

DRAFT



Minutes of the Arlington Citizens' Salary Review Commission

2nd Floor Arlington City Hall
238 N Olympic Avenue
March 29, 2017

Commission members Present: Chad Clay, Austin DeFreece, Steve Maisch, Sherri McCarthy (by phone), and Christopher St. John

Commission Members Absent: None

Staff Present: Heather Logan and Kristin Banfield.

Commissioner Clay called the meeting to order at 6:30 pm and self-introductions of those present followed.

By consensus, Commissioner Clay was selected as chair of the Commission.

City Clerk Kristin Banfield reviewed the materials included in the Commissioner's notebooks. The materials included the contact list for the commission members and staff support, the Citizens' Salary Review Commission decision from 2015, information from Municipal Research Services Center (MRSC) on city and town forms of government, 2016 Mayor and City Council salary data from Association of Washington Cities (AWC), and chapters 3-6 of the Mayor & Councilmember Handbook published by AWC and MRSC.

Administrative Services Director Heather Logan provided information about the Citizens' Salary Revision Commission decision making process in 2015. Commissioners Clay and McCarthy also provided input as to the events and discussions leading to the prior Commission's decision.

Commissioner DeFreece inquired about any restrictions the Commissioners may have on gathering information to help make their decision. Ms. Logan confirmed that any information they gather is acceptable, but be aware of the sources from which the material is obtained. In the alternative, if the commission has specific information they would like to receive, Ms. Banfield can do the legwork.

Discussion followed on the definition of a meeting under the City's municipal code, the information collected and provided for the 2015 decision, and the process the prior commission undertook to make a decision.

The commissioners requested to receive copies of the minutes from 2015, Arlington Municipal Code 2.04 effective January 1, 2015, Arlington Municipal Code 2.04 effective March 29, 2017, the last two years of payroll and reimbursement data for the mayor and

Council, and the per diem meeting reimbursement submittals (without the attached agendas).

Commissioner Clay noted that the 2015 decision was based on the desire to incentivize Council members and the Mayor to participate in regional meetings. There was a significant amount of work to develop the definition of a “meeting” for per diem reimbursement.

Commissioner DeFreece stated that the current system seems to work well and our focus should be on enticing talented members of our community to serve as Mayor or on the Council to attain as much investment in Arlington and impact our short and long-term goals.

Commissioner Clay inquired if the Commission needs to consider any budget constraints. Ms. Logan responded that the Commission’s job is to set the salaries for the City Council and Mayor; it is the City staff’s job to figure out how to appropriately budget for the salaries.

Commissioner Maisch inquired if it means something different if the Mayor attends a particular meeting versus a Councilmember. Discussion followed. Commissioner McCarthy inquired if some additional data would be of interest to the other commisioners, such as crime rates, assessed values, sales tax generation, and general fund budgets for our comparable cities. The commission was also interested in what was forecast in the 2018 General Fund budget for Mayor and City Council salaries.

The Commission set their next meeting on Wednesday, April 12, 2017 at 6:30 p.m. Commissioner McCarthy will again attend the meeting by telephone.

With no further business to consider, the meeting was adjourned at 7:35 pm.

Chad Clay, Chair