



Memorandum

DATE: June 29, 2022

TO: Shoreline City Council Salary Commission

FROM: John Norris, Assistant City Manager

CC: Debbie Tarry, City Manager
Melissa Muir, Human Resources and Organizational Development Director

RE: **Shoreline City Councilmember Compensation and Benefits**

Background

During the initial meeting of the 2022 Shoreline City Council Salary Commission meeting, Salary Commission members requested information and background on the current compensation of Shoreline City Councilmembers. This included both salary and benefits information, along with information about how the Council's compensation is structured.

Total 2022 Council Compensation

The following table provides the total compensation, including salary and deferred compensation allotment prior to withholdings, for the Mayor, Deputy Mayor and Councilmembers. The rest of this memo explains the details of this compensation additional context around councilmember compensation.

City Council Position	Monthly Salary	Monthly 457 Deferred Compensation Plan Allotment	Total Monthly Compensation	Total Annual Compensation (2022)
Mayor	\$1,250	\$1,154	\$2,404	\$28,848
Deputy Mayor	\$1,100	\$1,154	\$2,254	\$27,048
Councilmember	\$1,000	\$1,154	\$2,154	\$25,848

Current City Council Salaries

City Council salaries (Mayor, Deputy Mayor and Councilmember) were last adjusted on October 21, 2013 via [Ordinance No. 673](#). The current monthly salaries of these three elected official classifications are shown in the table above (Mayor - \$1,250; Deputy Mayor - \$1,100; and Councilmember - \$1,000).

Councilmembers are paid twice a month; 24 times a year. Like all regular City employees, federal income tax and other withholdings, such as Medicare and Social Security Replacement, are withheld from each Councilmember's pay. Given this withholding, the City views this compensation as a salary Councilmembers receive and not a stipend.

History of City Council Salaries

Shoreline City Council salaries were initially set by Shoreline Ordinance No. 7 in 1995, which established City Council salaries at \$400 per month and \$500 per month for the Councilmember serving as the Mayor. These salaries were increased with the adoption of Ordinance No. 122 in 1997, with Council salaries increasing to \$700 per month and the Councilmember serving as Mayor receiving a salary of \$875 per month. These are the only three times in the City's history that Councilmember salaries have been set, all by Council through adoption of City Ordinances.

Prior to the Council setting their current salaries in October 2013, Council discussed their salaries at their September 30, 2013, Council meeting. The staff report for the September 30th Council discussion can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2013/staffreport093013-9a.pdf>.

As part of this discussion, Council agreed to set their salaries by applying the cost-of-living adjustment (COLA) that the City has provided regular employees since 1998 to Council salaries to determine their projected 2014 salary, and then applying a 10% differential for the Deputy Mayor's salary and a 25% differential for the Mayor's salary. Included in the staff report for the September 30th Council meeting is the comparable city council salary data that was used at the time to help set Council salaries. It is important to note that the comparable cities used at this time were updated in 2015 for an employee compensation analysis, and these 2013 comparable cities are no longer used by staff for this purpose.

Benefits

In addition to base salary, Councilmembers also receive a health benefits allocation that is deposited into a 457 deferred compensation plan account for each Councilmember, as there are not enough Councilmembers who have chosen to purchase health insurance through the City of Shoreline. The Council receives (as of 2022) \$1,154 in monthly contributions towards health benefits. The \$1,154 monthly benefit allotment amount is placed in Councilmember 457 accounts, which is a retirement investment account that acts similar to a 401k.

Council benefits are set by formula as established by [Ordinance No. 287](#) in 2001. Councilmembers receive 60% of the benefit allotment of minimum premiums as described in this Ordinance. As is noted above, that 60% calculation for 2022 is \$1,154 per month. The way the City's system works is that a majority (at least 4) of Council have to choose to opt into the health benefits plan (i.e., want the City to use their monthly funding amount to purchase health, dental and vision benefits on their behalf). If there is

not a majority of Council interested in receiving health benefits through the City, then no Councilmembers can obtain them through the City.

Reimbursement for Costs Incurred While Serving as a Councilmember

All costs/expenses incurred for duties performed as a Councilmember in service of the work of the Council and/or the City are reimbursable in alignment with City financial policies. Typical expenses that are incurred are for trainings, conferences, and travel; milage reimbursement for driving to meetings; etc. In discussing this issue with members of the City Manager's Office, there are very few expenses that Councilmembers have turned in for reimbursement that were outside the standards of City's reimbursement policy and were not reimbursed. In essence, all costs incurred by Councilmembers in service of their Council duties are paid for by the City.

Additionally, Councilmembers are supplied with iPads and cell phones to conduct City business.