

RE: PRR 20-118 -- question

From: Trisha Summers (tsummers@cityofmilton.net)

To: greengables@rocketmail.com

Date: Monday, April 12, 2021, 11:59 AM PDT

Hello Jacki,

I have looked over the request 20-118 and found a note that said Chief Hernandez made a binder for CM Morton and gave it to him. I believe that comment was passed on either in an email or phone conversation with you.

Trisha Summers, CMC

City of Milton

City Clerk/HR Generalist

253-517-2705

From: greengables <greengables@rocketmail.com>

Sent: Friday, April 9, 2021 3:35 PM

To: Trisha Summers <tsummers@cityofmilton.net>

Subject: Fw: PRR 20-118 -- question

[EXTERNAL MAIL] DO NOT CLICK links or open attachments unless you recognize the sender and know the content is safe.

Hi Trisha,

I forwarded this so you will see the attachment I'm asking about below. This email also shows the original request for emails **from** CM Morton private email account, which in your response on Jan 19th became emails **to** his private email account (see your January 19th email), so it may help clarify the request I sent earlier today.

Regarding the attachment -- was this document emailed to CM Morton? I've searched all the documents that have been disclosed and I don't find an email from Chief Hernandez to CM Morton with an attachment. If this question requires a new request, please consider this email my request.

Thanks!

Jacki

----- Forwarded Message -----

From: Trisha Summers <tsummers@cityofmilton.net>

To: 'greengables' <greengables@rocketmail.com>

Sent: Wednesday, December 30, 2020, 9:40:41 AM PST

Subject: PRR 20-118

Hello Jacki,

Attached are the documents you asked for that CM Morton was alluding to in your public records request 20-118.

Please allow until January 15th for a response to the second portion of your request **regarding emails from CM Morton private email account.**

Should you have further questions regarding the public record requests you have asked for, please submit them on a new request form each time. This will allow me to properly document and process each request. Thank you and have a good day!

Trisha Summers, CMC

City of Milton

City Clerk/HR Generalist

253-517-2705

Cities 14,999- 500 AWC Reference

2019 Monthly Wage Compensation Cities for Mayor w/ No City Administrator

Agency	Month	Yearly	Popualtion
Port Orchard	\$ 6,951.00	\$ 83,412.00	14,160
Edgewood	\$ 5,240.00	\$ 62,800.00	10,990
Poulsbo	\$ 8,198.00	\$ 98,376.00	10,850
Othello	\$ 11,667.00	\$ 140,004.00	8,270
Prosser	\$ 8,400.00	\$ 100,800.00	6,125
Coupeville	\$ 6,000.00	\$ 72,000.00	1,905
Langley	\$ 4,583.00	\$ 54,996.00	1,175
Average of 7	\$ 7,291.29	\$ 87,496.48	
Milton	\$ 1,500.00	\$ 18,000.00	8,258

Chapter 2.01 MAYOR

(Repealed by Ord. 1448)

Chapter 2.06 CITY ADMINISTRATOR

Sections:

2.06.010 City administrator.

2.06.020 Delegation of duties by the mayor.

2.06.010 City administrator.

A. There is created the office of city administrator which office shall be filled by appointment by the mayor subject to confirmation by the city council. The city administrator shall serve at the pleasure of the mayor, and the term of employment, including tenure, may be specified by a contract executed by the mayor subject to the approval of a majority of the city council.

B. The city administrator is responsible for providing assistance to the mayor in the administration of city government. The city administrator will be responsible for the line management of all city departments, including accountability for their performance. All authority and responsibility of the city administrator is subject to the direction, authority and supervision of the mayor.

C. The duties of the city administrator may be divided between two or more officers. (Ord. 1934 § 2, 2018; Ord. 1686 § 1, 2006).

2.06.020 Delegation of duties by the mayor.

A. The mayor is designated by state statute as the chief executive and administrative officer of the city with authority to designate assistants and department heads. In the course of the mayor's official duties, the mayor may

delegate such functions as he/she deems appropriate to the appointed officers and employees of the city consistent with job descriptions adopted by the city council.

B. In the absence of the appointment of a city administrator, provisions of this code which refer to duties and responsibilities exercised by the city administrator shall be interpreted to refer to the mayor or the mayor's designee. It is the intent of the city council to acknowledge that the mayor, in order to provide for the smooth administration of the city, may delegate tasks to appropriate officers and employees in his/her absence or for such other administrative purposes as he/she shall, in his/her discretion, determine appropriate. (Ord. 1870 § 1, 2015).



New 2019

POSITION DESCRIPTION

Job Title: **City Administrator – Municipal Services**
Department: Public Works
Compensation: \$92,400 – \$128,000
FLSA Status: Exempt

132,224
PLUS BENEFITS 40'000
TOTAL = 172,224

GENERAL PURPOSE

The City Administrator – Municipal Services under the direction, supervision and authority of the Mayor, is the executive officer and liaison officer for the City. This position directs the administration of city government functions and services and provides leadership in the long and short-term goals of the city. Typically makes recommendations to the Mayor and Council for action. This is a non-union, exempt position.

This position works independently in making decisions regarding work processes or methods which will be used. Assignments require analysis of a variety of laws, rules, policies, procedures and standards, and development of strategies to resolve problems consistent with established standards. Coordinates work within the executive department, between departments, and with the public and/or other governmental entities. The position provides support to advisory boards and appointed officials as assigned and may make presentations to them and the public.

SUPERVISION

This position performs under the general direction of the Mayor, and has direct supervision over the Public Works Director, Finance Director, City Clerk, Community Development Director, and their respective departments.

JOB LOCATION

Primarily located in City Hall as well as in and around the City of Milton. Represents the Mayor as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Although the primary duties of the City Administrator – Municipal Services are listed below, the omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position. Primary duties include but are not limited to the following.

Under the direction and supervision of the Mayor, the City Administrator – Municipal Services manages, coordinates, formulates and monitors internal operating policies that facilitate achieving efficient and fair delivery of services for the City of Milton. The City Administrator – Municipal Services must coordinate and direct various city departments. In conjunction with the Mayor and Finance Director, he or she must prepare and submit the annual budget for the City of Milton. The Administrator is responsible for all purchases and expenditures by city offices, departments, commissions and boards in carrying out the requirements of City ordinances, resolutions and policies of the City Council. This position may serve as a secondary contact for the news media for the City. The Administrator is expected to participate

in the community activities and to attend many morning, noon and night meetings, both in the City and in the surrounding community. Is expected to attend all City Council meetings.

ADDITIONAL EXAMPLES OF WORK PERFORMED

The City Administrator – Municipal Services assists the Mayor generally in conducting the city's business in all matters and performs such other duties and assumes such other responsibilities as the Mayor may direct.

He/she has contact with citizens, personnel of all departments and divisions, the business community, neighborhood organizations and City council members. This person may be involved in highly sensitive and/or emotional interactions requiring skill in gaining the trust and confidence of others. This person should have skills in conflict resolution as well as labor negotiations and contract interpretation. Interaction with management professionals of other agencies and jurisdictions is encouraged to keep current on trends and new developments in the field of municipal management.

REQUIRED KNOWLEDGE AND ABILITIES

The City Administrator – Municipal Services must have a working knowledge of the functions and processes of City government, preferably having prior experience as a City Administrator, Assistant City Administrator, Public Works Director or a Director of related operations in a comparable city, county or public service entity. He or she must be able to manage, coordinate and direct activities of the various departments in the City of Milton, providing leadership to four or more department heads and effective negotiation abilities with one labor union. Must have a thorough knowledge of municipal, state and federal laws as well as understanding municipal organization structures and issues. Must have the ability to establish and maintain effective working relationships with coworkers, other agencies and the public.

QUALIFICATIONS

The City Administrator – Municipal Services must have a bachelor's degree from an accredited university in business, finance, public administration, business management, organizational management or a closely related field. A masters' degree is preferred. Must have at least 5 to 7 years city or county or public service governmental managerial experience which includes responsibilities for operations, budgeting and managing personnel with a desired emphasis on Public Works, Public Work Projects, Economic Development, and Capitol Facilities Planning. This person must have a working knowledge of government finance with proven experience in administering budgets and must also possess high level communication skills. Must possess or be able to maintain a Washington State driver's license. Must be able to withstand an extensive background check.

PHYSICAL DEMANDS

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to sit, talk, and hear; frequently required to use hands to finger, feel or handle objects, computers and office supplies which require repetitive arm, wrist and hand movement.
- May be required to sit for extended periods of time to perform data entry and respond to customers.
- Frequently required to stand and reach with arms and hands.
- Occasionally required to climb, balance, stoop, kneel, crouch, bend or crawl.

- Specific vision abilities including close, distant, color and peripheral vision, depth perception and the ability to adjust focus.
- The employee is occasionally required to lift or move up to 25 pounds.
- Requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works indoors in a clean, climate-controlled workspace.
- This position works in an open office environment where the work of others may cause distraction in addition to the requirement to respond to phones and in-person contacts.
- May be exposed to upset and irate customers and clients.
- Work generally involves concentration and attention to detail.
- Occasionally requires visits to other City environments, to field sites, and may require travel for training.

DISCLAIMER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The City of Milton is an equal opportunity employer and does not discriminate based on disability, race, marital status, gender, religion, age or national/ethnic origin.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



POSITION DESCRIPTION

Title: **City Administrator**
Department: Executive
Representation/FLSA: Exempt
Pay Range: \$92,400-\$128,000

OLD
Description

GENERAL PURPOSE

This is high-level professional and supervisory work in municipal government administration. Specific areas of emphasis are Utility Infrastructure, Public Safety, Human Resources, Labor Relations, Finance and Budgeting, Community and Economic Development, and Council Administration. Plan, research, design and manage programs, projects and general activities. Provide facilitation, oversight, leadership and expertise to various City Departments, administrators and governing bodies. Serve as designee of the Mayor. Work is conducted in accordance with professional, administrative, and legal standards, municipal ordinances and general policies. Attendance at regular, special, and study sessions of the City Council, and other meetings as identified in the course of the job, is required.

The title and duties of this position may be assigned to more than one public official.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from and serves at the pleasure of the Mayor; under his/her direction and authority, supervision is exercised over City staff, either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This section is not intended to be an exhaustive list of all responsibilities, duties and skills. It is intended to be an accurate summary of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Manages and supervises assigned departments and offices of the City to achieve goals within available resources.
- Provides leadership in the development of the City's vision, short and long range goals and strategies.
- May develop and administer complete human resource programs to include recruitment and selection, employee development/training, classification and compensation, safety and health and other employment-related functions.
- Human resource tasks may include the conduct or oversight of new employee orientation, exit interviews, benefits administration (i.e. medical, dental, employee assistance programs, etc.), the City's CDL (DOT) mandated drug and alcohol testing program, unemployment compensation; ensures materials are current, relevant and complete.

