



# SALARY COMMISSION

## Meeting Minutes

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### SPECIALLY CALLED MEETING

July 10, 2017

7:00 pm

Police Department Training Room  
250 Fifth Avenue, Edmonds

**PRESENT:** Don Hall, Commissioner  
Jeff Hodson, Commissioner  
Ava Dubno, Commissioner (elected as Vice-Chair)  
Jay Grant, Commissioner (elected as Chair)  
Carl Zapora, Commissioner  
Mary Ann Hardie, Human Resources Director

#### CALL TO ORDER

Chair Grant called the meeting to order at 7:02 p.m.

#### APPROVAL OF MEETING MINUTES

Commissioner Hall made a motion to approve to June 19, 2017 meeting minutes with some grammatical and wording changes. Commissioner Hall seconded the motion. The motion carried.

#### DISCUSSION ITEMS:

##### **Mayor and Council wage and benefits**

- **2018 Budget and other items for consideration-** Chair Grant asked the Commission if they felt there was anything (aside from the general duties); specifically if there were thoughts or comments from the commission as to what its charge was. Vice-Chair Dubno pointed out at the introductory meeting in June, that she had expressed that the budget was something that she had concerns about (as to whether or not it should be considered). Chair Grant asked Human Resources Director Mary Ann Hardie about the budget cycle. Ms. Hardie stated that the City was in the process of the 2018 budget cycle and that the commission's recommendations were binding (pending review by legal) and would be included with the budget for 2018.
- **Mileage reimbursement-** The Board discussed mileage reimbursement for elected officials which was not always provided, but was determined by each board/commission that the elected official served on.
- **Mayor's duties** - There was further discussion that followed by the Commission about the Mayor's duties (including that he acted similarly to a Chief Executive Officer – CEO) in the organization.
- **Sound Cities** - Commissioner Zapora mentioned that there is a (possibly non-profit) association (Suburban Cities) comprised of a number of small cities that work together to have more influence in the Puget Sound area. He thought former Council Member Deanna Dawson, who works for this group, might be able to provide some information (from their

data gathering process) for the commission to consider. Commissioner Hall said that Sound Cities is the name of the organization. Commissioner Zapora said that he thought it would be great to see if they have done any salary surveys and that, if the commission was agreeable, he would reach out to her to find out if she had any helpful information for the commission to consider. The commission nodded their heads in affirmation. Commissioner Zapora stated that perhaps Ms. Dawson could provide helpful input to the commission.

- **Review of comparator data** -The commission reviewed the updated Mayor and Council comparator city wage and benefit worksheets that Ms. Hardie distributed (including the cities with populations of 30,000 – 50,000 in population size across the state). There was discussion that followed by the Board about the Mayor's salary (and whether or not it was keeping up with the cost of inflation (CPI). There was some discussion that followed about adding a COLA for Council.
- **Trend line of Mayor/Council salary information (compared to historic CPI)** - Commissioner Zapora stated that at the last meeting he had suggested that the consumer price index (CPI) of historic COLA information could be graphed out as a trend line with the historic salary information for the Council and Mayor. There was discussion that followed by the commission about the COLA's for the non-represented employees and how this was determined and how other cities might determine their COLA's for their elected officials.
- **Other cities' processes for salary commissions** -Commissioner Hodson inquired as to whether or not there was any information available as to how other city commissions complete their salary commission process. There was further discussion that followed by the Board about the potential options for looking at the process to determine the commission's recommendations for the Mayor and Council's wages and benefits. There was further discussion that followed by the Commission about tenure and potential impact to wages.
- **Clarification of commission work items** -Commissioner Zapora stated that he would like to clarify who was doing what. He said that he had brought up doing a trend line with the CPI and historic elected official data. Commissioner Zapora stated that he could put together data using the historic COLA information. Ms. Hardie stated that she would send the historic City employee COLA information (provided in the commission binders) electronically to the commission as well. Commissioner Hodson stated that he would put together information on the CPI data and chart the historic CPI information.

