

**CITY OF SULTAN
SALARY COMMISSION MEETING – COMMUNITY CENTER
319 MAIN STREET, SULTAN, WA 98294
April 10, 2023**

REMOTE ATTENDANCE ONLY
SEE BELOW FOR INSTRUCTIONS ON ATTENDANCE VIA ZOOM

1:00 PM – CALL TO ORDER - Pledge of Allegiance and Roll Call

ACTION ITEMS:

- 1) Review Council Pay and Meeting Definitions

Adjournment - At the conclusion of business.

WRITTEN PUBLIC COMMENT SHOULD BE EMAILED TO THE CITY CLERK, TAMI PEVEY
EMAIL: TAMI.PEVEY@CI.SULTAN.WA.US

REMINDER TO STAFF AND VISITORS TO SPEAK INTO THE MICROPHONE

**DIRECTIONS FOR ATTENDING THE MEETING AND INSTRUCTIONS ON PROVIDING
REMOTE ORAL PUBLIC COMMENT:**

1. At 1:00 p.m. (or shortly before or after) on Thursday, please join the meeting via computer or phone as shown below and enter the meeting ID to join the meeting. If using the website, the phone number given may be different, please follow prompts given:

- Phone #: (253) 215-8782
- Via Computer:
- <https://us02web.zoom.us/j/86880594680?pwd=WU5xZytBcU1rbEtXaFI6bINXS WNHz09>
- Meeting ID: 868 8059 4680
- Passcode: 142348
- After you enter the meeting ID, if it asks for a participant ID, just wait or press # and you will be added to the meeting.

Please note if you attend via computer, your computer may provide different options for connecting to audio to include different phone numbers. It is recommended to follow the zoom compute prompts to connect to the meeting

ADA NOTICE:

Accommodations for persons with disabilities will be provided upon request. Please make arrangements prior to the meeting by calling City Hall at 360-793-2231. For additional information please contact the City at cityhall@ci.sultan.wa.us or visit our web site at www.ci.sultan.wa.us



CITY OF SULTAN

Salary Commission Meeting

SUBJECT	Review of Council Pay
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
4/10/2023	Finance	Tami Pevey	Tami Pevey	Action Items

Discussion:

- Attachments:**
- A. June 30, 2021, Salary Commission Meeting Minutes**
 - B. Salary Schedule for 2018**
 - C. Salary Comparison**

REQUESTED ACTION:
Review and make any desired changes for salaries of the city council.

DESCRIPTION/BACKGROUND

History:

The Salary Commission has met twice in the last four years. First on August 20, 2018, where the commission increased the maximum salary to \$500 per month, which represented one additional meeting per month.

In 2021 the state started reopening from the pandemic, and upon check in with the commission members, it was determined board members vacancies needed to be filled before the meeting could occur.

With the new commissioners, the group met on June 30, 2021. At that time the commission made no changes to council salary but did provide an update to SMC 2.05.030 Meetings to provide additional support to staff to determine when extra meeting pay was applicable.

It should be noted that most of 2020 and all of 2021, to assist the city in the pandemic financial uncertainty the councilmembers voluntarily gave up their extra meeting pay. They only collected their base pay of \$300 per month in an effort of solidarity to show the citizens that they understood the impact the pandemic was having.

Current Discussion:

There is one issue being presented to the board at this time:

Council Salary

Recommendation: Staff is recommending approval of council pay be adjusted to a baseline per month rate of \$500.00 per month, with no dependent factor of how many meetings are attended.

Justification: Council pay has been calculated at a base rate of \$300 with the potential for an additional \$200 per month, if they attend extra meetings at \$50 per meeting. The maximum compensation of \$500. This method has been in place for many years.

The role of a council member is not limited to attending meetings. As a council member, you are on duty 24/7. This means whether you are in a meeting as defined in SMC. 2.05.040, or just moving about in daily activities, you may be called up or questioned by citizens in your capacity as a councilmember. This has led many cities to change the pay to a base amount that is not dependent on how many meetings a council member attend.