- Provides advice and guidance to managers, supervisors and employees on personnel issues including reprimands, discipline or termination.
- Researches, analyzes and prepares data, recommendations and presentations for labor negotiations; may serve as Chief Spokesperson in contract negotiations.
- Coordinates and administers labor contracts; ensures contract compliance.
- Researches and prepares data and recommendations for mediation, arbitration and legal cases; conducts dispute resolution sessions.
- Participates in bargaining unit grievance procedures and grievance arbitration.
- Conducts internal investigations as necessary.
- Oversees Information Technology needs including the content and maintenance of the City's website, infrastructure, automated and paper records management systems.
- Effectively represents the city to the community and businesses for the purpose of economic development.
- Directs activities and events at the Activity Center including special Community events and programs.
- Analyzes, researches and recommends changes as deemed necessary or expedient to the effective and efficient operations of the City.
- Prepares and presents briefings and training as necessary.
- Works closely with City departments on organization and efficiency studies; makes recommendations as appropriate.
- Answers inquiries on City matters to public officials, citizens, contractors, vendors and other interested parties.
- Performs research, analysis and data compilation for various projects as necessary.
- In coordination with the Finance Director, is responsible for the preparation, ongoing oversight and administration of the City's budget and financial health.
- Communicates official plans, policies and procedures to staff and the public.
- May serve as the head of one or more departments of City government.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: A bachelor's degree from an accredited college or university in Public Administration, Business Administration, Political Science, Human Resources, or a closely related field; AND

Experience: Five (5) years of progressively responsible experience in municipal government activities and/or employee/labor relations.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of current policies and practices of municipal organization and management principles;
- Knowledge of the principles of effective personnel management, federal, state and local employment law, and collective bargaining techniques;
- Knowledge of sound supervisory practices;
- Knowledge of and skill with municipal budget administration;
- Skill in planning, directing and administering municipal programs;
- Skill in organization, attention to detail and follow-through;
- Ability to mediate conflicts, and manage change in relation to overall organizational goals and objectives;

- Ability to research, analyze and interpret technical journals, reports, laws, ordinances, rules and regulations, and to present findings in clear and concise reports and make recommendations;
- Ability to communicate effectively, orally and in writing, with employees, City officials, legislators, consultants, other governmental agency representatives, and the general public;
- Ability to communicate in a clear manner, demonstrating composure, tact and patience;
- Ability to establish and maintain effective working relationships with employees, City officials and the general public.

PREFERRED QUALIFICATIONS

Education and Experience

- Experience as Chief Spokesperson for labor negotiations
- Experience with developing and maintaining an HRIS
- PHR or SPHR certification

Necessary Knowledge, Skills, and Abilities

- Knowledge of benefits administration
- Skill in conflict resolution
- Skill in administering a variety of human resource programs

SPECIAL REQUIREMENTS

- Valid Washington state driver's license or evidence of equivalent mobility
- Must be bondable

WORK ENVIRONMENT/PHYSICAL DEMANDS

Work may be performed at various locations; however, most work is performed in a normal office environment in front of a computer. Field assignments may entail exposure to all types of weather conditions, hazardous traffic situations and work in or near construction sites. May be required to sit for extended periods of time.

This description was prepared to indicate the general nature, kinds of activities, and levels of work difficulty typically required. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and/or qualifications required of employees assigned to this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position. Individuals may perform other duties as assigned.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works indoors in a clean, climate-controlled workspace
- Work generally involves a high degree of concentration
- Frequently required to perform work in confidence, under pressure of deadlines and with interruptions.
- Occasionally requires worksite visits to shop or field environments.
- May require day or overnight travel to other locales in representation of City.

PHYSICAL DEMANDS

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to sit, talk, and hear; frequently required to use hands to finger, feel or handle objects, computers and office supplies which require repetitive arm, wrist and hand movement.
- May be required to sit for extended periods of time.
- Occasionally required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend or crawl.
- Specific vision abilities include close, distant, color and peripheral vision, depth perception and the ability to adjust focus.
- The employee is occasionally required to lift and/or move up to 25 pounds.
- May visit job sites that require walking on uneven, rocky, or rough ground.
- Requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment.

TOOLS AND EQUIPMENT

Operate a computer and assigned software programs, including Microsoft Office Suite; operate standard office equipment, cellular phone, and mobile devices; drive a vehicle to various functions in representation of City.

DISCLAIMER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

2019 Salary Data - Cities and Towns

JOB TITLE: City Manager/Administrator
JOB CODE: 105

Summary Job Description: Appointed city manager, city or town administrator, supervisor, or chief administrative officer. Directs the administration of city government. Provides leadership in the development of long- and short-term goals, including the city budget. Makes recommendations to the city council for action. Typically requires degree in public administration; master's degree is often preferred.

Jurisdiction	Local Title	Formal Salary Range		Flat Rate	Not Settled	Hours/ Week	Number of Employees	Union Status	Job Match
		Low	High						
Cities 50,000 and over									
Burien (51,850)	City Manager			14,583		40	1		
Kennewick (81,850)	City Manager			16,334		40	1		
Kent (128,900)	Chief Administrative Officer	12,719	18,304			40	1		
Kirkland (87,240)	City Manager			18,883		40	1		
Lacey (50,170)	City Manager			13,500		40	1		
Lakewood (59,350)	City Manager				NS	40	1		
Marysville (67,040)	Chief Administrative Officer			18,306		40	1		
Olympia (52,490)	City Manager			14,514		40	1		
Pasco (73,590)	City Manager			17,252		40	1		
Renton (104,100)	Chief Administrative Officer	13,085	15,934			40	1		
Shoreline (55,730)	City Manager			17,396		40	1		
Spokane (220,100)	City Administrator			12,364		40	1		
Spokane Valley (95,810)	City Manager			15,027		40	1		
Tacoma (209,100)	City Manager	17,856	22,890			40	1		
Vancouver (183,500)	City Manager			19,921		40	1		
Yakima (94,190)	City Manager			15,173		40	1		
Cities 50,000 and over - Average (Formal High/Flat Rate)			16,692						
Cities 30,000 to 49,999									
Bothell (45,260)	City Manager			17,382		40	1		
Des Moines (31,140)	City Manager	15,492	18,831			40	1		
Issaquah (37,110)	City Administrator	13,225	16,884			40	1		
Lake Stevens (32,570)	City Administrator			14,536		40	1		
Longview (37,710)	City Manager	10,948	14,780			40	1		
Pullman (33,730)	City Administrator	9,477	11,519			40	1		
Puyallup (41,100)	City Manager			14,467		40	1		
University Place (32,820)	City Manager			15,131		40	1		
Walla Walla (34,000)	City Manager			14,694		40	1		
Cities 30,000 to 49,999 - Average (Formal High/Flat Rate)			15,358						
Cities 15,000 to 29,999									
Aberdeen (16,760)	City Administrator	9,390	11,412			40	1		
Bainbridge Island (24,320)	City Manager			15,333		40	1		
Battle Ground (20,890)	City Manager	11,213	13,328			40	1		
Bonney Lake (20,940)	City Administrator	11,524	14,263			40	1		
Camas (23,770)	City Administrator	11,430	13,691			40	1		
Centralia (17,060)	City Manager			12,610		40	1		
Covington (20,080)	City Manager	13,527	16,152			40	1		
Ellensburg (19,660)	City Manager	10,006	13,341			40	1		
Kenmore (22,920)	City Manager			16,035		40	1		
	City Manager			14,813		40	1		

Maple Valley (25,280)					
Mercer Island (24,270)	City Manager		17,263	40	1
Mill Creek (20,470)	City Manager		14,583	40	1
Monroe (18,860)	City Administrator	9,564	14,138	40	1
Moses Lake (23,660)	City Manager		14,028	40	1
Mountlake Terrace (21,560)	City Manager		12,584	40	1
Mukilteo (21,320)	Management Services Director	10,200	11,572	40	1
Oak Harbor (22,780)	City Administrator	11,115	14,778	40	1
Port Angeles (19,370)	City Manager		12,250	40	1
Sunnyside (16,850)	City Manager		10,833	40	1
Tukwila (19,800)	City Administrator	11,508	14,964	40	1
Tumwater (23,830)	City Administrator	11,165	13,604	40	1
Washougal (16,020)	City Manager		12,885	40	1
Cities 15,000 to 29,999 - Average (Formal High/Flat Rate)			13,839		

Cities 7,500 to 14,999

Airway Heights (9,085)	City Manager	8,492	10,140	40	1
Chehalis (7,515)	City Manager		12,377	40	1
Cheney (12,200)	City Administrator	9,600	11,197	40	1
College Place (9,590)	City Administrator		10,159	40	1
DuPont (9,385)	City Administrator	11,158	12,477	40	1
Enumclaw (11,660)	City Administrator	10,164	12,499	40	1
Ephrata (8,130)	City Administrator		10,369	40	1
Ferndale (13,640)	City Administrator		10,650	40	1
Fife (10,100)	City Manager		14,009	40	1
Gig Harbor (10,320)	City Administrator	11,767	14,709	40	1
Hoquiam (8,560)	City Administrator	9,697	11,469	40	1
Kelso (12,080)	City Manager		11,666	40	1
Lake Forest Park (13,090)	City Administrator		14,527	40	1
Liberty Lake (10,390)	City Administrator	9,989	11,238	40	1
Lynden (14,160)	City Administrator	9,009	11,755	40	1
Newcastle (12,410)	City Manager		14,000	40	1
Orting (8,105)	City Administrator	8,884	10,927	40	1
Port Townsend (9,545)	City Manager	10,830	13,184	40	1
Quincy (7,510)	City Administrator		10,288	40	1
Ridgefield (7,705)	City Manager		14,167	40	1
Sedro-Woolley (11,350)	City Supervisor/Attorney		11,474	40	1
Selah (7,820)	City Administrator		11,239	40	1
Shelton (10,140)	City Manager	8,605	11,186	40	1
Snohomish (10,150)	City Administrator		13,577	40	1
Snoqualmie (13,450)	City Administrator		15,312	40	1
Sumner (10,030)	City Administrator	11,171	13,960	40	1
Toppenish (9,090)	City Manager		9,156	40	1
Woodinville (11,830)	City Manager		14,430	40	1

