CPres=add'l \$50/mo
Snohomish	10,150	Code	Mayor-Council	2	\$1,500	PT	\$513	
Stanwood	6,835	Code	Mayor-Council	2	\$1,400	PT	\$375	Mayor=medical benefits city paid at 50% of cost of mayor only, nothing for dependents
Sultan	5,050	Code	Mayor-Council	2	\$1,000	PT	\$300	Mayor=\$100/extra meeting with \$1300 max; CC=\$50/extra meeting with \$450 max
Woodway	1,340	Code	Mayor-Council	2	\$0	PT	\$0	
Lake Stevens	32570	Code	Mayor-Council	2	\$2,000	P/T	\$500	CC=add'l \$75/meeting to max of 4 per month (maximum of \$800/mo for 4 add'l meetings)

Miles from Lake Stevens	County	City	OFM 4/18 Est.				ST Per Capita	Form of Government	Number of Regular Meetings Per Month	Mayor Monthly Salary	Full/Part Time	Council Monthly Salary	Notes
			Population	2017 AV	AV Per Capita	Sales Tax 2017							
54.5	Skagit	Anacortes	16,900	3,042,165,745	\$180,010	\$4,438,743	\$263	Mayor-Council	4	\$8,420	FT	\$1,200	No additional payments
16.3	Snohomish	Arlington	19,300	2,265,698,000	\$117,394	\$4,348,275	\$225	Mayor-Council	4	\$2,250	PT	\$800	Mayor=\$125 per Regional mtg; \$100 per Non-Regional mtg (max 25 mtgs per mo); (maximum of \$5062.50 for 25 add'l meetings @ avg of \$112.50) CC=\$75/Regional mtg; \$50/Non-Regional mtg. (max of 10 total mtgs per mo); (maximum of \$1425/mo for 10 add'l meetings @ avg of \$62.50)
47.1	King	Burien	51,850	5,608,165,807	\$108,161	\$7,483,936	\$144	Council-Manager	2	\$750	PT	\$600	Monthly salary plus \$600/mo to VEBA
28.1	King	Kenmore	22,920	3,903,901,850	\$170,327	\$2,284,511	\$100	Council-Manager	3	\$936	PT	\$832	No additional payments
21.8	Snohomish	Lynnwood	38,260	5,654,422,666	\$147,789	\$21,715,717	\$568	Mayor-Council	2	\$8,927	FT	\$750	Per LMC 2.48.192: CC rec \$100k AD&D and health benes; CPres=add'l \$200/mo
8.0	Snohomish	Marysville	67,040	6,425,149,097	\$95,841	\$9,582,296	\$143	Mayor-Council	3	\$11,254	FT	\$1,200	Council President=\$1350; no additional payments; Mayor receives \$450/mo car allowance and premium for "small life insurance policy"
18.1	Snohomish	Mill Creek	20,470	3,297,623,462	\$161,095	\$2,827,914	\$138	Council-Manager	3	\$700	PT	\$500	No additional payments
15.8	Snohomish	Monroe	18,860	1,991,598,893	\$105,599	\$5,202,980	\$276	Mayor-Council	4	\$3,600	PT	\$800	No additional payments
35.8	Skagit	Mount Vernon	35,180	2,825,137,879	\$80,305	\$7,054,670	\$201	Mayor-Council	4	\$8,616	FT	\$1,200	No additional payments
23.6	Snohomish	Mountlake Terrace	21,560	2,538,499,849	\$117,741	\$2,129,649	\$99	Council-Manager	2	\$1,000	PT	\$800	No additional payments
18.4	Snohomish	Mukilteo	21,320	4,354,213,237	\$204,231	\$2,615,963	\$123	Mayor-Council	2	\$5,900	PT	\$500	No additional payments
51.0	King	SeaTac	29,130	5,405,585,665	\$185,568	\$14,215,936	\$488	Council-Manager	2	\$1,200	PT	\$1,000	No additional payments
46.8	King	Tukwila	19,800	5,736,568,228	\$289,726	\$18,125,678	\$915	Mayor-Council	2	\$8,962	FT	\$1,250	No additional payments

Mayor-Council Average	\$3,917	PT	\$700
Avg w/ Arlington Maximum	\$4,854	PT	\$908

Snohomish	Lake Stevens	32,570	3,324,196,683	\$102,063	\$3,316,047	\$102	Mayor-Council	2	\$2,000	P/T	\$500	CC=add'l \$75/meeting to max of 4 per month (maximum of \$800/mo for 4 add'l meetings)
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50% -	16,285	1,662,098,342	51,032	1,658,023	51
50% +	65,140	6,648,393,366	204,126	6,632,094	204