

SHORELINE CITY COUNCIL SALARY COMMISSION

Meeting Notes

Thursday, June 23, 2022, 5:00-6:00 pm

Shoreline City Hall Conference Room 440 and Via Microsoft Teams

PRESENT: Commissioner John Hoey, Commissioner Paula Itaoka, and Commissioner Robin McClelland

ABSENT: None

STAFF: John Norris, Assistant City Manager and Melissa Muir, Human Resources Director

GUESTS: None

1. Welcome and Meeting Protocols

The meeting began at 5:04 pm when the Microsoft Teams recording was started. After confirming the Commission had a three-person quorum, Assistant City Manager John Norris welcomed everyone and thanked them for serving on the Commission. Mr. Norris also explained that this was the first time the City has enacted a Salary Commission, as the City Council just established the Commission in 2021.

All Commission members agreed to the following meeting protocols:

- Staff would take meeting minutes and bring the draft minutes to following meeting for Commission review and approval.
- Staff would record meetings and post on them on the Commission website with approved prior minutes.

2. Selection of Commission Chair/Presiding Officer

The Commission agreed that Commissioner Hoey and Commissioner McClelland would rotate the role of Presiding Officer, with Commissioner McClelland designated as the Presiding Officer for this meeting.

3. Public Comment

The Commission opened public comment for this meeting, but no members of the public were in attendance to provide comment. Given this, the public comment period was closed. The Commission agreed to adopt a time limit for all future public comment of three minutes, with the ability to amend this time limit if a situation arises that would necessitate additional public comment time.

The Commission also discussed how meetings are noticed to members of the public, and Mr. Norris provided information about meeting notification, including:

- Formal legal notification through the City Clerk's Office,
- Use of the City's e-notification system to those who opt-in to receive information about City Council meetings,
- Inclusion in the City Manager's Report to the City Council,
- Inclusion on the City's calendar on the City's website, and
- Notification through the City's social media accounts.

The Commission then discussed opportunities for members of the public to submit written comments and questions to them through staff, and staff stated that they will add information to this effect on all future Commission meeting agendas and to the Salary Commission webpage on the City's website. Staff would then forward any comments/questions received to the Commissioners.

4. Scope of Commission Work and Tasks to be Performed

The Commission then discussed an overview of their work as outlined in City Council Ordinance No. 919. Mr. Norris identified as part of this scope that the Commission's work must be completed by October 1, 2022. The Commission agree that they did not need a separate Charter document to outline the scope of their work as the City's Ordinance provided the scope very clearly. Commissioner McClelland then briefly reviewed the duties of the Commission as outlined in Ordinance No. 919.

The Commission also agreed that future meetings will cover more detailed questions about the cost of serving on the City Council, including reimbursement of expenses and incurring personal costs. The Commission asked staff to put together a memo showing total compensation of the current City Council, including compensation, benefits, and expense reimbursement.

5. Council Salary Survey and Data Collection

Mr. Norris shared an overview of the work City consulting firm Ralph Anderson & Associates is conducting for City employees at this time regarding an employee salary survey of the City's 13 comparable jurisdictions that make up its labor market. He also shared that there is an opportunity for this work to be done simultaneously by the City's consultant to survey comparable jurisdictions' Council salaries. The Commission agreed to work with this consultant and asked staff to have Doug Johnson from Ralph Anderson & Associates attend the next meeting. The Commission also asked staff to conduct the next meeting in two parts:

- Staff-provided snapshot of existing City of Shoreline elected officials' total compensation
- Ralph Anderson & Associates provided:
 - Overview of salary survey process and methodology,
 - Determine which comparable cities to use for a Council salary survey, based on size, structure, etc., and

- Whether to gather additional information from Councilmembers; will request Ralph Anderson & Associates to bring sample written interview questions that could be used to ask questions of the current City Councilmembers.

6. Meeting Structure and Location and Schedule Going Forward

The Commission agreed to continue meeting in-person in City Hall Conference Room 440 with a hybrid option so members of the public can attend Commission meetings and provide public comment both in-person or remotely. The next meeting was scheduled for Thursday, June 30 from 5:00 to 6:30 pm. Future meetings beyond the next meeting were not scheduled.

It was agreed that the next meeting would include an opportunity for staff to present the current Council's total compensation snapshot and for consultant Doug Johnson from Ralph Anderson & Associates to present on topics as discussed earlier in the meeting.

7. Adjournment

The meeting was adjourned at approximately 6:01 pm.