Yelm (9,030)	City Administrator	10,635	12,699	40	1
Cities 7,500 to 14,999 - Average (Formal High/Flat Rate)			12,236		
Cities 2,500 to 7,499					
Algona (3,180)	City Administrator		9,713	40	1
Blaine (5,315)	City Manager		10,952	40	1
Buckley (4,765)	City Administrator	9,710	11,836	40	1
Chelan (4,210)	City Administrator	9,586	11,596	40	1
Chewelah (2,670)	City Administrator		8,099	40	1
Clyde Hill (3,045)	City Administrator		12,825	40	1
Colfax (2,820)	City Administrator		7,083	40	0
Connell (5,460)	City Administrator	7,253	8,661	40	1
Dayton (2,560)	City Administrator	4,625	6,700	40	1
Eatonville (2,955)	Town Administrator	6,376	7,390	40	1
Fircrest (6,710)	City Manager	8,671	11,067	40	1
Goldendale (3,530)	City Administrator	7,365	8,974	40	1
Granite Falls (3,615)	City Manager/Public Works Director	8,631	10,009	40	1
Kalama (2,750)	City Administrator		8,072	40	1
Medical Lake (4,990)	City Administrator		7,130	40	1
Medina (3,245)	City Manager	10,767	13,910	40	1
Montesano (4,155)	City Clerk/CFO		9,725	40	1
Moxee (4,020)	City Supervisor/Public Works Supervisor (City Manager/Administrator)		8,650	40	1
Normandy Park (6,595)	City Manager		NS	40	1
North Bend (6,825)	City Administrator	11,000	14,300	40	1
Omak (4,935)	City Administrator		8,087	40	1
Prosser (6,125)	City Administrator		9,413	40	1
Sequim (7,460)	City Manager	10,611	12,070	40	1
Stanwood (6,835)	City Administrator	10,795	12,150	40	1
Stellacoom (6,425)	Town Administrator	11,280	13,196	40	1
Sultan (5,050)	City Administrator	9,794	12,350	40	1
Union Gap (6,235)	City Manager		10,070	40	1
Warden (2,745)	City Administrator/Clerk-Treasurer		7,283	40	1
White Salmon (2,505)	Public Works Director/City Administrator	6,085	8,767	40	1
Woodland (6,205)	City Administrator	8,794	10,769	40	1
Zillah (3,165)	City Administrator/City Clerk		7,761	40	1
Cities 2,500 to 7,499 - Average (Formal High/Flat Rate)			9,954		
Cities 1,500 to 2,499					
Carnation (2,155)	City Manager		10,000	40	1
Cle Elum (1,875)	Administrator	7,649	9,298	40	1
Cosmopolis (1,665)	City Administrator		9,742	40	1
Friday Harbor (2,345)	Town Administrator		12,235	40	1
Leavenworth (2,030)	City Administrator		10,250	40	1
Newport (2,170)	City Administrator	6,054	8,556	40	1
Rainier (2,020)	City Administrator/City Clerk		6,194	40	1
Soap Lake (1,575)	City Administrator	6,166	6,416	40	1
South Bend (1,625)	Public Works Director		6,779	40	1
Stevenson (1,575)	City Administrator	6,491	8,541	40	1
Cities 1,500 to 2,499 - Average (Formal High/Flat Rate)			8,801		
Cities 500 to 1,499					
La Conner (940)	Administrator/Attorney		8,202	40	1

Long Beach (1,445)	City Administrator	8,810	40	1
Naches (960)	Administrator	8,568	40	1
Palouse (1,060)	City Administrator	4,043	40	1
Pateros (585)	City Administrator	6,403	40	1
Waitsburg (1,230)	City Administrator/Clerk/Treasurer	5,141	35	1
Woodway (1,340)	Town Administrator	6,160	20	1
Cities 500 to 1,499 - Average (Formal High/Flat Rate)		6,861		

Average All Jurisdictions (Formal High/Flat Rate)		12,196		
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2019 Salary Data - Cities and Towns

JOB TITLE: Mayor and Councilmember
JOB CODE: 100 and 110

NOTE: The amount of compensation shown is set by ordinance. Some councilmembers may be given a lesser amount for their current terms of service.

Jurisdiction	Mayor's Compensation	Councilmembers' Compensation
Cities 50,000 and over		
Auburn (80,615)	\$13,081/month	\$1,714/month
Bellevue (142,400)	\$2,829/month	\$2,394/month
Burien (51,850)	\$750/month, plus \$600/month VEBA	\$600/month, plus \$600/month VEBA
Everett (111,200)	\$15,739/month	\$2,433/month
Federal Way (97,440)	\$11,468/month	\$1,208/month
Kennewick (81,850)	\$1,400/month	\$1,200/month
Kirkland (87,240)	\$1,577/month	\$1,238/month
Lacey (50,170)	\$1,750/month	\$1,525/month
Lakewood (59,350)	\$1,400/month	\$1,200/month
Marysville (67,040)	\$11,558/month	\$1,232/month (Council President: \$1,386/month)
Olympia (52,490)	\$2,086/month	\$1,739/month
Pasco (73,590)	\$1,450/month	\$1,115/month
Redmond (64,050)	\$11,417/month	\$1,554/month
Renton (104,100)	\$14,445/month	\$1,250/month
Seattle (730,400)	\$16,713/month	\$10,807/month
Shoreline (55,730)	\$1,354/month	\$1,083/month
Spokane (220,100)	\$14,000/month	\$3,758/month
Spokane Valley (95,810)	\$1,775/month	\$1,415/month
Tacoma (209,100)	\$8,333/month	\$3,749/month
Vancouver (183,500)	\$2,488/month	\$1,947/month
Yakima (94,190)	\$1,375/month	\$1,075/month
Cities 30,000 to 49,999		
Bothell (45,260)	\$1,450/month	\$1,250/month
Bremerton (41,500)	\$8,917/month	\$1,084/month
Des Moines (31,140)	\$350/meeting attended; maximum of 40 meetings/year (\$14,000)	\$250/meeting attended; maximum 40 meetings/year (\$10,000)
Edmonds (41,820)	\$10,495/month	\$1,250 per month base pay + 727.92/monthly cafeteria benefit toward health insurance
Issaquah (37,110)	\$10,104/month	\$1,250 - \$1,450/month
Lake Stevens (32,570)	\$2,200/month	\$500/month, plus \$75/meeting up to a maximum of four meetings
Longview (37,710)	\$1,500/month	\$950/month
Mount Vernon (35,180)	\$8,788/month	\$1,200/month
Pullman (33,730)	\$1,417/month	\$550/month
Puyallup (41,100)	\$1,367/month	\$1,170/month
University Place (32,820)	\$1,688/month	\$1,408/month
Walla Walla (34,000)	\$500/month	\$400/month
Wenatchee (34,530)	\$8,500/month	\$665/month
Cities 15,000 to 29,999		
Aberdeen (16,760)	\$1,091/month	\$413/month
Anacortes (16,990)	\$8,891/month	\$1,200/month
Bainbridge Island (24,320)	\$1,250/month	\$1,000/month
Battle Ground (20,890)	\$750/month	\$600/month
	\$2,100/month	\$850/month

What Cities have Utilities?
Similar Budget to ours?

35 avg \$482.26

Bonney Lake (20,340)		
Camas (23,770)	\$2,392/month	\$816/month
Centralia (17,060)	\$400/month	\$200/month
Covington (20,080)	Stipend	Stipend
Ellensburg (19,660)	\$500/month	\$250/month
Kenmore (22,920)	\$955/month	\$849/month
Maple Valley (25,280)	\$930/month	\$730/month
Mercer Island (24,270)	\$400/month	\$200/month
Mill Creek (20,470)	\$700/month	\$500/month
Monroe (18,860)	\$3,600/month	\$800/month
Mountlake Terrace (21,560)	\$1,000/month	\$800/month
Mukilteo (21,320)	\$5,900/month	\$500/month
Oak Harbor (22,780)	\$4,491/month	\$643/month
Port Angeles (19,370)	\$600/month	\$550/month
Sunnyside (16,850)	\$600/month	\$400/month
Tukwila (19,800)	\$9,249/month	\$1,250/month
Tumwater (23,830)	\$1,660/month	\$778/month
Washougal (16,020)	\$720/month	\$575/month
West Richland (15,320)	\$5,000/month	\$550/month

Cities 7,500 to 14,999

Airway Heights (9,085)	\$1,200/month	\$500/month
Chehalis (7,515)	\$150/month	\$100/month
Cheney (12,200)	\$1,500/month	\$450/month
College Place (9,590)	\$1,500/month	\$375/month
DuPont (9,385)	\$2,100/month	\$600/month
Duvall (7,655)	\$2,000/month	\$500/month
Edgewood (10,990)	\$5,240/month	\$525/month
Enumclaw (11,660)	\$1,000/month	\$325/month
Ephrata (8,130)	\$500/month	\$200/month
Ferndale (13,640)	\$1,781/month	\$600/month
Fife (10,100)	\$800/month	\$650/month
Gig Harbor (10,320)	\$1,830/month	\$700/month
Hoquiam (8,560)	\$840/month	\$260/month
Kelso (12,080)	\$900/month	\$400/month
Lake Forest Park (13,090)	\$3,000/month	\$600/month
Liberty Lake (10,390)	\$1,250/month	\$400/month
Lynden (14,160)	\$2,732/month	\$656/month
Milton (7,900)	\$1,500/month	\$400/month
Newcastle (12,410)	\$600/month	\$500/month
Orting (8,105)	\$1,000/month	\$300/month
Othello (8,270)	\$11,667/month	\$350/month
Port Orchard (14,160)	\$6,951/month	\$500/meeting
Port Townsend (9,545)	\$750/month	\$500/month
Poulsbo (10,850)	\$8,198/month	\$750/month
Quincy (7,510)	\$1,300/month	\$550/month
Ridgefield (7,705)	\$1,000/month	\$500/month
Sedro-Woolley (11,350)	\$2,358/month	\$500/month
Selah (7,820)	\$620/month	\$325/month
Shelton (10,140)	\$500/month	

		\$500/month new councilmembers; Existing \$1,300/month, \$70/meeting, maximum \$25,400/year until term ends
Snohomish (10,150)	\$1,500/month	\$513/month
Snoqualmie (13,450)	\$2,500/month	\$500/month
Sumner (10,030)	\$1,800/month	\$750/month
Toppenish (9,090)	\$450/month	\$400/month
Woodinville (11,830)	\$700/month	\$600/month
Yelm (9,030)	\$2,500/month	\$600/month

