

SALARY COMMISSION MEETING AGENDA



City of Lake Stevens Vision Statement

By 2030, we are a sustainable community around the lake with a vibrant economy, unsurpassed infrastructure and exceptional quality of life.

November 10, 2022 - 6:00 PM

**HYBRID MEETING - TWO WAYS TO PARTICIPATE: JOIN ZOOM MEETING OR THE
MILL SAWYERS ROOM 1808 MAIN STREET**

Join Zoom Meeting:

<https://us02web.zoom.us/j/82813119554?pwd=bXRJV0ZTUlFBNzYvZ2RGeXJINHRmdz09>

Meeting ID: 828 1311 9554

Passcode: 98258

- 1. Call to Order**
- 2. Roll Call**
- 3. Action Items**
 - A. Oath of Office
 - B. Election of Salary Commission Chairperson
 - C. Approval of October 20, 2022 Salary Commission Meeting Minutes
- 4. New Business**
 - A. Review of Comparable City Data and Current Salaries for City Council and the Mayor
- 5. Adjourn**

THE PUBLIC IS INVITED TO ATTEND

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

Thursday, October 20, 2022

Zoom and YouTube

View full recording here:

[Salary Commission Meeting of October 20, 2022 - YouTube](#)

CALL TO ORDER: At 6:00pm by Commissioner Hampton

COMMISSIONERS PRESENT: Jennifer Schmidt
Kaity Hoard
Michele Hampton

COMMISSIONERS ABSENT: Dixie Behn

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

OTHERS: Citizen Jon Huber and pending Salary Commissioner

Roll Call

- A. Commissioners agreed to excuse Commissioner Behn's absence.

Action Items:

- A. Oath of Office
Commissioner Jennifer Schmidt was sworn in by City Clerk Chelin.
- B. Elections of Chairperson
Commissioners agreed to defer the election of a new Chairperson until next meeting when all Commissioners were present. They also agreed to allow Commissioner Hampton to lead this meeting.
- C. Approval of December 2, 2021 Minutes
MOTION to approve minutes as is made by Commissioner Hoard, Commissioner Schmidt - seconded. **MOTION** passed unanimously.

New Business

- A. Comparable Cities Information for Mayor and City Council
Director Warrington provided a brief presentation and overview of the information and data provided in the agenda packet. Commissioner Hampton provided a brief overview of how the commission made their 2022 salary decisions. Commissioner Schmidt requested to see the data presented in the 2021 to the salary commission so they could compare. The Commissioners agreed to wait until next session to deep dive into further conversation until all Commissioners could be present.
- B. Schedule Next Meeting
Commissioners agreed upon the following dates:
October 26, 2022 at 6:30 p.m. (pending Commissioner Behn's availability)
November 10, 2022 at 6:00 p.m.

November 17, 2022 at 6:00 p.m.
December 1, 2022 at 6:00 p.m.

Closing

MOTION to adjourn made by Commissioner Hoard, Commissioner Schmidt seconded. **MOTION** passed unanimously.

MEETING ADJOURNED at 6:42pm.

Respectfully Submitted:

Anya Warrington
Human Resources Director/Commission Liaison

Approved By:

Chairperson

DRAFT

**CITY OF LAKE STEVENS
POSITION DESCRIPTION**

POSITION TITLE:	Mayor
DEPARTMENT:	Executive
CLASSIFICATION:	Elected Official/Exempt
EFFECTIVE DATE:	November 19, 2020

POSITION PURPOSE:

This position occupies the highest elective office in the City of Lake Stevens and is expected to provide the leadership necessary to keep the City moving in the proper direction. The Mayor directs, monitors and coordinates the service delivery and work product of all City departments. The Mayor holds all the executive powers, duties, and responsibilities extended to them as set forth in RCW Title 35A, to include the authority to appoint and remove all appointive officers and employees, consistent with the laws of the city.

ESSENTIAL DUTIES AND RESPONSIBILITIES - *Essential duties and responsibilities may include, but are not limited to, the following:*

- Oversees all City policy development and coordination.
- Directs and monitors all City services focusing on efficient and responsive delivery of those services.
- Directs management of the City's fiscal policy, to include the preparation of the City's budget.
- Responds to information and service inquiries by the public.
- Responds to information inquiries by the press.
- Participates in legislative issues that affect City government at the regional, state, and federal level; meets with legislators on a routine basis.
- Represents the City on various external boards and committees.
- Meets regularly with business owners, representatives, and groups from all facets of the community (i.e. churches, organizations, volunteers, schools, local/state/federal elected officials, businesses, etc.).
- Promotes and encourages economic development as a source of fiscal strength for the community.
- Protects and betters the quality of life for the citizens of Lake Stevens.
- Directs infrastructure and environmental policies.
- Directs the City's boards and commissions.
- Directs the agenda for Council and presides over City Council meetings.
- Manages internal City projects allowing staff to focus on execution.
- Executes City contracts.
- Attends weekly, planning and miscellaneous staff meetings. (i.e. agenda planning, weekly executive staff meeting, civic campus planning, project design meetings, etc.)

Miles from Lake Stevens	County	City	OFM 4/21 Est. Population	2020 AV	AV Per Capita	Sales Tax 2020	ST Per Capita	Form of Government	Average Number of Regular Meetings Per Month	Mayor Monthly Salary	Full/Part Time	Council Monthly Salary	Notes
54.5	Skagit	Anacortes	18,050	3,985,572,170	\$220,807	\$4,787,068	\$265	Mayor-Council	4	\$9,652	FT	\$1,200	
16.3	Snohomish	Arlington	21,710	2,779,067,708	\$128,009	\$6,362,602	\$293	Mayor-Council	4	\$7,100	FT	\$1,840	2022 & 2023: 100% CPI-U June to June Seattle-Bellevue index
21.8	Snohomish	Lynnwood	41,020	7,503,860,299	\$182,932	\$21,127,323	\$515	Mayor-Council	2	\$10,341	FT	\$900	
8.0	Snohomish	Marysville	70,040	8,863,283,518	\$126,546	\$12,932,965	\$185	Mayor-Council	3	\$12,619	FT	\$1,269	Council President salary is 12.5% above Councilmember's salary
35.8	Skagit	Mount Vernon	36,540	3,798,837,221	\$103,964	\$7,925,058	\$217	Mayor-Council	4	\$9,188	FT	\$1,200	
46.8	King	Tukwila	21,970	7,333,061,365	\$333,776	\$16,849,266	\$767	Mayor-Council	2	\$9,480	FT	\$1,250	

Average	\$9,730	\$1,277
Median	\$9,566	\$1,225
Low	\$9,188	\$900
High	\$12,619	\$1,250

Snohomish	Lake Stevens	35,460	4,923,888,286	\$138,858	\$5,013,555	\$141	Mayor-Council	4	\$9,000	F/T	\$564	Council receives \$80 per mtg (max 4)
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50% -	17,730	2,461,944,143	\$69,429	\$2,506,778	\$71
50% +	53,190	7,385,832,429	\$208,286	\$7,520,333	\$283