



Salary Commission - Special Meeting

November 16, 2021, 5:00 PM

City Hall – **HELD REMOTELY**

PURSUANT TO GOVERNOR INSLEE'S ORDER 20-25.12 DATED JANUARY 11, 2021 – ALL PUBLIC MEETINGS WILL BE HELD REMOTELY.

The Salary Commission will participate via ZOOM. The public can participate via the following:

<https://us02web.zoom.us/j/82971007415?pwd=cjFoRmxKbS9xdGhBOE10NTRpNS85QT09>

AGENDA

5:00 PM **Welcome - Call to order:**

Chair Wissmann

Review and Approval of Agenda

Public Comment

Review of Prior Meeting Minutes

Public Hearing:

Liberty Lake Salary Commission process and recommendations presentation

Final 2022 Salary Schedule determination

Next Steps: Announcement at Council Meeting

Public Comment

Adjournment

PUBLIC COMMENT

If you wish to provide oral public comments during the Council meeting, please register through this link:

<https://us02web.zoom.us/j/82971007415?pwd=cjFoRmxKbS9xdGhBOE10NTRpNS85QT09>

WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the upcoming Salary Commission meeting, please email your comments to kdixon@libertylakewa.gov by **9:00 a.m.** the day of the meeting and include all of the following information with your comments:

1. The Meeting Date
2. Your First and Last Name
3. If you are a Liberty Lake resident
4. The Agenda Item(s) which you are speaking about

JOIN ZOOM MEETING

To view the meeting live via Zoom Meeting, join the Zoom web meeting:

Meeting Instructions:

To join the Zoom web meeting:

<https://us02web.zoom.us/j/82971007415?pwd=cjFoRmxKbS9xdGhBOE10NTRpNS85QT09>

Dial-in Phone Number

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 829 7100 7415

Passcode: 478913



SALARY COMMISSION MINUTES
November 1, 2021
HELD REMOTELY
22710 E. COUNTRY VISTA DRIVE
1:00 PM

CALL TO ORDER - Chair Wissmann called the meeting to order at 1:04 PM

ROLL CALL

Commissioners who physically attended the meeting were:

Commissioners Joan Wissman, Mark Saba and James Baumker

City officials who physically attended the meeting were:

Kyle Dixon, City Finance Director; and Todd Henderson, IT Tech

AGENDA APPROVAL: Chair Wissman proposed amending the agenda to include action items from previous meeting and salary recommendation. Commissioner Saba moved to approve the November 1, 2021 agenda as amended. Commissioner Baumker seconded. Motion carried unanimously.

PUBLIC COMMENT:

REVIEW OF PRIOR MINUTES: Commissioner Saba approved the minutes of the September 16, 2021 meeting. Commissioner Baumker seconded. Motion carried unanimously.

REVIEW OF ACTION ITEMS FROM PREVIOUS MEETING:

Finance Director Kyle Dixon provided clarification from the attorney regarding responsibilities for setting wages of elected officials. The Salary Commission, through Ordinance 176-A, is the sole authority in terms of establishing a salary schedule for the Mayor and Councilmembers. The wages set by the Salary Commission are included in the annual budget of the City of Liberty Lake that is then adopted by the City Council. Additionally, as directed by the Commission, Dixon also determined that stipends for technology and travel are similar to other jurisdictions. Those budget line items are reviewed and approved by City Council.

REVIEW OF COUNCIL QUESTIONNAIRE RESPONSES: The Salary Commission reviewed responses received by Mayor and Councilmembers. Mayor and 5 of 7 Councilmembers completed the questionnaire.

SALARY RECOMMENDATION:

The Salary Commission deliberated increases to legislative salaries based on the most recent market data for similar municipalities. Chair Wissman proposed the following increases:

Mayor - Increase from \$2,250/month to \$2,500/month

Councilmembers – Increase from \$720/month to \$750/month

Commissioner Baumker moved to approve the proposal as presented. Commissioner Saba seconded. The motion carried unanimously.

INTRODUCTION OF UPCOMING AGENDA ITEMS (NEXT STEPS):

The Salary Commission scheduled a public hearing for Tuesday, November 16th from 5 to 5:30 PM to receive input from the community prior to finalizing their decision on 2022 legislative salaries.

PUBLIC COMMENT:

ADJOURNMENT:

Commissioner Baumker moved to adjourn the meeting, seconded by Commissioner Saba. Motion carried unanimously and the meeting adjourned at 1:26 PM

These minutes were approved on November 16, 2021.

Joan Wissmann, Salary Commission Chairman
City of Liberty Lake

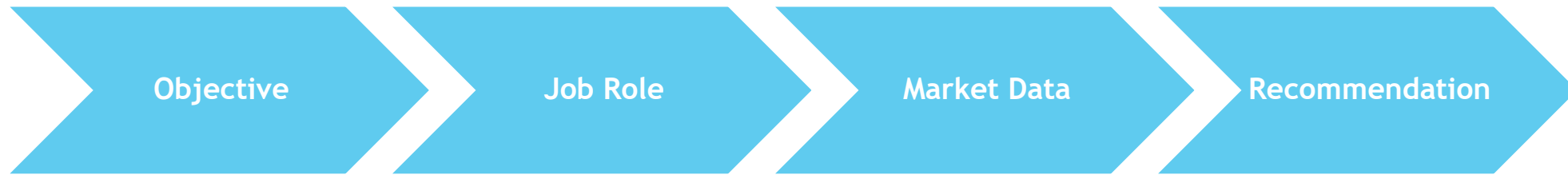
Notes and Transcription by Kyle Dixon, Finance Director. This Salary Commission meeting was also audio taped. Anyone desiring to listen to the recording may contact the City Clerk

Liberty Lake Salary Commission

Nov 2021



Process



Objective

- ▶ Ordinance No. 176-A section 5
 - ▶ It is the goal of the Salary Commission to base salaries of elected officials on realistic standards so that elected officials may be paid according to the duties of their offices and so that citizens of the highest quality may be attracted to public service.
- ▶ Salary Commission Philosophy
 - ▶ The philosophy of the Salary Commission is to attract top candidates, and pay fair compensation for work, in compliance with statutory requirements.

Job Role

- ▶ Mayor & Councilmember Handbook - role description
 - ▶ Published by Association of Washington Cities (AWC) and Municipal Research & Services Center of Washington (MRSC)
- ▶ Questionnaire sent to Mayor & Councilmembers

Market Data

- ▶ Survey data
 - ▶ Washington State Cities & Towns
 - ▶ Job Titles - Mayor and Councilmember
 - ▶ Data based on comparison of like jobs, not professional jobs or hourly rates
- ▶ Parameters
 - ▶ Population 10,000 to 30,000
 - ▶ Form of Government - Mayor - Council (Strong Mayor)
 - ▶ Removed data for Mayor roles that were Full-time or benefits eligible
 - ▶ Aged data

Approved Recommendation

- ▶ **Market Data Results (handout)**
 - ▶ **Mayor - 13 cities**
 - ▶ Aged average compensation = \$2,482 /month
 - ▶ Current amount: \$2,250 /month
 - ▶ **Approved amount: \$2,500 /month**
 - ▶ **Councilmember - 21 cities**
 - ▶ Aged average compensation = \$742 /month
 - ▶ Current amount: \$720 /month
 - ▶ **Approved amount: \$750 /month**
- ▶ **Effective Jan 1, 2022**