Cities 2,500 to 7,499

Algona (3,180)	\$2,000/month	\$300/month
Benton City (3,405)	\$800/month	\$75/meeting
Blaine (5,315)	\$250/meeting, maximum \$500/month	\$150/meeting, maximum \$300/month
Buckley (4,765)	\$500/month	\$250/month
Cashmere (3,095)	\$1,500/month	\$100/month
Chelan (4,210)	\$1,619/month plus \$25/meeting up to 3 meetings/month	\$400/month plus \$50/meeting up to 3 meetings/month
Chewelah (2,670)	\$658/month	\$100/month
Clarkston (7,205)	\$600/month	\$250/month
Clyde Hill (3,045)	\$100/month, \$100/meeting	\$50/meeting
Colfax (2,820)	\$600/month	\$75/meeting
Colville (4,745)	\$1,000/month	\$50/meeting
Connell (5,460)	\$600/month	\$175/month
Dayton (2,560)	\$1,000/month	\$150/month
Deer Park (4,240)	\$1,000/month	\$200/month
Eatonville (2,955)	\$1,402/month	\$75/meeting
Elma (3,360)	\$600/month	\$350/month
Everson (2,730)	\$500/month plus medical/dental/vision for full family	\$150/month
Fircrest (6,710)	\$147.75/month base; \$150/meeting; \$50/special meeting	\$147.75/month base; \$100/meeting; \$50/special meeting
Goldendale (3,530)	\$1,000/month	\$50/meeting, maximum \$100/month
Granger (3,945)	\$650/month	\$40/meeting, no maximum
Granite Falls (3,615)	\$100/month	\$100/month
Kalama (2,750)	\$700/month	\$100/meeting, \$200/month maximum
La Center (3,320)	\$525/month plus \$50/meeting	\$175/month plus \$50/meeting
Mattawa (4,900)	\$1,000/month	\$62.50/meeting
Medical Lake (4,990)	\$1,000/month	\$250/month
Medina (3,245)	No compensation	No compensation
Montesano (4,155)	\$550/month	\$200/month
Moxee (4,020)	\$600/month	\$250/month
Normandy Park (6,595)	No compensation	No compensation
North Bend (6,825)	\$3,000/month + \$50/local meetings, \$75/regional meetings (up to 10/month)	\$500/month + \$50/local meetings, \$75/regional meetings (up to 6/month)
Ocean Shores (6,220)	\$4,000/month (
Okanogan (2,620)	\$750/month	\$125/month
Omak (4,935)	\$1,300/month	\$400/month
Pacific (6,915)	\$750/month	\$200/month
Prosser (6,125)	\$8,400/year (NA)	\$310/month
Raymond (2,885)	\$371/month	\$247/month
Sequim (7,460)	\$410/month	\$250/month
Stanwood (6,835)	\$1,400/month	\$375/month
Steilacoom (6,425)	\$750/month	\$300/month
Sultan (5,050)	\$1,500/month plus \$100 for extra meeting/maximum of \$2,000/month	\$300/month plus \$50 for extra meetings/max of \$500/month
Union Gap (6,235)	\$600/month	\$600/month
Warden (2,745)	\$500/month	\$50/meeting
White Salmon (2,505)	\$655/month	\$83/meeting not to exceed \$166/month
Woodland (6,205)	\$1,000/month	

Zillah (3,165)	\$1,000/month	\$150/month, \$50/council meeting (4 max), \$25/membership meeting (2 max) \$60/meeting
Cities 1,500 to 2,499		
Brewster (2,405)	\$1,350/month	\$225/month
Bridgeport (2,480)	\$1,200/month	\$40/meeting
Carnation (2,155)	\$400/month	\$200/month
Castle Rock (2,200)	\$400/month	\$100/month
Cle Elum (1,875)	\$3000/month	\$250/month
Cosmopolis (1,665)	\$500/month	\$150/month
Coupeville (1,905)	\$6,000/month (N/A) - plus	No compensation
Friday Harbor (2,345)	\$1,100/month	\$400/month plus \$50/meeting with max 3 meetings/month
Gold Bar (2,175)	\$330/month	\$100/month
Kettle Falls (1,640)	\$600/month	\$50/meeting plus \$10/council committee meeting
Kittitas (1,515)	\$500/month	\$50/month
Leavenworth (2,030)	\$1,500/month	\$500/month
McCleary (1,760)	\$300/month	\$100/month
Millwood (1,790)	\$600/month	\$40/meeting
Newport (2,170)	\$641/month	\$77/meeting
Oroville (1,705)	\$675/month	\$113/meeting, \$225/month maximum
Rainier (2,020)	\$450/month	\$200/month
Ritzville (1,660)	\$600/month	\$75/meeting
Royal City (2,275)	\$600/month	\$60/meeting
Soap Lake (1,575)	\$600/month	\$70/month
South Bend (1,625)	\$800/month	\$120/month
Stevenson (1,575)	\$600/month	\$150/meeting
Tenino (1,785)	\$1,000/month	\$50/month plus \$50/meeting, maximum 2 meetings/month
Westport (2,120)	\$936/month	\$475/month
Yacolt (1,780)	\$500/month	\$70-\$105/month
Cities 500 to 1,499		
Albion (550)	\$100	No compensation
Asotin (1,275)	\$175/meeting, maximum \$350/month	\$113/meeting \$225/Month
Carbonado (665)	\$25/regular meeting, \$10 additional meeting	\$15/regular meeting, \$7.50/additional meeting
Concrete (740)	\$1,200/month	\$35/meeting
Coulee City (570)	\$200/month	\$10/meeting, maximum \$20/month
Coulee Dam (1,100)	\$250/month	\$50/month
Darrington (1,400)	\$1,000/month	
Electric City (1,030)	\$250/month	No compensation
Entiat (1,205)	\$2,042/month	\$100/meeting up to two meetings/month
Fairfield (620)	\$400/month, maximum \$4,800	\$50/meeting, maximum of \$1,200/year
George (720)	\$300/month	No compensation
Grand Coulee (1,055)	\$400/month	\$40/meeting
Harrah (670)	\$500/month	No compensation
Ilwaco (965)	\$500/month	\$200/month
La Conner (940)	No compensation	\$150/month
Langley (1,175)	\$4,583/month (NA)	\$50/month
Lind (550)	\$350/month	\$30/meeting or \$60/month
Long Beach (1,445)	\$700/month	\$300/month
Mossyrock (760)	\$200/Month	\$20/meeting
Naches (960)	\$1,020/month	\$50/meeting attended
Oakville (690)	\$124.76/month	\$62.35/month
Odessa (905)	\$400/month	\$60/month
Palouse (1,060)	\$250/month	\$60/month
Pateros (585)	\$1,000/month	\$75/month
Pe Ell (650)	\$300/month	\$50/month

Pomeroy (1,395)	\$300/month	\$125/month
Republic (1,100)	\$1,050/month	
Rock Island (1,040)	\$2,000/month	
Rosalia (560)	\$600/month	\$200/month
Roy (815)	\$800/month	\$25/meeting, maximum 2 meetings/month
South Cle Elum (530)	\$185/month	\$125/month
St. John (505)	No compensation	No compensation
Tekoa (770)	\$100/month	\$40/month
Tieton (1,305)	\$1,000/month	\$50/meeting
Toledo (720)	\$50/meeting, maximum \$100/month	\$25/meeting, maximum \$50/month
Tonasket (1,110)	\$650/month	\$75/meeting, maximum \$225/month
Twisp (975)	\$2,500/month	\$30/regular meeting, \$20/special, capped at \$100/month
Vader (610)	No compensation	No compensation
Waitsburg (1,230)	\$100/month	\$10/meeting, maximum 2 meetings/month
Waterville (1,175)	\$800/month	\$35-\$50/meeting
Wilbur (890)	\$550/month	\$30/meeting
Winlock (1,340)	\$350/month	\$50/meeting
Woodway (1,340)	No compensation	No compensation
Yarrow Point (1,065)	\$2,750/month	

Cities under 500

Almira (275)	\$100/month	\$25/meeting
Cathlamet (490)	\$250/month	\$50/month
Colton (440)	\$2,000/year	\$750/year
Conconully (235)	\$100/month	No compensation
Endicott (295)	\$50/meeting	\$15/meeting
Farmington (155)	No compensation	No compensation
Hamilton (300)	\$700/month	\$75/month
Harrington (415)	\$600/month	No compensation
Hartline (155)	\$40/meeting	\$40/meeting
Hatton (110)	\$100/month	\$20/meeting
Ione (445)	\$47.25/meeting, two meetings/month	\$47.25/meeting, two meetings/month
LaCrosse (310)	\$100/month	\$20/meeting
Lamont (80)	No compensation	No compensation
Latah (195)	\$100/month	\$35/meeting
Lyman (455)	\$100/meeting	\$25/meeting
Marcus (175)	\$100/month	\$50/meeting
Metaline (170)	\$50/meeting	\$20/meeting
Metaline Falls (240)	\$75/meeting	\$25/meeting
Nespelem (245)	No compensation	No compensation
Northport (295)	\$120/Month	\$5/month
Oakesdale (425)	\$525/quarter	\$180/quarter
Riverside (285)	No compensation	No compensation
Rockford (480)	\$40/meeting	\$20/meeting
Spangle (275)	\$50/meeting	\$25/meeting
Sprague (440)	\$200/month	\$75/month
Springdale (315)	No compensation	No compensation
Washucna (210)	\$300/month	\$240/year
Waverly (125)	\$780/year	\$450/year
Wilkeson (490)	\$50/meeting	\$25/ meeting
Wilson Creek (210)	\$150/month	\$25/month
Winthrop (465)	\$1,500/month	\$65/meeting, \$65/special meeting, maximum \$260/month

LAW

RCW 35.21.015

Salary commissions.

(1) Salaries for elected officials of towns and cities may be set by salary commissions established in accordance with city charter or by ordinance and in conformity with this section.

(2) The members of such commissions shall be appointed in accordance with the provisions of a city charter, or as specified in this subsection:

- (a) Shall be appointed by the mayor with approval of the city council;
- (b) May not be appointed to more than two terms;
- (c) May only be removed during their terms of office for cause of incapacity, incompetence, neglect of duty, or malfeasance in office or for a disqualifying change of residence; and

(d) May not include any officer, official, or employee of the city or town or any of their immediate family members. "Immediate family member" as used in this subsection means the parents, spouse, siblings, children, or dependent relatives of the officer, official, or employee, whether or not living in the household of the officer, official, or employee.

(3) Any change in salary shall be filed by the commission with the city clerk and shall become effective and incorporated into the city or town budget without further action of the city council or salary commission.

(4) Salary increases established by the commission shall be effective as to all city or town elected officials, regardless of their terms of office.

(5) Salary decreases established by the commission shall become effective as to incumbent city or town elected officials at the commencement of their next subsequent terms of office.

(6) Salary increases and decreases shall be subject to referendum petition by the people of the town or city in the same manner as a city ordinance upon filing of such petition with the city clerk within thirty days after filing of the salary schedule. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by vote of the people.

(7) Referendum measures under this section shall be submitted to the voters of the city or town at the next following general or municipal election occurring thirty days or more after the petition is filed, and shall be otherwise governed by the provisions of the state Constitution, or city charter, or laws generally applicable to referendum measures.

(8) The action fixing the salary by a commission established in conformity with this section shall supersede any other provision of state statute or city or town ordinance related to municipal budgets or to the fixing of salaries.

(9) Salaries for mayors and councilmembers established under an ordinance or charter provision in existence on July 22, 2001, that substantially complies with this section shall remain in effect unless and until changed in accordance with such charter provision or ordinance.

[2001 c 73 § 4.]

