



## Agenda Item #: 6F

**To:** City Council Members  
**From:** Police Chief Hernandez, Finance Director Robbecke and City Clerk Trisha Summers  
**Date:** July 6, 2020  
**Re:** Mayor Salary Study - as Requested by the City Council

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**ATTACHMENTS:** Compensation Comparison for Mayors and City Administrators  
Staff Analysis and Salary Recommendation for Mayor  
Proposed Ordinance

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**TYPE OF ACTION:**

Information Only  Discussion  Action  Public Hearing  Expenditure

**Recommended Action:** Review and evaluate the compensation of the Mayor position.

**Fiscal Impact/Source of Funds:** The compensation information gathered for Mayors provides a range of annual salaries among comparable cities from \$54,996 to \$152,244. Staff's recommended annual salary is the average of the Mayor salaries as shown in the attached compensation comparison of \$93,700. Staff also recommends that the salary and benefits be allocated as provided for in the 2019 Budget for the Municipal Services Administrator as follows:

- 24.94% General Fund
- 27.85% Electric Utility Fund
- 16.35% Water Utility Fund
- 11.21% Stormwater Utility Fund
- 19.13% Information Technology Fund
- 00.52% Vehicle Maintenance Fund

Expenditures in each of these funds are currently trending below budgeted amounts and should be able to accommodate the compensation adjustment. In addition, General Fund revenues are trending slightly higher than budgeted amounts as well as amounts received in the previous year during the same time period.

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**Issue:** The City of Milton strives to provide its residents with a safe, comfortable, livable City that is professionally administered.

The current Mayor, in the absence of a City Administrator, is acting as the "City Administrator". As the City Administrator and Chief Executive Officer of the City, the Mayor has been working in a full-time capacity and managing the City's human resources, contracts, budgeting,

forecasting, labor relations, and a management team comprised of four direct report managers including Finance, Police, Public Works, and City Clerk as well as a host of other issues.

The City of Milton is considering increasing the Mayor salary to reflect the current level of responsibility and supervision being provided.

**Discussion:** Staff was directed by Council to work collectively to perform any necessary data collection and analysis to assess and quantify the compensation in other comparable cities where Mayors are also acting as City Administrators. This was undertaken so that the Council may determine the appropriate level of compensation for the Mayor's Office with or without a City Administrator.

**Cities with Population of 1,000 - 14,999**  
**2020 Compensation for Mayor with No City Administrator**

Agency	Monthly	Annual	Population
Port Orchard	\$ 7,111	\$ 85,327	14,734
Edgewood	\$ 8,200	\$ 98,400	12,070
Poulsbo	\$ 8,444	\$ 101,324	11,180
Othello	\$ 12,512	\$ 150,144	8,270
Coupeville	\$ 6,000	\$ 72,000	1,900
Langley	\$ 4,583	\$ 54,996	1,175
<b>Average</b>	<b>\$ 7,808</b>	<b>\$ 93,700</b>	
Milton	\$ 1,500	\$ 18,000	8,400

**Cities with Population of 1,000 - 14,999**  
**2020 Compensation for City Administrator**

Agency	Monthly	Annual	Population
Quincy	\$ 9,442	\$ 113,304	7,930
Chehalis	\$ 12,687	\$ 152,244	7,550
Enumclaw	\$ 11,340	\$ 136,080	12,610
Ephrata	\$ 10,369	\$ 124,428	8,210
Stevenson	\$ 7,500	\$ 90,000	1,655
Leavenworth	\$ 9,667	\$ 116,004	2,080
<b>Average</b>	<b>\$ 10,168</b>	<b>\$ 122,010</b>	
Milton (2019)	\$ 10,250	\$ 123	8,400

## Staff Analysis and Salary Recommendation for Mayor

**REPORT**

**DATE: July 6, 2020**

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### **Preamble**

Statement of Fact: Council asked staff to research and present comparable cities to determine what the appropriate compensation for the Mayor of the City of Milton should be with no current City Administrator.

The determination of the appropriate compensation level for the City of Milton Mayor currently rests with the City of Milton City Council. Council has asked staff to conduct an analysis of the salaries of current mayors who fulfill a management role (acting as city administrators) and elected role as city mayor. Staff looked at comparable cities in the state of Washington.

