

CITY OF LAKE STEVENS SALARY COMMISSION MEETING AGENDA

Permit Center Conference Room
1820 Main Street, Lake Stevens
Wednesday, December 17, 2014

CALL TO ORDER: 5:00 P.M.

ROLL CALL

ACTION ITEMS

REVIEW THE MINUTES OF THE PREVIOUS MEETING

- A. Approval of minutes from December 3, 2014 meeting.

OLD BUSINESS

- A. Mayor/Council Members Compensation for 2015 – 2017.

NEW BUSINESS

ADJOURNMENT

Attachments:

1. Minutes from December 3, 2014 Meeting
2. Comparable Cities Data – Sorted by County
3. Timesheet Hours – Mayor Little
4. RCW 35A.12.100 Duties and authority of the mayor
5. RCW 35A.12.090 Appointment and removal of officers
6. RCW 35A.11.020 Powers vested in legislative bodies of non-charter and charter code cities.
7. Notice of Meeting

THE PUBLIC IS INVITED TO ATTEND

Special Needs

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Steve Edin, City of Lake Stevens ADA Coordinator, (425)377-3227, 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
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 Civil Service 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 Fernalld wanted to know if the comparable cities on the list were cities that were used to analyze other City employee salaries. Also, Commissioner Fernalld 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 Fernalld 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

12/11/2014

Timesheet Hours - Mayor

Dec 14	
Nov 14	
Oct 14	58.00
Sept 14	29.00
Aug 14	49.00
July 14	75.50
June 14	40.00
May 14	50.00
Apr 14	73.50
Mar 14	36.50
Feb 14	13.00
Jan 14	<u>28.00</u>
Total to Date	452.50
2014 Average/Month:	45.25

Dec 13		missing
Nov 13	34.50	
Oct 13	65.50	
Sept 13	54.50	
Aug 13	46.00	
July 13	56.50	
June 13	16.00	
May 13	32.50	
Apr 13	65.00	
Mar 13	60.00	
Feb 13	36.50	
Jan 13	23.00	
Total	<u>490.00</u>	
2013 Average:	44.55	



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RCWs > [Title 35A](#) > [Chapter 35A.12](#) > [Section 35A.12.100](#)

[35A.12.090](#) << [35A.12.100](#) >> [35A.12.110](#)

RCW 35A.12.100

Duties and authority of the mayor — Veto — Tie-breaking vote.

The mayor shall be the chief executive and administrative officer of the city, in charge of all departments and employees, with authority to designate assistants and department heads. The mayor may appoint and remove a chief administrative officer or assistant administrative officer, if so provided by ordinance or charter. He or she shall see that all laws and ordinances are faithfully enforced and that law and order is maintained in the city, and shall have general supervision of the administration of city government and all city interests. All official bonds and bonds of contractors with the city shall be submitted to the mayor or such person as he or she may designate for approval or disapproval. He or she shall see that all contracts and agreements made with the city or for its use and benefit are faithfully kept and performed, and to this end he or she may cause any legal proceedings to be instituted and prosecuted in the name of the city, subject to approval by majority vote of all members of the council. The mayor shall preside over all meetings of the city council, when present, but shall have a vote only in the case of a tie in the votes of the councilmembers with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money. He or she shall report to the council concerning the affairs of the city and its financial and other needs, and shall make recommendations for council consideration and action. He or she shall prepare and submit to the council a proposed budget, as required by chapter [35A.33](#) RCW. The mayor shall have the power to veto ordinances passed by the council and submitted to him or her as provided in RCW [35A.12.130](#) but such veto may be overridden by the vote of a majority of all councilmembers plus one more vote. The mayor shall be the official and ceremonial head of the city and shall represent the city on ceremonial occasions, except that when illness or other duties prevent the mayor's attendance at an official function and no mayor pro tempore has been appointed by the council, a member of the council or some other suitable person may be designated by the mayor to represent the city on such occasion.

[2009 c 549 § 3010; 1979 ex.s. c 18 § 22; 1967 ex.s. c 119 § [35A.12.100](#).]

Notes:

Severability -- 1979 ex.s. c 18: See note following RCW [35A.01.070](#).



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[35A.12.080](#) << [35A.12.090](#) >> [35A.12.100](#)

RCW 35A.12.090

Appointment and removal of officers — Terms.