NOTES:

Findings—Intent—2001 c 73: "The legislature hereby finds and declares that:

(1) Article XXX, section 1 of the state Constitution permits midterm salary increases for municipal officers who do not fix their own compensation;

(2) The Washington citizens' commission on salaries for elected officials established pursuant to Article XXVIII, section 1 of the state Constitution with voter approval has assured that the compensation for state and county elected officials will be fair and certain, while minimizing the dangers of midterm salary increases being used to influence those officers in the performance of their duties;

(3) The same public benefits of independent salary commissions should be extended to the setting of compensation of municipal elected officers; and

(4) This act is intended to clarify the intent of the legislature that existing state law authorizes:

(a) The establishment of independent salary commissions to set the salaries of city or town elected officials, county commissioners, and county councilmembers; and

(b) The authority of the voters of such cities, towns, and counties to review commission decisions to increase or decrease such salaries by means of referendum." [**2001 c 73 § 1.**]

Severability—2001 c 73: "If any provision of this act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected." [**2001 c 73 § 6.**]

Salaries for Elected Officials

MLRC

April 12, 2018 by Paul Sullivan

Category: Administrative and Elected Officials , Administrative and Elected Officials-County



If you perform work, it's always nice to be paid. Many elected officials are paid, although some are not. This blog discusses how salaries are set, how they can be changed, and whether an elected official can request not to be paid.

Setting Salaries

For most elected officials, salaries are set by their legislative bodies. A city council determines the salary for its members and the mayor (see [RCW 35A.12.070](#) and [RCW 35A.13.040](#) for code cities, [RCW 35.23.091](#) for second class cities, and [RCW 35.27.130](#) for towns).

County officials' salaries are set by the county legislative body. However, unlike for cities and towns, a county legislative body is more limited in its discretion to set salaries since state law requires some salaries be set at an amount not less than that set by statute (see [RCW 36.17.020](#)).

For most special districts, the compensation paid commissioners is set by the district and limited by statute to stated daily and yearly maximums (see [RCW 85.38.075](#)). Although salary amounts were set by statute in 2007, the statute allows different per diem maximums to be set every five years by the state's Office of Financial Management. That office last made such an adjustment in 2013 when it filed [WSR 13-12-078](#). Until the next adjustment is announced, *the per diem rate may not exceed \$114, with a yearly maximum of \$10,944*. When a board sets its compensation within the parameters of the regulation, the new rates would not go into effect until the next term of office.

While salaries are typically set by the city or county legislative body, state law does allow for the creation of a salary commission to set salaries (see [RCW 35.21.015](#) and [RCW 36.17.024](#)). If a salary commission is created, the elected officials are paid the salaries established by the commission, although the salaries are subject to referendum. If no referendum is filed within 30 days, the new salaries can be effective immediately, except if the commission determines a salary should be decreased, since no decrease is allowed during a term.

Changes to Salaries

Periodically a legislative body may conclude that the salaries paid its elected officials should be changed and, typically, increased. [Article 11, section 8](#) of the Washington Constitution, however, prohibits any salary increase or decrease after an election and during the term of office for those officials who set their own salary. Accordingly, the prohibition only applies to city and county councilmembers, county commissioners, and special district commissioners (see Washington State [Const. art. 30, sec. 1](#)).

A mayor's salary, on the other hand, can be increased anytime, provided the mayor does not vote to break a tie on the proposed increase. An elected official's salary may not be decreased in any case after his or her election or during the term of office.

If a city or county has created a salary commission, any salary set by the commission may be implemented during an elected official's term since, in that instance, the salary is not set by the elected official. The prohibition against salary decreases during a term also applies to changes made by a salary commission.

Since a salary increase will generally only be effective for an official who is newly elected or reelected, what happens if someone fills a vacant position by appointment during the current term or by election for the remainder of a term? Does he or she take the "old"

salary, or any new and pending increased salary? In this case, the appointed person receives the same salary as the person who previously held the position during the current term. The constitutional prohibition against increase in the salary of a councilmember applies to the term of office rather than to the individual who is holding the office (see [State ex rel Wyrick v. City of Ritzville](#) and AGO 1999 No. 1).

May an Elected Official Refuse His or Her Salary?

Sometimes, when budgets are tight, elected officials will state a willingness to refuse all or part of their salary. This is okay, isn't it? Maybe. But as indicated above, the constitution prohibits decreases in salary after an official's election and during the term of office. It would be illegal to reduce the salaries established for elected positions unless the effective date of the decrease is delayed until the beginning of the next term of office. Withholding all or part of a salary of a current officeholder could be considered an illegal salary decrease.

Nevertheless, a reduction might still be possible. The simplest option would be for the elected official to receive his or her salary and then donate it back to the local government. However, the donated salary would still be taxable income and unless the official itemizes for tax purposes, there would be no tax benefit.

A second possible approach might be for the official to formally waive all or part of his or her salary. Since the official would not be paid, there would not be any taxable income flowing from the refused salary. It is not certain, though, that a salary waiver is enforceable. MRSC is aware of one instance when an elected official voluntarily waived a portion of salary and then, after leaving office, asked to be paid the salary that was waived.

Some special district officials, such as fire and port district commissioners, have express statutory authority to waive all or part of their salaries (see [RCW 52.14.010](#) and [RCW 53.12.265](#)). For cities and counties, however, until there is an appellate court decision addressing the issue or legislation specifically authorizing a salary waiver, *there is uncertainty about the enforceability of a such a waiver for their elected officials.*

Questions? Comments?

If you have questions about this or other local government issues, please use our [Ask MRSC form](#) or call us at **(206) 625-1300** or **(800) 933-6772**. If you have comments about this blog post, please comment below or email Paul Sullivan at psullivan@mrsc.org.



Good example of process

Pierce County Citizens' Commission on Salaries for Elected Officials Process & Procedures

THE DUTIES AND RESPONSIBILITIES OF A COMMISSIONER

- Attend and be prepared for all meetings;
- Become familiar with and follow statutes, operating rules, and policies;
- Carefully listen to the presentations of experts, members of the public, and the elected officials;
- Read and examine the materials and information presented before making decisions;
- Actively participate in meetings and hearings;
- Be willing and able to reach thoughtful, non-political decisions;
- Work collaboratively with the group in making decisions, recognizing that compromise may be necessary to reach group consensus; and
- On an annual basis, prepare a salary recommendation for the Auditor, Assessor-Treasurer, Executive, and Sheriff, and deliver the recommendation to the Clerk of the Council no later than the first Monday in September.

It is important to recognize that as a Commissioner, you do not represent a specific constituency such as a particular Council District or the field from which you were selected, for example, the business community. Rather, you represent all the citizens of the County.

THE ROLE OF STAFF

The support staff are responsible for providing the support and resources needed to effectively carry out your duties as a Commissioner. Staff will:

- Research, develop, and provide technical information, data, and materials for consideration in your salary setting deliberations and decisions.
- Implement and carry out the rules, policies, programs, and decisions that are made.
- Make arrangements for meetings, and prepare meeting materials.
- Support staff do not influence, communicate recommendations, or play a role in any decisions or deliberations made by the Commission.

Please contact the staff regarding any questions you may have or assistance you may need.

SETTING THE ELECTED OFFICIALS' SALARIES

It is appropriate to base salaries on realistic standards and to set salaries that are commensurate with the duties of the job. Historically, Pierce County has utilized compensation methods in determining appropriate salaries for the County's elected officials.

The positions for which the Commission has salary setting authority are:

- Assessor-Treasurer
- Auditor
- Executive
- Sheriff

Note: The Commission does not set the salaries of elected officials in the judicial or legislative branches of Pierce County government.

THE COMMISSION'S SALARY SETTING AUTHORITY AND LIMITATIONS

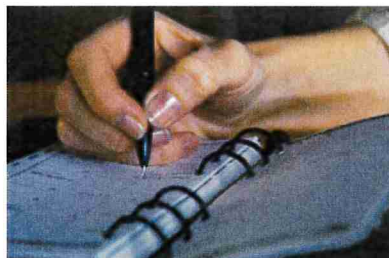
In recommending the elected officials' salaries, the Commission may:

- Grant a general cost of living adjustment (COLA) to all positions.
- Increase the salary of a particular position or positions.
- Not grant any increases — keep all salaries at their current level.

The Commission does not have the authority to reduce salaries.

THE SALARY SETTING TIMELINES

The Commission is required to recommend the elected officials' salaries on an annual basis. The table on the following page outlines the process.



General Timeframe	Action Required
March/April	<ul style="list-style-type: none"> • Orientation, election of officers, and adoption of meeting schedule. • Review process/procedures for any improvements and/or efficiencies. • Identify factors and determine what information staff needs to provide for the Commission.
April/May	<ul style="list-style-type: none"> • Review and identify factors/methodology to consider in order to facilitate the decision-making process. • Review of the information provided by the staff.
May/June	<ul style="list-style-type: none"> • Hear testimony from the elected officials. • Further discussion regarding a proposed salary recommendation. • After hearing testimony from the public, the Commission may adopt a salary recommendation.
June/July	<ul style="list-style-type: none"> • If a decision regarding the proposed salary recommendation has not been reached, further discussion and decision regarding the proposed salary recommendation. After hearing public testimony, a salary recommendation should be adopted. Adopting a salary recommendation could be deferred to the August meeting.
August	<ul style="list-style-type: none"> • Optional meeting if necessary.
September	<ul style="list-style-type: none"> • The Commission must file the adopted salary recommendation with the Clerk of the Council no later than the first Monday in September.

NOTE: The Pierce County Council reviews the adopted salary recommendation during the budget-setting process in October/November. The Council may revise the recommendation prior to voting.

The specific meeting dates and locations will be set at the March/April meeting. All of the Commission's meetings, actions, hearings, and business conducted are subject to the Open Public Meetings Act.

HOW THE SALARY SETTING PROCESS WORKS

It is Pierce County's desire to attract citizens of the highest quality to public service by:

- Establishing proper salaries for elected officials;
- Basing those salaries on realistic standards; and
- Paying the elected officials according to the duties of their office.

The Commission's responsibility is to evaluate the position and recommend a salary that is commensurate with the duties. It is the voters' responsibility to evaluate the performance of the person doing the job.

The Commission is directed to set an annual salary recommendation.

1. The first step is to adopt a proposed annual salary recommendation. The proposal is then "on the table" for public comment and input. Consideration of a proposed salary recommendation will be listed on the Commission's agenda, which is published on the Pierce County [website](#).
2. The public is encouraged to participate in the decision-making process by attending one of the public meetings or by sending comments to the Commission via phone, fax, mail, or email at pchumanresources@piercecountywa.gov. All input from the public is shared with the Commissioners.
3. A final annual salary recommendation must be adopted no later than August 31.
4. The final salary recommendation must be filed with the Clerk of the Council no later than the first Monday in September. The effective date of the final salary recommendation would be effective in the first pay cycle starting after January 1 of the following year.

PUBLIC TESTIMONY AT MEETINGS

The meetings of the Commission are informal. Anyone can testify; however, time is limited, so please be brief and direct. Written testimony can be distributed in lieu of oral testimony. If presenting written testimony, please provide 11 copies.

In presenting testimony, begin your remarks by addressing the Chairperson and the Commissioners. Introduce yourself and whether you are representing yourself or an organization. Your testimony must be limited to three (3) minutes.