### **Findings of Fact**

1. Staff considered a variety of factors as relevant to setting salaries, including the need to attract candidates for office from a variety of occupations and the fact that elected officials' primary motivation is public service. Comparisons to similarly situated cities and cost of living changes that have occurred since the last salary adjustments were also included. Specific information considered by City staff included:
  - a. Association of Washington Cities (AWC) 2019 and 2020 Salary Data - Cities and Towns.
  - b. Comparable city salaries within the population range of 1,000 to 14,999 which follow the Mayor-Council form of government including Quincy, Chehalis, Enumclaw, Ephrata, Stevenson, and Leavenworth.
2. The Mayor currently receives a salary of \$1,500 per month with no health insurance benefits provided.
  - a. As of July 6, 2020, a market salary adjustment is recommended for the Mayor based on the average of comparable cities of \$7,808 per month or \$93,700 per year to align with the comparable cities in accordance with the a compensation philosophy of +/- 2% of the applicable market range.
3. The salary of the Mayor of City of Milton should be adjusted to \$7,808 per month or \$93,700 per year, and health insurance benefits for medical, dental and vision insurance should be provided at the same levels and premium payments as those provided to other regular non-represented employees of the City.
4. Staff recommends the salary for the Mayor should be increased to the recommended average effective July 6, 2020, and should be increased by a cost of living adjustment each

year as provided to other regular non-represented employees of the City. Benefits should also be adjusted with any change to health care benefits and provided at the same levels and premium payments as those provided to regular non-represented employees for medical, dental and vision.

5. If the City's form of government changes from Mayor-Council or the Mayor's position is adjusted from full-time to part-time, the Council should reconsider the Mayor's salary and benefits within a specified period of time.

CITY OF MILTON, WASHINGTON

**ORDINANCE NO. 1988-20**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MILTON, WASHINGTON, ESTABLISHING AN ADJUSTED COMPENSATION FOR THE MAYOR AND THE TERMS AND CONDITIONS APPLICABLE THERETO AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE, AND FOR SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

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WHEREAS, RCW 35A.12.100 specifies that the Mayor in a Mayor-Council form of government is the Chief Executive and Administrative Officer of the City, in charge of all departments and employees; and

WHEREAS, the scope and complexity of the Mayor's municipal responsibilities have increased, as the Mayor has assumed the full-time responsibilities without an appointed City Administrator; and

WHEREAS, the City Council has determined that the monthly salary and benefits of the Mayor should be adjusted commensurate with the additional responsibilities and efforts required, consistent with a full-time Mayor for the term of the current Mayor; and

WHEREAS, the compensation of the Mayor of the City of Milton was previously established by Ordinance No. 1986-20; and

WHEREAS, the Mayor's current monthly compensation rate is \$1,500, which amount has not been adjusted to reflect the increase in the Mayor's responsibilities and time commitment to the City; and

WHEREAS, RCW 35A.12.070 allows the salary of an incumbent Mayor to be increased by ordinance during his/her term of office provided that the Mayor is prohibited from voting on his/her salary and may not cast a tie-breaking vote on said ordinance;

NOW, THEREFORE,  
THE CITY COUNCIL OF THE CITY OF MILTON, WASHINGTON, DO  
ORDAIN AS FOLLOWS:

Section 1. The above stated recitals are hereby adopted as the council's findings and reasons for the adoption of this ordinance.

Section 2. Compensation. Effective from, and after the effective date of this ordinance, the Mayor shall receive a total annualized salary of \$93,700 and benefits equivalent to other regular non-represented employees of the City. He/she shall not accrue sick or vacation leave. The adjusted salary is based upon the expansion of the regularly established duties and salary of the Mayor acting without a City Administrator and a comparison of the compensation provided to full-time mayors and city administrators in similarly sized communities. The salary shall consist of a base annualized salary of \$18,000 or \$1,500 per month for the ceremonial and other duties of the position of Mayor and an additional annualized component of \$75,700 per year or \$6,308 per month for the performance of the duties of a full-time day to day administrator. The additional component of \$6,308 per month shall expire at midnight on December 31, 2021. The base component for ceremonial duties shall remain in effect until this ordinance is amended or repealed by the City Council.

Section 3. Full Time. The Mayor has agreed to and shall be required to perform the duties of the Mayor on a full-time basis with regularly established office hours during the term of her office. As is applicable to the City's FLSA exempt employees, the Mayor has the discretion to perform her duties in as much or as little time as she deems appropriate, taking time off at her

discretion. It is the expectation of the City Council that the Mayor shall continue with the time and diligence which she has applied to her duties for the remainder of her term.

Section 4. Salary Adjustment. The City Council reserves the right to adjust the annual salary of the Mayor in the future with the understanding that all salary adjustments shall remain effective only through the end of the term of the current Mayor, and that no compensation or benefits shall be payable to the individual elected as Mayor for the next term of office other than the base component of monthly salary of \$1,500 as established by this and prior ordinance.

Section 5. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 6. Effective Date. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

Passed by the Milton City Council the \_\_\_\_ day of July 2020, and approved by the Mayor, the \_\_\_\_ day of July 2020.

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SHANNA STYRON SHERRELL, MAYOR

ATTEST/AUTHENTICATED:

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TRISHA SUMMERS, CITY CLERK

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

BY OGDEN, MURPHY & WALLACE, CITY ATTORNEY

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
PUBLISHED:  
EFFECTIVE DATE:  
ORDINANCE NO. 1988-20