The mayor shall have the power of appointment and removal of all appointive officers and employees subject to any applicable law, rule, or regulation relating to civil service. The head of a department or office of the city government may be authorized by the mayor to appoint and remove subordinates in such department or office, subject to any applicable civil service provisions. All appointments of city officers and employees shall be made on the basis of ability and training or experience of the appointees in the duties they are to perform, from among persons having such qualifications as may be prescribed by ordinance or by charter, and in compliance with provisions of any merit system applicable to such city. Confirmation by the city council of appointments of officers and employees shall be required only when the city charter, or the council by ordinance, provides for confirmation of such appointments. Confirmation of mayoral appointments by the council may be required by the council in any instance where qualifications for the office or position have not been established by ordinance or charter provision. Appointive offices shall be without definite term unless a term is established for such office by law, charter or ordinance.

[1987 c 3 § 15; 1967 ex.s. c 119 § [35A.12.090](#).]

Notes:

Severability -- 1987 c 3: See note following RCW [3.70.010](#).



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[35A.11.010](#) << [35A.11.020](#) >> [35A.11.030](#)

RCW 35A.11.020

Powers vested in legislative bodies of noncharter and charter code cities.

The legislative body of each code city shall have power to organize and regulate its internal affairs within the provisions of this title and its charter, if any; and to define the functions, powers, and duties of its officers and employees; within the limitations imposed by vested rights, to fix the compensation and working conditions of such officers and employees and establish and maintain civil service, or merit systems, retirement and pension systems not in conflict with the provisions of this title or of existing charter provisions until changed by the people: PROVIDED, That nothing in this section or in this title shall permit any city, whether a code city or otherwise, to enact any provisions establishing or respecting a merit system or system of civil service for firefighters and police officers which does not substantially accomplish the same purpose as provided by general law in chapter [41.08](#) RCW for firefighters and chapter [41.12](#) RCW for police officers now or as hereafter amended, or enact any provision establishing or respecting a pension or retirement system for firefighters or police officers which provides different pensions or retirement benefits than are provided by general law for such classes.

Such body may adopt and enforce ordinances of all kinds relating to and regulating its local or municipal affairs and appropriate to the good government of the city, and may impose penalties of fine not exceeding five thousand dollars or imprisonment for any term not exceeding one year, or both, for the violation of such ordinances, constituting a misdemeanor or gross misdemeanor as provided therein. However, the punishment for any criminal ordinance shall be the same as the punishment provided in state law for the same crime. Such a body alternatively may provide that violation of such ordinances constitutes a civil violation subject to monetary penalty, but no act which is a state crime may be made a civil violation.

The legislative body of each code city shall have all powers possible for a city or town to have under the Constitution of this state, and not specifically denied to code cities by law. By way of illustration and not in limitation, such powers may be exercised in regard to the acquisition, sale, ownership, improvement, maintenance, protection, restoration, regulation, use, leasing, disposition, vacation, abandonment or beautification of public ways, real property of all kinds, waterways, structures, or any other improvement or use of real or personal property, in regard to all aspects of collective bargaining as provided for and subject to the provisions of chapter [41.56](#) RCW, as now or hereafter amended, and in the rendering of local social, cultural, recreational,

educational, governmental, or corporate services, including operating and supplying of utilities and municipal services commonly or conveniently rendered by cities or towns.

In addition and not in limitation, the legislative body of each code city shall have any authority ever given to any class of municipality or to all municipalities of this state before or after the enactment of this title, such authority to be exercised in the manner provided, if any, by the granting statute, when not in conflict with this title. Within constitutional limitations, legislative bodies of code cities shall have within their territorial limits all powers of taxation for local purposes except those which are expressly preempted by the state as provided in RCW [66.08.120](#), [*82.36.440](#), [48.14.020](#), and [48.14.080](#).

[2007 c 218 § 66; 1993 c 83 § 8; 1986 c 278 § 7; 1984 c 258 § 807; 1969 ex.s. c 29 § 1; 1967 ex.s. c 119 § [35A.11.020](#).]

Notes:

***Reviser's note:** Chapter [82.36](#) RCW was repealed in its entirety by 2013 c 225 § 501, effective July 1, 2015.

Intent -- Finding -- 2007 c 218: See note following RCW [1.08.130](#).

Effective date -- 1993 c 83: See note following RCW [35.21.163](#).

Severability -- 1986 c 278: See note following RCW [36.01.010](#).

Court Improvement Act of 1984 -- Effective dates -- Severability -- Short title -- 1984 c 258: See notes following RCW [3.30.010](#).

Effective date -- 1969 ex.s. c 29: "The effective date of this act is July 1, 1969." [1969 ex.s. c 29 § 2.]