

Independent Salary Commission
Summary Minutes of Special Meeting

November 9, 2016
6:00 p.m.

City Hall, Room 1E-112
Bellevue, Washington

PRESENT: Commissioner Baugh, Commissioner Hughes, Commissioner Higgs,
Commissioner Kroon, Commissioner Piper

ABSENT: None.

STAFF: Kyle Stannert, Assistant City Manager, Julie Howe, HR Assistant Director, and
Jules Shepherd, Sr. HR Analyst

1. **CALL TO ORDER**

The meeting was called to order at 6:00 p.m. with Assistant City Manager Kyle Stannert presiding.

2. **ROLES AND RESPONSIBILITIES OVERVIEW**

Assistant City Manager Stannert noted that the City Council compensation levels have not changed since 1999. He spoke about the roles and responsibilities as they are stated in the City Code. He stated that this commission's sole purpose is to study the relationship of salaries against the duties of the Mayor, Deputy Mayor, and Councilmembers and to study the relationship of the Bellevue City Council's salaries and benefits and compare them to surrounding city jurisdictions. He also noted that the commission has the opportunity to either increase or decrease salaries. He spoke briefly about following the City Council's rules of procedure, and oral communications.

He reviewed the Open Training Act, which includes the Open Meetings Act, records management requirements, and public disclosure.

3. **SELECTION OF OFFICERS**

Assistant City Manager Stannert noted that the commission will select a Chair and a Vice Chair and reviewed Robert's Rules of Order for the selection of officers.

Assistant City Manager Stannert opened the floor for nominations for the position of Chair.

Commissioner Hughes nominated Commissioner Higgs to serve as Chair.

Hearing no further nominations, Assistant City Manager Stannert closed the floor for nominations.

Commissioner Higgs was selected as Chair by a vote of 5-0.

Assistant City Manager Stannert opened the floor for nominations for the position of Vice Chair.

Commissioner Kroon nominated himself to serve as Vice Chair.

Hearing no further nominations, Assistant City Manager Stannert closed the floor for nominations.

Commissioner Kroon was selected as Vice Chair by a vote of 5-0.

4. **COUNCIL COMPENSATION STUDY**

Sr. HR Analyst Jules Shepherd spoke about the competitive process for the selection of the compensation consultant, Compensation Connections. She also spoke about how different local jurisdictions define the duties and responsibilities of their Council and noted that salary and benefits information will be brought to the commission by the consultant.

Commissioners expressed concern that the cities selected for the compensation study be comparable in terms of form of government, population, budget, time commitment, etc. They asked that the consultant provide the following:

- historical growth of the comparable cities council salaries
- what cost of living increases have been at the City of Bellevue since 1999/inflation data
- the commitments of a part-time Council versus a full-time Council
- the ratio of salary increase between the City Manager and the City Council since 1999
- prioritizing the relevant parameters

5. **FUTURE MEETING SCHEDULE**

Future meetings were tentatively scheduled from 6:30-8:30 p.m. on the following dates:

- Thursday, December 1
- Thursday, December 8
- Wednesday, December 14

6. **COMMUNICATIONS: WRITTEN AND ORAL:** None.

7. **ADJOURNMENT**

Assistant City Manager Stannert declared the meeting adjourned at 7:45 p.m.

Kyle Stannert
Assistant City Manager

/kmr