

**CITY OF SULTAN  
SALARY COMMISSION MEETING  
June 30, 2021**

REMOTE ATTENDANCE ONLY  
SEE BELOW FOR INSTRUCTIONS ON ATTENDANCE VIA ZOOM

**6:00 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 7:00 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:

- Via Computer:
- <https://us02web.zoom.us/j/85205663049>
- Phone #: (253) 215-8782
- Meeting ID: 852-0566-3049
- 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](mailto:cityhall@ci.sultan.wa.us) or visit our web site at [www.ci.sultan.wa.us](http://www.ci.sultan.wa.us)**



# SULTAN

## Salary Commission Meeting

<b>SUBJECT</b>	Review of Council Pay and Meeting Definitions
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
6/30/2021	Finance	Tami Pevey	Tami Pevey	Action Items

**Discussion:**

- Attachments:**
- A. Ordinance 1296-18 – Council Salary**
  - B. Salary Comparison**
  - C. Comparable meeting definitions**
  - D. Minutes of August 20, 2018 Salary Commission Meeting**

**REQUESTED ACTION: No recommendation from staff at this time.**

**DESCRIPTION/BACKGROUND**

The Salary Commission last met on August 20, 2018. At that time the commission increased the maximum Salary to \$500 per month, which represented one additional meeting per month.

The Salary Commission was due to meet again in 2020, but due to the covid pandemic and social distancing restrictions, and the uncertain economic impact, the meeting was held off.

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

Two decisions before the board in 2021:

1. Whether or not to change pay of the council?
  - a. If yes, increase or decrease?
2. If continue extra meeting pay, to better define the parameters regarding that pay.

It should be noted, that to assist the city in the pandemic financial uncertainty the councilmembers voluntarily gave up their extra meeting pay; only collecting 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. This saved the city approximately \$200 per month per councilmember through most of 2020.

A review of extra meeting pay shows that during regular meeting times, most council members attend the maximum of four or more extra meetings.

**FISCAL IMPACTS:**

If a pay increase occurs, a budget amendment may be required.

CITY OF SULTAN, WASHINGTON  
ORDINANCE NO. 1296-18

**AN ORDINANCE OF THE CITY OF SULTAN, WASHINGTON, AMENDING  
SMC 2.05 ADOPTING THE MAYOR'S SALARY; PROVIDING FOR  
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City has determined the method of payment for attendance at city meetings should be periodically reviewed; and

WHEREAS, the change in the method of payment to council members will not increase the monthly pay;

NOW, THEREFORE, the City Council of the City of Sultan, Washington, do ordain as follows:

SMC 2.05 is hereby amended to read as follows:

Chapter 2.05  
COUNCIL SALARIES

Sections:

- 2.05.010 Effective date.
- 2.05.020 Salaries set.
- 2.05.030 Meetings defined.
- 2.05.040 Deductions for nonattendance.

2.05.010 Effective date.

The salaries of the elected city officials shall be as set forth in SMC 2.05.020, commencing October 1, 2018, and shall remain in effect until such time as the city council shall otherwise provide by ordinance.

2.05.020 Salaries set.

A. Mayor

\$1,500.00 per month base salary plus \$100.00 per meeting up to a maximum of five (5) meetings per month excluding regular council meetings.

In addition, The Mayor shall receive an additional \$500.00 a month through December 31, 2019, to compensate the extra time required to support the new City Administrator and Planning Director. The salary shall not exceed \$2,500.00 per month, through December 31, 2019.

Effective January 1, 2020, the salary for the Mayor shall not exceed \$2,000.00.

B. Council

Council Salary is set by the Salary Commission.

2.05.030 Meetings defined.

Meetings shall include regularly scheduled council meetings, special council meetings, public hearings, council workshops, committee meetings and other city related task force or associations that the councilmember has been appointed to or requested to attend.

2.05.040 Deductions for nonattendance.

No compensation shall be paid to the mayor or councilmember who has an extended excused absence or disability that prevents attendance at all meetings during a calendar month. Pro-tem appointments during the mayor or councilmember's absence shall receive the regular monthly salary for that position.

Section 3. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force on October 1, 2018.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 27<sup>TH</sup> DAY OF September 2018.