Staff are recommending that council pay be adjusted to a baseline rate of \$500.00 per month. This is comparable to Washington cities of similar population size. If approved, staff would work to modify the municipal code to reflect this change.

Fiscal Impact: The budget must account for the maximum amount a councilmember can collect, regardless of whether they do or not attend extra meetings. Therefore, the funds are already calculated for this change and will not affect the budget moving forward.

Conclusion:

Based on the proof sheets and in discussions with the City Administrator, we are recommending that a change be made to the monthly pay for each council member. This change would go into effect this year.



City of Sultan
Salary Commission Meeting
Wednesday, June 30, 2021
Meeting Minutes

Commission Members Present: Mark Crowley, Sean Standefer, Toni Piquet
Staff Present: Interim Finance Director Erdman, City Clerk Pevey

City Clerk Pevey called the regular meeting to order at approximately 6:05 p.m. The meeting was held via Zoom Internet Conference Service with all members in attendance at remote locations via computer or phone. City Clerk called roll and all members listed were in attendance:

City Clerk Pevey requested the commission to elect a chair. She explained the position was responsible for signing the minutes and answering questions where needed at the council meeting. After discussion it was determined that the commission preferred to have all members sign the minutes, and if needed Standefer agreed he would represent the commission at the council meeting.

City Clerk Pevey provided background information on the commission's role to include Ordinance 1296-18 with the current council salary information, a PowerPoint presentation to include the current pay rate, salary comparison of cities of similar size to Sultan with a population between 5000 and 7000 citizens, comparable meeting definitions, and the minutes of the August 20, 2018, Salary Commission meeting. It was explained that the commission was set to meet in 2020, but due to the pandemic and the social distancing requirements imposed, the meeting was delayed until 2021. In addition, no council timecards were presented as the council voluntarily gave up extra meeting pay in 2020 to support the financial burdens placed on the city during the pandemic.

Two questions were presented to the commission:

- Whether or not to make any changes to the pay for the council members.
- Request for clarification on meeting definitions to help staff with inconsistencies in interpretation of extra meeting pay.

Commission members reviewed the information and after discussion the commission decided best to hold on any decision of pay changes when they convened again in 2022 during the regular schedule with the anticipation that the pandemic and its effects, as well as reinstated timecards would help make a more informed decision.

Discussion shifted to training. City Clerk Pevey explained most councilmembers attend a few trainings per year and typically take vacation from their regular jobs to attend this training. The city reimburses expenses such as hotel, food, and mileage. The commission discussed at length, special pay to ensure appropriate training for the council. City Clerk Pevey confirmed all council members are required to follow staff policies for training pertinent to their position. Pevey confirmed there were no recent timecards to confirm the average amount of training per year due to the pandemic social distancing regulations; therefore, the commission held off on a decision until the next meeting.

Discussion switched to clarification on meetings and the inconsistencies in interpretation amongst staff when to apply extra meeting pay when things such as a public hearing fell within another meeting such as a regularly scheduled council meeting. The commission discussed additional verbiage to ensure that a special meeting within another meeting only constituted one meeting.

On a motion by Commissioner Crowley, seconded by Commissioner Standefer, it was determined that the following verbiage would be added to the end of section 2.05.030 Meetings to read: "a meeting begins when it is called to order, and it ends when it is so adjourned." Motion passed 3-0.

The Salary Commission were all in agreement to convene again in 2022 during the regular meeting schedule.

The meeting was adjourned at approximately 7:05 p.m. The zoom meeting connection was disconnected shortly thereafter.

Mark Crowley, Commissioner

Toni Piquet, Commissioner

Sean Standefer, Commissioner

Tami Pevey, City Clerk

**SULTAN CITY COUNCIL
CONSENT AGENDA ITEM**

ITEM NO: Consent Agenda 3
DATE: September 13, 2018
SUBJECT: Salary Commission Report

CONTACT PERSON: Laura Koenig, Clerk/Finance Director

SUMMARY:

Attached is the Salary Commission report and recommendation for salaries for the Council. The effective date will be October 1, 2018.