After your testimony, be prepared for questions and comments from the Commissioners.

The Commission asks that you consider the following in preparing your testimony:

- The Commission is charged with evaluating the duties of the elected officials' positions, not their performance. Voters are responsible for evaluating their performance.
- Issues that are appropriate for testimony and the Commission's consideration are those that deal with factors such as complexity of duties, the knowledge and skills required by the *position*, and the current or proposed salary.
- Issues that are not appropriate for the Commission to consider include the pros and cons of legislation, tax rates, policies of County government, personalities of elected officials, and other topics not related to the duties or salaries of the elected officials under the purview of this Commission.

Your input is needed!

Public comment and testimony at meetings is welcomed and encouraged. If you cannot attend a meeting, the Commission would still like to hear from you. You can address any communication to:

Pierce County Citizens' Commission on Salaries for Elected Officials
c/o Pierce County Human Resources Department
950 Fawcett Avenue, Suite 200
Tacoma, WA 98402-5603

PUBLIC MEETINGS AND HEARINGS

All meetings, actions, hearings, and business the Commission conducts must comply with the [Open Public Meetings Act](#) (OPMA) and the [Public Records Act](#). This means that all business the Commission conducts must be open and accessible to the public. The only exception is if the Commission calls an Executive Session. The law is very specific about the topics and/or business that may be considered in Executive Session and how and when such a session may be called. Generally, if an Executive Session is called, legal counsel will be present.

Attendance at Meetings

Your regular attendance at meetings is important. Your position as a Commissioner may be forfeited because of poor attendance. The Pierce County Code states:

The Executive may remove any appointed member of the Commission for inefficiency, neglect of duty, malfeasance, or three unexcused absences in one year, subject to confirmation by a majority of the Council. ([PCC 2.100.050](#))

Requesting to be excused from a meeting is easy. You may be excused by either calling or sending an email request to the Commission's support staff stating the reason and requesting to be excused. They will then give your request to the Chair of the Commission.

At the meeting, the Chair may grant you an excused absence or ask for a vote of the membership to excuse your absence.

Quorum

A **majority** of the appointed members constitutes a quorum for the purpose of conducting a meeting. If a member is not able to be physically present at the meeting site, they may participate by teleconferencing for all or part of a meeting if: prior approval for good cause is given by the Chair of the Commission, prior arrangements are made with Human Resource staff; and all persons participating in the meeting are able to hear each other at the same time.

Action/Adopt a Salary Recommendation

Taking action at a meeting requires an affirmative vote of **a majority of members present**. Final action to set or recommend a salary increase requires an affirmative vote of not less than six members. Such final action shall be in writing and certified by the signatures of the members voting.

Officers

The Chair and Vice-Chair serve at the discretion of the Commission and may be replaced by majority vote at any time. In the absence of the Chair, the Vice-Chair assumes the duties of Chair.

MEETINGS

All meetings, actions, hearings, and business the Commission conducts must comply with the Open Public Meetings Act (OPMA). This means that all business conducted must be open and accessible to the public. The only exception is if the Commission calls an Executive Session. Information about Executive Sessions is found below.

Regular Meetings

Regular meetings are defined as recurring meetings held in accordance with a periodic schedule. The meetings held during the salary setting process meet the definition of *Regular Meetings*. These meetings are open to the public. Time to hear public testimony will be a part of the regular agenda.

Public Hearings

The Commission may hold public hearings to take public testimony on the *proposed* salary recommendation. All regular meetings are open to the public, and time to hear public testimony is a part of the agenda of each regular meeting.

Work Sessions

The Commission may hold Commissioner Work Sessions in conjunction with public hearings. Their purpose is to review and discuss data and materials relative to the salary setting process and to conduct other business. Items discussed in these sessions that require formal action must be included on that meeting's agenda.

Special Meetings

A special meeting may be called at any time by the Chair or by a majority of Commissioners. The orientation meeting, planning meeting, and conference call meetings fall into this category.

Executive Sessions

The Chair or a majority of Commissioners may call for an Executive Session at any time. However, the law is very specific about the topics and business that can be conducted in Executive Session and how and when such a session may be called. The Chair must publicly announce the purpose of the Executive Session prior to convening one. Members of the public are not allowed to attend these sessions. Legal counsel may be asked to attend any such meetings to ensure that the Commission follows the letter of the law.

MEETING PROCEDURES

All business is conducted by motion. Any Commissioner, except the Chair, may make a motion. The Commission's meetings are informal, but it will loosely follow [Robert's Rules of Order](#) for its procedures.

Voting

The Chair has a vote just like any other member. The Chair may call for a voice vote or a roll call vote for general business.

The exception is when adopting the final salary recommendation. The Chair will call for a roll call vote. Those votes are recorded into the minutes.

The Open Public Meetings Act prohibits voting by secret ballot.

Meeting Minutes and Filming

The Commission's meetings are recorded by staff support. The minutes are sent to all Commissioners and are posted on the Pierce County Human Resources website after they are approved.

The Commission's meetings may be filmed by and shown on PCTV, the County's public affairs television network.

Public Records Act

Members of Boards, Commissions, Committees, and Task Forces may be required to produce their personal notes taken at their meetings and/or emails that relate to the activities and deliberations of the organization in response to a request for inspection and copying of public records (a public records request). To the extent those notes contain information that is purely personal or material that is exempt under the [Public Records Act](#), portions of the documents may be redacted.

Public records are the property of the County and must be managed (preserved, stored, transferred, destroyed, etc.) according to the provisions of [RCW 40.14](#). We suggest that Commissioners copy electronic and paper records **not already in possession of the County** back to County staff periodically (in the case of ongoing Commissions) or upon completion of their charge.

It is recommended that Commissioners establish a separate, clearly named folder within their personal email account and/or on the hard drive of their personal computer in which they file all materials relating to the organization. It is also advisable for members to establish a separate email account specifically used for the purpose of participating on the Commission.

The County must provide the fullest assistance in response to public records requests. The County's Public Records Officers and a representative of the Prosecuting Attorney's Office will review any documents for any information which may be exempt from disclosure and will provide the necessary explanations of the exemptions to the requestor if access to particular records is denied. Courts may award monetary penalties should the County not respond promptly or fully.



DEALING WITH THE PRESS

The news media is an important tool to help us inform the public about the Commission's work. The following points are intended to aid you in comfortably dealing with the media.

- The Chair will speak for the Commission as a whole and serve as the primary contact with the media.
- Commissioners are welcome and encouraged to speak with the media in their local areas or when approached at meetings. However, use discretion to avoid the appearance of speaking for the Commission unless you have been asked to do so.
- If a member of the news media contacts you, please inform staff of the following: whom you spoke with, whom they represent, the topic, and the date. That information becomes part of our historical records.

When speaking with members of the media, keep the following points in mind:

- Be familiar with statutes and authority.
- Be as open as possible, but keep your focus on the business of the Commission.
- Respond to the questions asked; do not express personal opinions or comment on what actions you think may be taken.
- Do not express dissatisfaction with actions taken or make inappropriate comments about other Commissioners or staff.
- If you do not know the answer to a question or are unsure about what you should say, refer the individual to the Chair.

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SALARY COMMISSION

The Salary Commission volunteers are made up of five Citizens appointed for staggered terms by the Mayor with the approval of City Council. As authorized by [RCW 35.21.015](#), in 2016 the City of Edgewood established a Salary Commission to set the salaries of the Mayor and City Councilmembers.

Salary Commissioner Members:

Scott Bartelson, Position 1

Term ending December 31, 2019

Jeff Hogan (Chair), Position 2

Term ending December 31, 2020

Gary Baldrige, Position 3

Term ending December 31, 2020

Jason Neil, Position 4

Term ending December 31, 2019

Shawn Carter, Positin 5

Term ending December 31, 2019

From: Tony Hernandez [mailto:thernandez@cityofmilton.net]

Sent: Tuesday, August 13, 2019 2:11 PM

To: Dave Gray <dave@cityofedgewood.org>

Subject: Salary Commission

Greetings Dave could you please send me whatever you have on your Salary Commission. I am doing some research for a possible Salary Commission for Milton.

Thanks !

Chief of Police
Tony Hernandez
1000 Laurel Street
Milton WA 98354
Office: 253-517-2717

This is an external email. Please use caution when opening any attachments.

ORDINANCE NO. 16-0470

**AN ORDINANCE OF THE CITY OF EDGEWOOD,
WASHINGTON, AMENDING CHAPTER 2.10 EMC ELECTED
OFFICIALS; ESTABLISHING A SALARY COMMISSION IN
ACCORDANCE WITH RCW 35.21.015; DEFINING THE
POWERS, DUTIES, ELIGIBILITY REQUIREMENTS AND
PROCEDURES FOR SAID COMMISSION; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE
DATE**

WHEREAS, RCW 35.21.015 authorizes cities to establish, by ordinance, an independent salary commission in order to set the salaries of local elected officials, subject to certain terms and conditions; and

WHEREAS, the Edgewood City Council desires to establish such a commission for the purpose of setting the salaries of the City of Edgewood Mayor and City Council, and further desires to vest said commission with the power to study and make nonbinding advisory recommendations regarding the appropriate levels of compensation for City of Edgewood employees;

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

Section1. Amendment of Chapter 2.10 EMC. Chapter 2.10 of the Edgewood Municipal Code is hereby amended by the addition of a new section 2.10.050 to provide in its entirety as contained in Exhibit A, attached hereto and incorporated herein by this reference as if set forth in full.

Section 2. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. Effective Date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

**Presented to Council for First Reading on July 26, 2016
Presented to Council for Second Reading on August 9, 2016**

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF EDGEWOOD THIS 9TH DAY
OF AUGUST, 2016**

SIGNED BY:

Mayor Daryl Eiding

ATTEST/AUTHENTICATED:

City Clerk Rachel Pitzel

APPROVED AS TO FORM:

City Attorney Zach Lell

Date of Publication:

Effective Date:

Exhibit A

Edgewood

2.10.050 Salary Commission

There is created and established an independent salary commission.

A. Purpose, function and construction. The salary commission shall review and establish the salaries of the mayor and the councilpersons and shall exercise the powers and perform the duties set forth by RCW 35.21.015, as now existing or hereafter amended, and this section. The provisions of this section shall be construed in accordance with RCW 35.21.015.

B. Membership, appointment, compensation and term.

1. The commission shall consist of five members, to be appointed by the mayor with the approval of the city council.

2. A member of the commission shall serve for a **three-year term** without compensation, and shall be a resident of the city. Initial terms shall be staggered with two members appointed for terms beginning upon their appointment in August and ending December 31, 2017; two members appointed for terms beginning upon their appointment and ending December 31, 2018; and one member appointed for a term beginning upon his or her appointment and ending December 31, 2019.

3. No member of the commission shall be **appointed** to more than **two terms**, whether consecutive or otherwise.

4. **A member of the commission shall not be an officer, official, or employee of the city or an immediate family member of an officer, official, or employee of the city.** For purposes of this section, "immediate family member" means the parents, spouse, siblings, children, or dependent relatives of an officer, official, or employee of the city, whether or not living in the household of the officer, official, or employee.