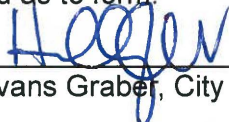
CITY OF SULTAN

  
\_\_\_\_\_  
John Seehuus, Mayor

ATTEST/AUTHENTICATED:

  
\_\_\_\_\_  
Laura Koenig, City Clerk

Approved as to form:

  
\_\_\_\_\_  
Hillary Evans Graber, City Attorney

Published: 10/01/2018  
Effective: 10/01/2018


**ATTACHMENT B**

**Comparable City Council Salaries**

#	Organization	Benchmark position	Position group	Your job title	Compensation	Position comments
1	City of Brier	Councilmember	Mayor	Councilmember	\$200/month plus \$50/meeting attended	
2	City of Blaine	Councilmember		Councilmember	\$150/meeting, maximum \$300/month	
3	City of Union Gap	Councilmember	Council	Council Member	\$600/month	
4	City of Fircrest	Councilmember	Councilmembers	Councilmember	\$147.75/month plus \$100/meeting or \$50/special meeting	
5	City of Prosser	Councilmember	Elected Officials	Council Member	\$325/month	
6	City of Connell	Councilmember	City Hall	City Council member	\$175/month	
7	Town of Steilacoom	Councilmember	Elected Officials	Councilmember	\$300/month	
8	City of Medical Lake	Councilmember	General Non-Represented	Councilmember	\$250/month	
9	City of Pacific	Councilmember		Councilmember	\$200/month	
10	City of Woodland	Councilmember	Woodland Elected Officials	Councilmember	\$150/month plus \$50/meeting.	
11	City of Sultan	Councilmember	Elected Officials	Council member	\$300/month plus \$50/meeting; max 3 meetings	
12	City of Black Diamond	Councilmember	Councilmembers	Councilmember	\$160/month	Mayor Pro-Tempore is paid \$200/month
13	City of Buckley	Councilmember		Council Members	\$250/month	

## COMPARABLE MEETING DEFINITIONS

### City of Brier:

2.04.050 Compensation of council members. 

A. As compensation for service to the city, a member of the city council shall receive a base payment of two hundred dollars per month, plus twenty-five dollars per city council meeting attended, including liaison meetings, on behalf of the city.

B. Effective upon election for those members with terms beginning in 2012 and 2014, council meeting pay shall increase to fifty dollars per council meeting attended, including liaison meetings, on behalf of the city. (Ord. 383 § 2, 2010)

### City of Blaine:

2.68.010 Councilmembers. 

The compensation of the councilmembers of the city of Blaine, to be paid to them as full compensation for the services rendered by them for and on behalf of the city in the performance of their respective duties, is fixed at \$150.00 per regular meeting attended. (Ord. 2483, 2001; Ord. 2027 § 1, 1991)

### City of Union Gap

#### 2.04.030 - City council salary.

a) The compensation for the city council is set at six hundred dollars (\$600.00) per month. City councilmembers also shall be reimbursed for travel at the current rate established by the Internal Revenue Service for travel, if a council member is required to use his or her own vehicle consistent with city policies on vehicle use.

### City of Fircrest

2.44.040 Compensation of the council. 

Each member of council shall receive as compensation for services during the term of office for which elected or appointed the sum of \$121.55 each month plus \$100.00 for each regular council meeting attended and the sum of \$50.00 for each special council meeting attended. The monthly base salary shall be increased to \$127.63 per month as of January 1, 2016. The monthly base salary shall be increased to \$134.01 per month as of January 1, 2017. The monthly base salary shall be increased to \$140.71 per month as of January 1, 2018. The monthly base salary shall be increased to \$147.75 per month as of January 1, 2019. (Ord. 1542 § 2, 2013; Ord. 1432 § 2, 2006; Ord. 1378 § 2, 2005; Ord. 1291 § 2, 2001; Ord. 1132 § 2, 1996; Ord. 1053 § 2, 1993; Ord. 995 § 4, 1991).