## Public Hearing

- **Survey** -Chair Grant stated that the commission's first public hearing was coming up on 7/24/17. He asked Ms. Hardie what information she had found out about posting a survey if the commission wanted to do so. Ms. Hardie responded that she had been in touch with IT and that it was "pretty easy" to do and that this could be done through Survey Monkey but that the commission needed to formulate the questions. There was further discussion about the board as to whether or not to use a press release for the hearing (including where it was posted) and the notice about the survey.
- **Press release timing** -Commissioner Zapora inquired as to what the timing would be for the commission on that. He suggested that the hearing and the survey could be occurring at the same time, but that also, there was nothing that prevented them from having the survey deadline after the hearing. He suggested letting the public know at the public hearing that the commission is finalizing the survey. Commissioner Hall stated that he thought it was important to give time for people to respond and have the survey made available.
- **Information for the salary commission website** -The commission continued to review the data on the historic Mayor and Council pay and benefits. Commissioner Hodson inquired as to what information the commission may want to post on the commission website for the commission process. There was some discussion that followed by the commission. Chair Grant suggested providing some information such as the historic Mayor and Council wage and benefit information as a pdf. document.

There was further discussion that followed by the commission about the press release and public hearing and publishing the Mayor and Council historic salary data. **Commissioner Zapora made a motion to publish the Mayor and Council historic salary data with appropriate edits [noting a distinction between salary and benefits] and to move forward with July 24, 2017 public hearing notice (with discussion of the survey at the meeting). Commissioner Hodson seconded the motion. The motion carried.**

Commissioner Zapora asked Ms. Hardie to separate out the total wage information from the total benefits information in addition to the total annual salary column. Ms. Hardie said she would update this and send it to the commission.

### **Discussion of survey questions for Mayor and Council**

- **Survey questions** -The commission discussed possible survey questions for elected officials. Vice-Chair Dubno stated that she could look at questions asked and formulate questions for the current commission process that could be responded to anonymously. There was further discussion by the commission about doing interviews and the best way to go about this. Vice-Chair Dubno said that she would draft some survey questions (that would also consider the Mayor) and that she would have this ready for the commission's review at the 7/24 hearing (meeting).

### **Public Survey**

- **Public survey** - Chair Grant stated that he would work on about 3-5 questions for the public. There was some discussion that followed by the commission about whether or not the survey could be completed before the public hearing on 7/24/17.

**After some discussion, Chair Grant made a motion that the public survey questions would have to have everyone agreeing that they were “okay” in order to be posted (via e-mail) before the 7/24 meeting. Zapora seconded. The motion carried. The commission then discussed that the survey questions would be reviewed by the commission at the 7/24/17 public hearing/meeting before being published on the website.** Ms. Hardie asked about the time line for the survey to be open to the public to compete and Chair Grant stated that 10 days seemed sufficient. The commission appeared to nod their heads in agreement.

### **Press Release**

- **Press release about the 7/24 public hearing and meeting-** Ms. Hardie asked the commission if they still wanted to publish a press release about the public hearing on 7/24 and also the survey (before the 7/24 meeting). After some discussion by the commission, given the limited time before the first public hearing, the commission discussed reviewing the press release at the 7/24/17 meeting (for the second public hearing on August 14, 2017 as well as to introduce the survey).
- **Review of agenda for the 7/24 public hearing and meeting** -The commission reviewed the Agenda for the 7/24/17 public hearing and meeting. Ms. Hardie stated that she would update the Agenda per the commission's additional note of the survey questions review/discussion, the press release review/discussion, the information follow up from Commissioner Zapora from Sound Cities and the information from Commissioner Hodson about the trend line data. Ms. Hardie stated that she would post the meeting agenda on 7/11/17.

The meeting adjourned at 8:45 pm