C. Vacancies. In the event of a vacancy in the office of commissioner, the mayor shall appoint, subject to approval of the city council, a person to serve the unexpired portion of the vacant position's term.

D. Removal. A member of the commission shall only be removed from office for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, or for a disqualifying change of residence.

E. Duties; Adjustment of Salaries.

1. The commission shall review the salaries paid by the city to the mayor and city council. If after such review the commission determines that the salary paid to the mayor or city council should be increased or decreased, the commission shall file a written salary schedule with the city clerk indicating the increase or decrease in salary.

2. The commission shall convene and complete its first review of the salaries paid to the mayor and city council within 90 days of the appointment of the commission. Should the commission determine that the salary paid to the mayor or city council should be increased or decreased, the commission shall file its initial schedule of salaries for the mayor and city council with the city clerk no later than the 91st day following the appointment of the commission.

3. For subsequent years, the commission shall meet no less than one time per year, during the month of May.

4. All meetings of the commission shall be governed by the Open Public Meetings Act and shall be open to the public except as otherwise allowed under that Act. Members of the public shall have an opportunity to comment or submit comments in writing prior to a commission vote to increase or decrease salaries.

5. Any increase or decrease in salary shall become effective and incorporated into the city budget without further action of the city council or the commission.

6. Salary increases established by the commission shall be effective as to the mayor and all council members, regardless of their terms of office.

7. Salary decreases established by the commission shall not be effective as to an incumbent mayor and council members until the commencement of their next term of office.

8. Any adjustment of salary by the commission shall supersede any city ordinance related to the budget or fixing of salaries, but only to the extent of a conflict.

9. Existing salaries for the mayor and council members established by city ordinance and/or city budget prior to the effective date of this section shall remain in effect unless and until changed in accordance with the provisions of this chapter. The terms and conditions of the commission's adopted salary schedule will remain in effect until amended under the terms and conditions of a new salary schedule filed in accordance with this chapter.

10. The commission shall adopt rules of procedure to govern its meetings. Such rules shall make provision for the taking of minutes and keeping of commission records, and shall provide for the election of such officers as are deemed necessary by the commission for the conduct of its business.

F. Referendum Measures.

1. Salary increases and decreases shall be subject to referendum petition by the people of the city in the same manner as a city ordinance upon filing of such petition with the city clerk within thirty days after filing of the salary schedule. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by vote of the people.

2. Referendum measures under this section shall be submitted to the voters of the city at the next following general or municipal election occurring thirty days or more after the petition is filed, and shall be otherwise governed by the provisions of the state Constitution or laws generally applicable to referendum measures.

G. Employee Compensation Recommendations. Separate from and independent of the other provisions of this section, the city council may from time to time direct the commission to review the salary and/or benefits provided to city employees and to make recommendations to the council regarding the same. Any such recommendations shall be advisory only, shall not be subject to referendum, and shall not bind the council in any manner whatsoever.

Chapter 4.04 SALARY COMMISSION

Sections:

- [4.04.010](#) Creation.
- [4.04.020](#) Members – Term – Vacancies.
- [4.04.030](#) Powers and duties.
- [4.04.040](#) Meetings – Operations.
- [4.04.050](#) Referendum.

FIFE

4.04.010 Creation.

There is created a salary commission for the city of Fife. (Ord. 1938 § 3, 2016; Ord. 1552-05 § 1, 2005. Formerly 2.46.010).

4.04.020 Members – Term – Vacancies.

A. The salary commission shall consist of seven members, to be appointed by the mayor with the approval of the city council. At least four of the members shall be residents of the city of Fife and the balance shall be local business persons.

B. The salary commission shall not be a standing commission. Rather, the commission shall be filled and members selected in accordance with subsection (A) of this section, once every four years commencing in 2014. The commission may be formed at any time in the interim four years by council resolution. The salary commission members shall serve a 120-day term without compensation. The term may be extended up to 60 days by the commission if they publicly deem an extension necessary to complete their duties under FMC [4.04.030](#)(A).

C. No member of the commission shall be appointed to more than two terms.

D. A member of the commission shall not be an officer, official, or employee of the city or an immediate family member of an officer, official, or employee of the city. For purpose for this section, "immediate family member" means the parents, spouse, siblings, children or dependent relatives of an officer, official, or employee of the city, whether or not living in the household of the officer, official, or employee.

E. In the event of a vacancy in the office of a commissioner, the mayor shall appoint, subject to approval of the city council, a person to serve the unexpired portion of the term. (Ord. 1938 §§ 3, 4, 2016; Ord. 1862 § 1, 2014; Ord. 1552-05 § 1, 2005. Formerly 2.46.020).

4.04.030 Powers and duties.

A. The commission shall have the duty to review the salaries paid by the city to each elected city official. If after such review the commission determines that the salary paid to any elected city official should be increased or decreased, the commission shall file a written salary schedule with the city clerk indicating the increase or decrease in salary. The commission shall complete its duties and file any increase or decrease in salary to the city clerk prior to the expiration of its term.

B. Except as provided in subsection (E) of this section, and in FMC [4.04.050](#), any change in salary established by the commission shall become effective upon filing with the city clerk and shall be incorporated into the city budget without further action of the city council or the commission.

C. Each schedule shall be prepared as a resolution of the commission in a form approved by the city attorney and signed by the commission chair.

D. Salary increases established by the commission shall be effective as to all city elected officials, regardless of their terms of office.

E. Salary decreases established by the commission shall be effective as to incumbent city elected officials at the commencement of their next subsequent terms of office. (Ord. 1938 § 3, 2016; Ord. 1862 § 2, 2014; Ord. 1552-05 § 1, 2005. Formerly 2.46.030).

4.04.040 Meetings – Operations.

The meetings and operations of the commission shall be conducted as follows:

A. Prior to the filing of any salary schedule, the commission shall:

1. First develop a proposed salary schedule;
2. After providing notice in the same manner as the city council agendas, hold one public hearing and take testimony thereon.

B. Except as provided herein, the commission shall be solely responsible for its own organization, operation, and action. Staff support shall be provided as determined by the city manager. The members of the commission shall elect a chair from among their number. (Ord. 1938 § 3, 2016; Ord. 1552-05 § 1, 2005. Formerly 2.46.040).

4.04.050 Referendum.

Any salary increase or decrease established by the commission pursuant to this chapter shall be subject to referendum petition by the voters of the city, in the same manner as a city ordinance, upon filing of a referendum petition with the city clerk within 30 days after filing of a salary schedule by the commission. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by a vote of the people. Referendum measures under this section shall be submitted to the voters of the city at the next following general or municipal election occurring 30 days or more after the petition is filed, and shall otherwise be governed by the provisions of the State Constitution and the laws generally applicable to referendum measures. (Ord. 1938 § 3, 2016; Ord. 1552-05 § 1, 2005. Formerly 2.46.050).

**CITY OF FIFE SALARY COMMISSION
RESOLUTION 2014-1**

A RESOLUTION OF THE SALARY COMMISSION OF THE CITY OF
FIFE, PIERCE COUNTY, WASHINGTON INCREASING THE
SALARIES FOR THE MAYOR AND CITY COUNCIL MEMBERS

WHEREAS, the salary commission has the duty to review the salaries paid by the city to each elected city official; and

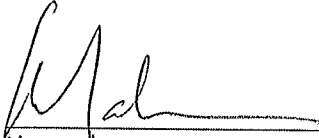
WHEREAS, the commission has completed its review and held a public hearing on a proposed salary increase for the mayor and council members in accordance with FMC 2.46.040; and

WHEREAS, the commission has determined that the salaries paid to the mayor and council members should be increased to the amounts set forth in this resolution; now, therefore

IT IS HEREBY RESOLVED AS FOLLOWS:

1. Effective January 1, 2015, the mayor's monthly salary shall be \$800.00 per month.
2. Effective January 1, 2015, the monthly salary for every council member other than the mayor, shall be \$650.00 per month.

ADOPTED by the salary commission at an open public meeting held on the 13th day of November 2014.



Kim Nakamura, Chair

Federal Way Community Center (<http://itallhappenshere.org/>)

Dumas Bay Centre (<http://www.dumasbaycentre.com/>)

Visit Federal Way (<http://visitfw.org>)

Federal Way Public Schools (<http://fwps.org>)

Performing Arts & Event Center (<https://www.fwpaec.org>)

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SUMMER

City Council Salary Review Commission

Meetings

Meets no less than three times a year

Members

- Mike Brown (Chair)
- Amy Wertz
- Jacob Gibbs (Vice-Chair)
- Vacancy
- Sally Zeiger Hanson

Membership Description

- Five members
- City residency and registered voter required
- Term: Four years

Responsibilities

This commission is charged with setting the salaries of the mayor, the deputy mayor, and members of the city council.

Chapter 2.85 SALARY COMMISSION

Sections:

2.85.010 Creation.

2.85.020 Membership.

2.85.030 Powers.

2.85.040 Referendum.

2.85.050 Meetings to be open.

SUMNER

2.85.010 Creation.

There is hereby created a salary commission to perform the functions identified in RCW [35.21.015](#). (Ord. 2160 § 2, 2005)

2.85.020 Membership.

A. The salary commission shall have three members, who shall be appointed by the mayor, with approval of the council, for five-year terms.

B. No member may be appointed to more than two terms on the salary commission.

C. Members may be removed during their terms for cause of incapacity, incompetence, neglect of duty, or malfeasance in office or for a disqualifying change of residence.

D. No officer, official, or employee of the city or any of their immediate family members may serve as a member of the salary commission. (Ord. 2160 § 3, 2005)

2.85.030 Powers.

A. The salary commission shall set the salaries for elected officials of the city. The commission shall convene and review the salaries of the city's elected officials once every five years, or sooner where directed to do so by a majority vote of the city council.

B. Any change in salary shall be filed by the commission with the city clerk and shall become effective and incorporated into the city budget without further action of the city council or salary commission.

C. Salary increases established by the commission shall be effective as to incumbent city elected officials, regardless of their terms in office, subject to the provisions of SMC [2.85.040](#).

D. Salary decreases established by the commission shall become effective as to incumbent city elected officials at the commencement of their next subsequent terms of office.

E. Commission action fixing the salaries of elected officials of the city pursuant to this chapter shall supersede any provision of any other city ordinance related to such salaries.
(Ord. 2160 § 4, 2005)

2.85.040 Referendum.

A. Salary increases and decreases shall be subject to referendum petition by the people of the city in the same manner as a city ordinance upon filing of such petition with the city clerk within 30 days after filing of the salary schedule. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by a vote of the people.