No action by the Council is required.

**CITY OF SULTAN
CITIZENS' SALARY COMMISSION ON SALARIES OF ELECTED OFFICIALS
SALARY SCHEDULE FOR 2018**

The City of Sultan Salary Commission on salaries of Elected Officials pursuant to Section 2.07 of the City of Sultan Municipal Code hereby adopts the following salary schedule for elected officials:

1. City Council Members: The City Council members' salary for 2018 is \$300.00 per month base fee plus \$50.00 per meeting up to a maximum of four (4) meetings excluding regular council meetings. The maximum salary is \$500.00 per month.

3. Benefits: All benefits for the City Council members are provided for outside the scope of this schedule.

Stephanie McDonald hereby certifies the following:

- She is the Chairperson of the City of Sultan's Salary Commission on Salaries of Elected Officials.
- This schedule has been adopted in accordance with the provisions of the City of Sultan Municipal Code and with the rules, if any, of the Salary Commission.
- This schedule shall become effective 30 days after its filing.
- That she has made this certification under penalty of perjury of the laws of the State of Washington

This 6th day of September, 2018 in Sultan, Washington.

Stephanie McDonald, Chairperson

**AWC Salary Survey 2023
City Population Comparison**

ATTACHMENT C

Organization	Population	Benchmark position	Position group	Compensation	Position comments
City of Chehalis	7,365.00	Councilmember	City Council	\$100/month	
City of Fircrest	7,215.00	Councilmember	Councilmembers	\$147.75/month plus \$100/meeting or \$50/special meeting	
City of Blaine	6,130.00	Councilmember		\$150/meeting, maximum \$300/month	
City of Woodland	6,575.00	Councilmember	Woodland Elected Officials	\$150/month, plus \$50/meeting	
City of Black Diamond	6,145.00	Councilmember	Councilmembers	\$160/month	Mayor Pro-Tempore is paid \$200.00 per month.
City of Pacific	7,270.00	Councilmember	NON UNION EMPLOYEES	\$200/month	
City of Ephrata	8,620.00	Councilmember	Elected Officials	\$200/month	
City of Brier	6,590.00	Councilmember	Council members	\$200/month plus \$50/meeting attended	
City of Buckley	5,315.00	Councilmember		\$250/month	
City of Clarkston	7,215.00	Councilmember	Gen non-represented employees	\$250/month	
City of Sequim	8,215.00	Councilmember	Council	\$250/month	7 elected officials. Deputy Mayor: \$330, Mayor \$410. Currently in Salary
City of Hoquiam	8,785.00	Councilmember	Council	\$275/month	
Town of Steilacoom	6,790.00	Councilmember	Elected Officials	\$300/month	
City of Sultan	6,260.00	Councilmember	Elected Officials	\$300/month plus \$50/meeting	A maximum of three meetings.
City of Selah	8,365.00	Councilmember	Teamsters Local Union # 760 - Public Works & Unrepresented	\$325/month	
City of Prosser	6,195.00	Councilmember	Elected Officials	\$345/month	
City of Ocean Shores	7,160.00	Councilmember	Exempts	\$350/month	
City of Milton	8,695.00	Councilmember		\$400/month	
City of Stanwood	8,405.00	Councilmember		\$425/month	
City of Othello	8,920.00	Councilmember	Elected Officials	\$450/month	
City of Duvall	8,320.00	Councilmember	Non Represented	\$500/month	
City of North Bend	7,915.00	Councilmember		\$500/month + \$50/local meetings, \$75/regional meetings (up to 6/month)	
City of Quincy	7,830.00	Councilmember	Administrative - Exempt Employees	\$575/month	
City of Union Gap	6,640.00	Councilmember	Council	\$600/month	
City of Monroe	19,700.00	Councilmember		\$800/month	
City of Snohomish	10,200.00	Councilmember		\$513/month	
City of Gold Bar	2,290.00	Councilmember		\$100/month	