

**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

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**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 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 in light of our projected deficit to occur in 2021/2022. 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.

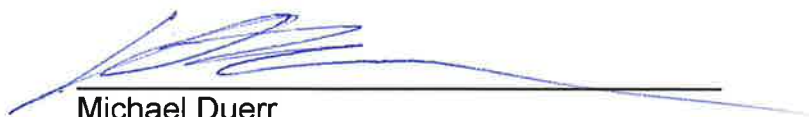
**MEETING ADJOURNED** at 6:19 p.m.

Respectfully Submitted:



Teri Smith  
Human Resources Director/Commission Liaison

Approved By:



Michael Duerr  
Chairperson