



**INDEPENDENT SALARY COMMISSION (ISC)
MEETING MINUTES
WEDNESDAY, July 01, 2015
2:00 p.m.
City Hall Conference Room 1E
6000 Main Street SW
Lakewood, WA 98499-5027**

CALL TO ORDER

The meeting was called to order at 2:00 p.m.

ATTENDANCE

Members Present:

Chair Stephen Mazoff and Vice-Chair Helen McGovern-Pilant

Commission Members: Connie Coleman-Lacadie, Fae Crabill, and John Fuller.

Staff Present: Debra Young, Human Resources Director and Tho Kraus, Assistant City Manager – Administrative Services

AMENDMENTS TO AGENDA

None

PUBLIC COMMENTS

None

Discussion regarding public comments took place. Chair Mazoff suggested the Commission keep the comment period open rather than an assigned time in case a member of the public shows up to speak after the allotted time on the agenda. It was determined to leave it as is for now to see if it becomes an issue.

COMMISSION BUSINESS

Roll Call:

Chair Mazoff requested Debi to take an official roll call. All members were present and accounted for.

Approval of Minutes:

The June 29, 2015 minutes were reviewed and approved unanimously.

Reimbursement Parameters:

Staff liaison Debra Young provided a copy of Resolution 2001-05 and Resolution 2005-10 Travel Policy amendments. Clarification was provided that the Travel Policy applies to all employees and elected officials. Debi offered to email a copy of the full policy however the Commission declined. Vice-Chair McGovern-Pilant provided additional background regarding the history of Council reimbursements.

The Commission was comfortable with the current process/policy.

Council Budget for Expenses:

Assistant City Manager Kraus provided a detailed report of the Council's budget with expenditure details from 2011 to 2015 year to date. Chair Mazoff reiterated that the purpose of reviewing this information was to get a feel for the types of expenses incurred by the Council. He stated it is not the Commission's intent to audit expenditures.

Council Committees:

Staff Liaison Debra Young stated that the City Clerk had provided a copy of the 2015 Council Liaisons to Advisory Boards, Committees, & Commissions as well as two lists of Council representation on external committees and boards.

Commissioner Coleman-Lacadie noted that she was on the Sister Cities Association and the Council representative is Councilmember Brandstetter. She also stated that the meeting time is 6:00 p.m., not 5:30 p.m. Debi said she would forward the information to the City Clerk.

Commissioner Fuller asked if the reports identify the number of times they meet? Vice-Chair McGovern-Pilant explained that it does not however, if a Councilmember could not attend a meeting, usually another Councilmember fills in for them.

Chair Mazoff clarified again that the purpose of reviewing the data is not to perform an audit, but to have a better understanding of the Councilmember's roles.

General discussion continued. The comment that many Commission members have personal experience on committees and there has always been an elected official in attendance.

Council Salary History:

The Councilmember's salaries have remained the same since incorporation (\$700 monthly). The Mayor's salary has increased to \$900 monthly and the Deputy Mayor's salary is \$800 monthly. The Assistant City Manager provided budget data reflecting the most recently adopted salaries, which was in 2013.

Jurisdiction Information:

Debi distributed a recap of current market rates identifying 16 entities. This was provided by the City Manager from a previous discussion with the Mayor.

At the previous meeting the Commission requested a revised list of jurisdictions noting which cities have a strong Mayor form of government or other specific identifier. Debi provided a revised 2014 Salary Data – Cities and Towns – Council/Manager Form of Government list. The City of Tacoma was the only strong Mayor form of government on the list. An additional six cities were identified as previously negotiated comparable entities for the City's largest labor union. Chair Mazoff stated that the focus should really be on the entities over 15,000 populations. There was no opposition.

Comparable Entities:

A discussion and review of the jurisdiction data was conducted. Vice-Chair McGovern-Pilant shared an analysis she had completed using the data provided at the last meeting. She identified where the labor groups overlapped with the same comparable entities and then averaged the salaries. She did not consider the Deputy Mayor's salary as she did not have that information.

Vice-Chair McGovern-Pilant stated her concerns that she does not want the salary range to be significant enough to be considered as a primary income. But it needs to be enough to cover an individual's expenses so it's not a hardship to their family.

Chair Mazoff agreed. He further stated that at the same time we need to recognize value and worth of the City Council so they are not hurt financially and shows value. He said that Lakewood is becoming a very good city. We have moved beyond reality shows like Cops. The school district is doing better, police are phenomenal, and citizen/resident involvement is good. Yet we are at the bottom of the stats in compensation.

General discussion continued regarding comments such as: the need to show value to the people but not overspend the budget; we are one of the few cities that do not have a lot of debt; the City has valued conservatism; Councilmembers have not had a raise for a significant amount of time; and agreement with the analysis presented.

The Chair asked everyone to share their philosophy on increasing salaries. General comments included: Council is very established; an increase is long overdue; the Council would not have requested an increase; this is a way to show appreciation for what is many times a thankless job; and an increase would not only be symbolic but deserving.

Discussion on when an increase would become effective took place and does it require Council action. Assistant City Manager Kraus reviewed the Ordinance and stated that it would be effective on the next pay day after approval by the ISC. It is filed with the City Clerk and requires no further action by the City Council.

Commissioner Coleman-Lacadie proposed the following monthly rates as a motion:

- | | | |
|------------------|---------|---------------|
| • Mayor | \$1,400 | Current \$900 |
| • Deputy Mayor | \$1,300 | Current \$800 |
| • Councilmembers | \$1,200 | Current \$700 |

This is an increase of \$500 for each classification. The annual impact would be \$42,000.

Vice-Chair McGovern-Pilant stated that the proposal is in a comparable range with her analysis. Chair Mazoff stated this is more of a stipend than a salary. Vice-Chair McGovern-Pilant stated to remember these salaries are gross, not net.

Commissioner Crabill seconded the proposal/motion. Vice-Chair McGovern-Pilant stated that the group thoughtfully came up with the salaries and she can support them. All members confirmed their support as well and voted unanimously to change the salaries as reflected above.

Staff liaison will file a statement with the City Clerk once there is a formal approval signed off by the Chair. Commissioners appreciated the staff support.

NEXT MEETING AGENDA (July 21st from 9:30 am to 10:00 am):

- Approval of July 1, 2015 Minutes
- Approval of Salary Revisions
- Commission Disbands

OTHER

None.

ADJOURNMENT

Meeting adjourned at 2:55 p.m.


Steve Mazoff, Chair


Debra Young, HR Director