

Salary Review Commission

January 14, 2016

3:00 - 5:00 in City Hall Conference Room 7B

Meeting Minutes

3:00PM

Welcome

In attendance: Chair Bob Beaumier; Vice-Chair Mark Bryant; Commissioner Jeff Rugan; Commissioner Christy Jeffers; Mike Piccolo (Legal); Heather Lowe (HR). Commissioner Jeffers indicated that she needed to leave at 3:40PM.

Chair called the meeting to order at 3:03PM. The agenda for the meeting was reviewed and the Chair discussed the three components of the overall process: data collection, public input and deliberations.

The November 12, 2015 minutes were individually read, reviewed, and approved as written with a motion by Commissioner Bryant and a 2nd by Commissioner Rugan, followed by four affirmative votes.

Introductions by all commissioners and staff support were provided.

3:15PM

Legal Review

Mike Piccolo led a discussion of the role of the Salary Review Commission and discussed the OPMA training requirement, public records and requirements relative to handwritten notes, emails and documents, and communications via email. All meetings will be noticed through the Clerk's office. Commissioner Bryant raised a question relative to the history of the SRC and the rationale for previous decisions made and the history of the City Council. Mike Piccolo responded with his knowledge of the SRC history and pointed out that all reports from the inception of the SRC are available for review.

Chair Beaumier discussed the City Charter and SMC Ordinance, highlighting specific areas to focus: Charter section 7B; SMC sections C, E, 2.05.030B, 2.05.040 and 2.05.050.

Mike Piccolo will provide the state statute which defines the salary question further.

3:30PM

Previous Recommendations Debrief

Heather Lowe reviewed the information available regarding the 2015 Mayoral recommendation and the 2014 City Council recommendation along with the questionnaires used. All information was provided in the binders given to each Commissioner and is available on the SRC web page through the City's website.

3:40PM

Task Review

Please note Commissioner Jeffers left the meeting at 3:40pm.

Discussed the tasks for 2016, 2018 and 2020 for City Council reviews as well as 2017 and 2019 for Mayoral reviews.

Reviewed the binder materials provided, specifically the data, council member information and historical reports.

4:00PM

2016 Proposed Schedule

Discussed the need for weekly meetings and upcoming dates that are unavailable for each Commissioner. (Beaumier is out the month of April; Bryant is out February 11th and 18th but can call in; Rugan is out February 25th and potentially March 3). It was determined to review the full schedule and finalize the timetable during the January 21st meeting when all commissioners are present.

Discussions were had regarding setting up interviews for the City Council members but after a vote on dates, it was then voted to remove this motion to ensure all commissioners are involved in the scheduling.

Commissioner Bryant will prepare a high level schedule indicating when the final recommendation is due and the steps and milestones needing to occur to ensure that the final report is provided when needed. This will be ready to discuss at the January 21st meeting and the commissioners will determine the actual dates for the milestones and finalize the schedule.

4:10PM

Data Review for 2016 decision

It was determined that this line item will be a standing item on every agenda. Commissioner input on additional data needed will be provided at the January 21st meeting.

The Association of Washington Cities (AWC) prepares an annual salary survey – this survey will be sent electronically to all Commissioners. Additionally, Commissioner Bryant will prepare an analysis using this data to provide to the SRC for consideration during this review.

Commissioner Bryant asked Chair Beaumier about the last decision to increase the Council salary by 4%. There was a brief discussion about the process and final decision and rationale behind this decision.

4:20PM

Next Meeting

The agenda for January 21st was discussed and the draft will be sent out to Commissioners along with the draft meeting minutes on the Friday following the meeting. The Chair will meet with Heather Lowe to finalize early the following week and the agenda will be posted to meet the public meetings act requirements.

4:25PM

Adjournment

Chair Beaumier moved to dismiss the meeting. Commissioner Bryant 2nd the motion, followed by three affirmative votes. The meeting was dismissed at 4:25pm.

Prepared and submitted by Heather Lowe