



CITY OF LAKE FOREST PARK SALARY COMMISSION MEETING

Thursday, March 21, 2024 at 4:00 PM

Meeting Location: In Person and Virtual / Zoom
17425 Ballinger Way NE Lake Forest Park, WA 98155

INSTRUCTIONS FOR PARTICIPATING IN THIS MEETING VIRTUALLY:

Join Zoom Webinar: <https://us06web.zoom.us/j/82944377052>
Call into Webinar: 253-215-8782 | Webinar ID: 829 4437 7052

AGENDA

1. CALL TO ORDER: 4:00 PM

2. APPROVAL OF THE AGENDA

3. APPROVAL OF MINUTES

A. March 11, 2024 Salary Commission Minutes

4. PUBLIC COMMENT

5. OLD BUSINESS

A. Letter requesting an extension of the deadline to the City Council

B. Compensation Survey Results

6. NEW BUSINESS

A. Example Reports

7. ADJOURN

Any person requiring a disability accommodation should contact city hall at 206-368-5440 by 4:00 p.m. on the day of the meeting for more information.



**City of Lake Forest Park
Salary Commission
March 11, 2024
MINUTES**

Commission members present: Chair Michael Troyer, Vice Chair Carol Fyall, Cmr Donna Hawkey

Staff present: HR Director Shannon Moore, City Clerk Matt McLean

CC McLean called the meeting to order at 5:09 p.m. The meeting took place in person and via Zoom.

Introductions

Staff and Commissioners introduced themselves to the group.

Selection of Chair/Vice Chair

Cmr. Hawkey nominated Cmr. Fyall for the position of Chair. Cmr. Fyall declined the nomination. Cmr. Hawkey nominated Cmr. Troyer for the position of Chair. Motion passed unanimously Chair Troyer nominated Cmr. Fyall for the position of Vice Chair. Motion passed unanimously.

New Business

A. Overview and Duties of Commission

CC McLean conducted an overview of the open public meetings act and the Salary Commission's assignment to review compensation for the City of Lake Forest Park's Mayor and Councilmember positions.

B. Schedule of Meetings

Future meeting dates were discussed and set as follows:

- Thursday, March 21, 2024, at 4pm
- Monday, April 8, 2024, at 7pm – Public Hearing
- Monday, April 15, 2024, at 5pm

C. Options for Review of Salaries and Benefits

HRD Moore shared initial salary information from AWC's 2023 survey for the Mayor and Councilmember positions. Based on feedback shared by the commissioners, HRD Moore will update the salary information to share at the next meeting.

Chair Troyer made a motion to review the updated data provided by HRD Moore at the next meeting and decide at that time if the Commission would like to explore the option of using an outside consultant or not. Motion passed unanimously.

D. Requesting Extension for Completing Report

Chair Troyer made a motion for the Commission to request an extension of the deadline to complete the Salary Commission report from City Council. Motion passed unanimously. HRD Moore will draft a letter for review and approval/signature from Chair Troyer by the next meeting.

Schedule of Next Meeting

Next meeting will be held Thursday, March 21st 2024, at 4pm.

Adjournment

Chair Troyer made a motion to adjourn the meeting. Cmr. Hawkey seconded the motion. Motion carried unanimously and the meeting adjourned at 6:09 p.m.

SUBMITTED:

APPROVED:

Shannon Moore, HR Director

Chair Michael Troyer

Mayor
Tom French

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Councilmembers
Lorri Bodi
Tracy Furutani
Larry Goldman
Paula Goode
Jon Lebo
Semra Riddle
Ellyn Saunders

Date: March 17, 2024

TO: Honorable Deputy Mayor and Councilmembers

FR: City of Lake Forest Park Salary Commission

RE: Request for Deadline Extension

On February 2, 2024, members of the Lake Forest Park Salary Commission were appointed by City Council. The Salary Commission conducted its first meeting on March 11, 2024. Due to scheduling conflicts, the group was not able to meet prior to this date to begin our review. During our initial meeting, it was discussed and agreed upon that an extension of the deadline would be necessary to allow enough time for us to gather the relevant information, provide an opportunity for public comment, and provide a final recommendation to the City Clerk.

Lake Forest Park Municipal Code 2.30.030: "...The salary commission shall convene and determine the salaries and benefits paid to the mayor and the city council within 60 days of confirmation by the city council. The 60-day review and determination time may be extended upon request of the salary commission and approval by the city council."

Per this letter, we are requesting the deadline be extended through May 31, 2024, please.

If you have any questions, please let us know.

Michael Troyer

Michael Troyer (Mar 17, 2024 20:34 PDT)

Chair Michael Troyer

Date