

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