



SALARY COMMISSION MEETING AGENDA

Monday, October 19, 2020 – 4:00 p.m.

Via Zoom:

<https://us02web.zoom.us/j/83832487825>

or call in at: 253-215-8782

Meeting ID: 838 3248 7825

CALL TO ORDER:

ROLL CALL:

ACTION ITEMS:

- A. Approval of September 17, 2020 minutes
- B. Approval of September 24, 2020 minutes

PUBLIC HEARING

- A. Consideration of the Salary Commission's September 24, 2020 Recommendation of Setting the Mayor's Salary at \$80,000 per year.

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

ACTION ITEMS:

- A. Potential Action on the Mayor's Salary

ADJOURNMENT:

ATTACHMENTS:

- A. Minutes from September 17, 2020 meeting
- B. Minutes from September 24, 2030 meeting

CITY OF LAKE STEVENS
SALARY COMMISSION MEETING MINUTES

Thursday, September 17, 2020
Held virtually via Zoom

CALL TO ORDER: 4:00 p.m. by Director Warrington

COMMISSIONERS PRESENT: Sue Fernalld
Brian McManus
Carolyn Bennett
Michele Hampton
Dixie Behn

COMMISSIONERS ABSENT: None

STAFF MEMBERS PRESENT: Anya Warrington, Human Resources Director and Risk Manager
Kelly Chelin, City Clerk

OTHERS: Community members via zoom

Oath of Office: Conducted by City Clerk Chelin. Commissioners McManus, Bennett and Behn were sworn into office.

Election of Commission Chairperson: **MOTION** by Commissioner Fernalld, seconded by Commissioner McManus to elect Commissioner Hampton as Chairperson. **MOTION** passed unanimously (Commissioner Hampton abstained).

Approval of Minutes: **MOTION** by Commissioner Hampton to accept and approve the minutes from the December 2, 2019 meeting, seconded by Commissioner Fernalld. **MOTION** passed unanimously.

Discussion Items: The Commission reviewed the minutes from November 25, 2019. Commissioner Hampton and Commissioner Fernalld explained that last year was the first time the Commission approved the same COLA for elected officials as the non-represented city staff. (Last year that amount was 1.53%).

New Business:

Director Warrington presented the data and information provided to the Commission. Commissioner Hampton suggested to continue the approach that was used last year for salary increases for the City Council and approve the same COLA as non-represented staff.

Commissioner Behn concurred.

Commissioner McManus suggested the Commission not just look at population comparables, but to consider the factors of new and continued growth in Lake Stevens, as well as the complexity of running a City surrounded by a lake.

Commissioner Fernald brought up that Councilmembers attend a maximum of 4 meetings per month.

Commissioner Hampton brought up the City's budget, and Director Warrington confirmed that the finance department will present budget updates and information at their next meeting.

Commissioner McManus suggested we look at the Mayor's duties and suggested to take in a phased approach for the salary of the Mayor.

City Clerk Chelin explained that the ordinance approved by the City Council to make the Mayor a full-time position stipulated the effective date for full-time would be after a salary is set by the commission.

The Commissioners agreed to review all the data and information provided and continue the discussion of the Mayor's salary at the next meeting.

Future Salary Commission Dates:

The next Commission meeting was set for Thursday, October 24th at 4pm dependent upon the finance department's availability to present.

MEETING ADJOURNED at 4:56 p.m.

Respectfully Submitted:

Anya Warrington
Human Resources Director and Risk Manager/Commission Liaison

Approved By:

Michele Hampton
Chairperson

DRAFT

CITY OF LAKE STEVENS
SALARY COMMISSION MEETING MINUTES
Thursday, September 24, 2020
The Mill (Commissioners & staff only) & Zoom (public)

CALL TO ORDER: 4:10 p.m. by Commissioner Hampton

COMMISSIONERS PRESENT: Sue Fernalld
Brian McManus
Carolyn Bennett
Michele Hampton
Dixie Behn

COMMISSIONERS ABSENT: None

STAFF MEMBERS PRESENT: Anya Warrington, Human Resources Director and Risk Manager
Kelly Chelin, City Clerk
Josh Roundy, Senior Accountant

OTHERS: Community members via zoom

New Business: Senior Accountant Roundy presented the 2020 budget overview, preliminary information regarding the budget in 2021 and the forecast through the next 5 years. The forecast included an approximate salary and benefits for the Mayor.

Discussion Items:

Mayor's salary: Commissioner Fernalld suggested looking at what other cities are paying their full-time Mayor and explained that the Commission should look at what salary is fair to the position, not the person holding office. Commissioner Behn concurred and added that the Commission should set the salary considering what duties are expected of a full-time Mayor. Commissioner McManus referred to the comparable cities and suggested a salary of \$65,000-\$75,000 yearly, plus benefits for the city our size. Commissioner Bennett suggested the Commission look to the future and the future demands of the Mayor's position and suggested setting the salary higher around \$8,200 per month (\$98,400 per year). Commissioner McManus cautioned the commission on setting the salary too high in the first year and suggested the Commission could always increase the salary in the following year. Commissioner Hampton explained that salary setting is a balancing act; the Commission doesn't want to undervalue the Mayor's position, but also wants to be mindful of the City's budget. Commissioner Fernalld added that City Council has recently approved other salary increases for City staff. Commissioner McManus suggested \$75,000 yearly, and then reassess next year. Commissioners Fernalld, Bennett and Behn stated that they would like to see \$80,000 yearly with an annotation that an annual salary review would occur. **MOTION** by Commissioner Fernalld to set the Mayor's base salary at \$80,00 per year with benefits to be determined by City Council; seconded by Commissioner Behn. **MOTION** passed unanimously.

City Council's Salary: Commissioner Hampton noted the agenda should be amended to say City Council Members Compensation for 2021 (striking out Mayor). Commissioner Hampton reminded

the Commission that last year it was decided to use the COLA non-represented staff were receiving for the Council as well.

MOTION by Commissioner Fernald to set the City Council's 2021 salary at \$558 plus the COLA non-represented City staff receive for 2021, with a maximum of 4 meetings allowed per month paid at \$80 per meeting, seconded by Commissioner Bennett. **MOTION** passed unanimously.

Future Salary Commission Dates:

The public hearings were scheduled as follows:

Mayor's salary: October 19, 2020 at 4:00p.m.

City Council's salary: December 2, 2020 at 4:00p.m.

MEETING ADJOURNED at 5:36p.m.

Respectfully Submitted:

Anya Warrington
Human Resources Director and Risk Manager/Commission Liaison

Approved By:

Michele Hampton
Chairperson