### City of Pacific

2.04.050 Salaries. 

Each member of the city council shall be paid a salary of \$50.00 for each week in which the council member attends a regularly scheduled city council meeting or workshop. Council members shall be allowed to miss three regularly scheduled meetings or workshops as days of paid vacation per calendar year. Council members who miss more than three regularly scheduled meetings or workshops, whether excused or not, shall not receive their salary for the week. (Ord. 1612 § 1, 2005; Ord. 1472 § 1, 2000; Ord. 1051 § 1, 1988; Ord. 827, 1981).

**City of Prosser**

2.08.020 City Council – Compensation designated:

A. Until a salary schedule is filed in accordance with Chapter 2.09, councilpersons whose terms commenced prior to January 1, 2014, shall be paid as follows:

The salary of each councilperson of the city is hereby fixed in the sum of forty dollars for each meeting attended of the city council and twenty dollars for each meeting attended as a member of a committee of the city council.

For purposes of this section “each meeting attended of the city council” is defined as a regular or special meeting or workshop where a majority of the city council members are requested to attend for the purpose of transaction of official business of the city as defined in RCW 42.30.020(3).

For purposes of this section, “each meeting attended as a member of a committee of the city council” is defined as a meeting where not more than three city council members are requested to attend because of contractual obligation and/or appointment by the mayor of the city to the committee or board conducting such meeting.

B. Until a salary schedule is filed in accordance with Chapter 2.09, the salary for councilpersons whose terms begin on or after January 1, 2014, is hereby fixed at the sum of two hundred fifty dollars per month.

Salary Commission Meeting  
Monday, August 20, 2018  
Meeting Minutes

Members Present:

Cindy Jordan-Zirkle  
Stephanie McDonald  
Mark Crowley  
Anthony Macht

Staff Present:

Laura Koenig, Clerk/Finance Director  
Tami Pevey, Deputy Clerk

Meeting started at 5:00 pm

Pledge of Allegiance.

Introduction of Staff and Members.

Laura Koenig asked for the commission to elect a chair. Agreement amongst members that Stephanie McDonald will take the position of chair.

Laura Koenig updated commission on their role and changes since they last met. Most significant change is that commission only decides councilmembers salary, and that Mayor salary decisions have been moved to council.

Laura went over packet information for the commission to include the current pay structure and timesheets for review.

Cindy felt the council appeared to be at the top end of pay compared to other cities.

Mark felt the commission only meets once every two years and he wanted to encourage growth and active participation by councilmembers.

Laura explained the councilmembers attend trainings that are typically two to three day events and most take vacation from their regular employment. She explained the average council meeting runs one to two hours.

Stephanie preferred a per meeting rate versus a base rate.

Laura explained payroll prefers a base rate and that councilmembers availability for meetings is largely based on whether they are working or retired. She also explained many of the current members have volunteered to be on various boards around the area.

Stephanie then suggested flat rate with a mandatory meeting amount.

Anthony suggested a per meeting amount with no maximum on meetings.



## ATTACHMENT D

Laura explained this scenario makes it difficult for budgeting purposes if there is no set maximum on the salary. She also reminded the commission that decreases to salary did not take effect until the next term, but increases would take effect immediately.

Mark then suggested to provide incentive, offer one more meeting than currently allowed.

Laura explained there has been an increase in activity with the new city administrator on board.

Mark clarified the base would remain \$300, but additional meeting would raise the maximum earned to \$500.

Discussion continued amongst members. They considered the current economy and the fact that they only meet every two years, but that cost of living will continue to increase.

On a motion by Mark Crowley, seconded by Cindy Jordan Zirkle, the salary commission moved to increase the maximum salary to \$500 per month, which represented an additional meeting per month. All Approved.

Laura then confirmed if Cindy Jordan Zirkle and Mark Crowley were interested in reappointment as their terms were up at the end of 2018. Both agreed they were.

Discussion also held about vacant position, and Laura explained the city would put out applications and encouraged the members to reach out to people who may be interested.

Laura explained to the new chair Stephanie that meeting minutes would be drafted and she would need to come into the office to sign them once completed. From there they would be presented to council. Laura confirmed that salary commission would not meet again until 2020, but that the members whose terms were due to expire before then would be contacted before their expiration.

Motion to close meeting and seconded.

Meeting ended at 6:30 p.m.