B. Referendum measures under this section shall be submitted to the voters of the city at the next following general or municipal election occurring 30 days or more after the petition is filed and shall be otherwise governed by the provisions of the general laws applicable to referendum measures. (Ord. 2160 § 5, 2005)

2.85.050 Meetings to be open.

The proceedings and actions of the salary commission shall be undertaken in compliance with the Open Public Meetings Act, chapter [42.30](#) RCW, as if the commission was a "governing body" as defined in that Act; provided, that notice of all meetings of the commission shall be issued pursuant to RCW [42.30.080](#), and the commission shall not meet in executive session. (Ord. 2160 § 6, 2005)

The Sumner Municipal Code is current through Ordinance 2697, and legislation passed through June 17, 2019.

Disclaimer: The City Clerk's Office has the official version of the Sumner Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

City Website: <http://sumnerwa.gov/>

City Telephone: (253) 299-5500

[Code Publishing Company](#)



Sumner's volunteer commissions provide advice and input to the City Council on key areas.

Attending a Meeting **Commissions**

Commission meetings are open to the public. If the work of one commission interests you, consider starting out by sitting in on a meeting or two. [Click here for a full calendar of meeting dates and times.](#)

Arts Commission

Sumner Arts Commission is a group of dedicated volunteers whose mission is to improve citizens' quality of life through art experiences and contribute to the aesthetic environment of the City. Programs include Music Off Main, Movies Off Main, Write in the Valley, and more. Members serve four year terms.

Sumner Arts Commissioners: Emily Browning-Cray, Judy Caviezel, Ben Haines, Donna Hardtke, Michael Hochstatter, Fran Jones, Sue Larson, Rom LaVerdiere, Jacob Loden, Dustin Madden, Anita Miller, Adrian Navarro, Leah Oren, Courtney Shore

Staff Contact: Lana Hoover, Community Engagement Specialist, 253-299-5781,
lanah@sumnerwa.gov

Design Commission

The Design Commission provides advice to City officials on the implementation of the City of Sumner [Design and Development Guidelines](#). They encourage and promote good design as a vital



1. The majority of their membership represents design professions such as architecture, planning, construction, and landscaping. They serve four-year terms.

Commissioners: Cheryl Ebsworth, Brian Franchini, David Meshke, Joleen Peterson, Randy Radniecki, Jeanne Walter

Staff Contact: Ann Siegenthaler, Associate Planner, 253-299-5520, annsi@sumnerwa.gov

Forestry & Parks Commission

The Forestry & Parks Commission provides advice to the City on issues related to Sumner's parks, recreational facilities, cemetery, trails, trees and planting strips. Members promote the responsible planting of trees and are responsible for developing and implementing the Urban Forestry Strategy plan as well as the requirements to fulfill our Tree City USA status. Members serve four-year terms, and a majority of the membership must be residents of the City of Sumner.

Commissioners: Ben Bridges, Theresa Haase, Matthew Kenna, Gene McCaul, Warren Peloli, Margo Stewart, Dennis Tompkins

Staff Contact: Derek Barry, Public Works Manager, 253-299-5714, derekb@sumnerwa.gov

Planning Commission

The Planning Commission advises the City Council on issues related to the City's [Comprehensive Plan](#). The Commissioners deal with land use issues and provide input on capital facility planning and special studies related to the areas and neighborhoods within the City. The Commission is made up of seven residents of Sumner, each of whom serve six-year terms. [Click here to view the Planning Commission's agenda packets and meeting minutes.](#)

Commissioners: [Cynthia Bush](#), [Andy Elfers](#), [Josh Hamilton](#), [Laura Butterfield](#), [Greg Mintz](#), [Amanda Robbert](#), [Sam Suznevich](#)

Staff Contact: Eric Mendenhall, Senior Planner, 253-299-5526, ericm@sumnerwa.gov

Civil Service Commission

Per RCW 41.12 – Civil Service for City Police, this commission performs all duties and obligations as required per State law. These duties include but are not limited to approvals of various employment lists, testing/promotional methods, conducting hearings, investigations, demotions, suspensions and separations (Ord. 431 § 1, 1937. Prior code § 1.16.010). Terms vary from two to four-years.



an Anderson, Michael Carnahan, Eugene Hammermaster

ABOUT ▾ GOVERNMENT ▾ SERVICES ▾ DAILY LIFE ▾

Wilson, Administrative Services Director, 253-299-5592,

jasonw@sumnerwa.gov CALENDAR

Lodging Tax Commission

Per State law, this commission reviews and provides input on how the 2% occupancy tax charged of visitors staying in Sumner's hotel/motels is used to generate further tourism. Participants must include one councilmember, two representatives of organizations that benefit from tourism and two representatives of properties that generate the tax (hotels). Participants serve one-year terms.

Commissioners: Sue Larson, Jasvin Schroeder, Kim Straight, Jackie Walls, Councilmember Cindi Hochstatter (chair)

Staff Contact: Carmen Palmer, Communications Director, 253-299-5503,
carmenp@sumnerwa.gov

Salary Commission

Every few years, the Salary Commission forms to set the salary for Sumner's elected officials. Commissioners review other cities, make comparisons and set the rate for the coming years.

Commissioners: Kris Arnold, Mike Cathey, J.R. Jacobsen

Staff Contact: Jason Wilson, Administrative Services Director, 253-299-5592,
jasonw@sumnerwa.gov

How to Apply

The City accepts letters of interest in these positions at any time. Please fill out the [Commission Application Form](#) on the Public Records and Forms page and submit it to the City Clerk. Or, you can send letters of interest to Mayor, City of Sumner, 1104 Maple Street, Sumner, WA 98390-1423.

Thank you for your interest and participation in these boards and commissions.



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CALENDAR

Calendar

< August 2019 >						
Su	Mo	Tu	We	Th	Fr	Sa
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Date: August 13, 2019

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Commissions & Committees

Commissioner Application



Are you interested in serving on one of the City's commissions? If so, Vacancies on City Boards and Commissions are opened annually on April 6th or as needed. Check below for current vacancies, or call the City at (253) 862-8602.

To apply, submit a completed [Application for Membership](#) form to the City Clerk's office:

Fax: (253) 862-8538

Mail: P.O. Box 7830, Bonney Lake, WA 98391

In-Person: Justice & Municipal Center, 1st floor
9002 Main Street East, Bonney Lake

Arts Commission

The Arts Advisory Commission advises the Mayor and Council on matters of the arts in the Bonney Lake community.

Planning Commission

The Planning Commission makes recommendations on land use issues such as Comprehensive Plan amendments, zoning, and planning policies, procedures and fees.

Design Commission

The Design Commission reviews and advises on issues and application of City design and development guidelines.

Park Commission

The Park Commission assists in the development of the Parks Element of the Comprehensive Plan and recommends park policies, rules, and more.

Civil Service Commission

The Civil Service Commission regulates the testing, hiring, and other personnel matters of Police Department employees.

Salary Commission

The Salary Commission reviews the salaries of the city's elected officials and sets elected officials' salaries pursuant to RCW 35.21.015. For more information contact the [Commission secretary](#).

City Council Standing Committees

The City Council standing committees include Community Development, Finance, Public Safety, and Voucher Review. Councilmembers serve as committee members and chairs for these committees.

Salary Commission

The Salary Commission consists of five members that must be residents of the City of Gig Harbor. They cannot be city officials, city employees, or immediate family members of city officials or employees. The commission is responsible for the elected officials' salaries and will make a recommendation to increase, decrease, or maintaining the current salaries for each position. The commission will meet no later than April 30th of each even-numbered year and then on an as-needed basis throughout the year. You can access the minutes here: [Salary Commission Minutes](#)

Members

- Harris Atkins
Term: March 2018
- Rosalie Williamson
Term: March 2018
- Tony Michaelson
Term: March 2020
- Ronald Lyse
Term: March 2020
- vacant
Term: March 2020
- [Molly Towslee](#), City Staff

ORDINANCE NO. 1014

AN ORDINANCE OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AMENDING CHAPTER 2.04 OF THE BONNEY LAKE MUNICIPAL CODE AND ORDINANCE NO. 890, AND ADDING A NEW CHAPTER 2.68 OF THE BONNEY LAKE MUNICIPAL CODE, RELATING TO ELECTED OFFICIALS' SALARIES.

WHEREAS, Council and Mayor salaries are currently established, from time to time, by Council ordinance; and

WHEREAS, RCW 35.21.015 allows the Council to delegate such authority to a salary commission;

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

Section 1. BLMC section 2.04.1080 and Ordinance No. 890 § 1(22.3) are hereby repealed.

Section 2. A new BLMC chapter 2.68 is hereby created, to be entitled "Salary Commission," and a new BLMC section 2.68.010 is hereby created to read as follows:

2.68.010 Creation.

There is hereby created a salary commission to perform the functions identified in RCW 35.21.015.

Section 3. A new BLMC section 2.68.020 is hereby created to read as follows:

2.68.020 Membership.

- A. The salary commission shall have three members, who shall be appointed by the mayor, with approval of the council, for five-year terms.
- B. No member may be appointed to more than two terms on the salary commission.
- C. Members may be removed during their terms for cause of incapacity, incompetence, neglect of duty, or malfeasance in office or for a disqualifying change of residence.
- D. No officer, official, or employee of the city or any of their immediate family members may serve as a member of the salary commission.

Section 4. A new BLMC section 2.68.030 is hereby created to read as follows:

2.68.030 Powers.

- A. The salary commission shall set the salaries for elected officials of the city. The commission shall convene and review the salaries of the city's elected officials once every five years, or sooner where directed to do so by a majority vote of the city council.

B. Any change in salary shall be filed by the commission with the city clerk and shall become effective and incorporated into the city budget without further action of the city council or salary commission.

C. Salary increases established by the commission shall be effective as to incumbent city elected officials, regardless of their terms in office, subject to the provisions of BLMC 2.68.040.

D. Salary decreases established by the commission shall become effective as to incumbent city elected officials at the commencement of their next subsequent terms of office.

E. Commission action fixing the salaries of elected officials of the city pursuant to this chapter shall supersede any provision of any other city ordinance related to such salaries.

Section 5. A new BLMC section 2.68.040 is hereby created to read as follows:

2.68.040 Referendum.

A. Salary increases and decreases shall be subject to referendum petition by the people of the city in the same manner as a city ordinance upon filing of such petition with the city clerk within thirty days after filing of the salary schedule. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by vote of the people.

B. Referendum measures under this section shall be submitted to the voters of the city at the next following general or municipal election occurring thirty days or more after the petition is filed, and shall be otherwise governed by the provisions of the general laws applicable to referendum measures.

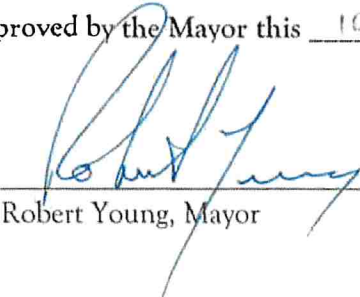
Section 6. A new BLMC section 2.68.050 is hereby created to read as follows:

2.68.050 Meetings to be open.


The proceedings and actions of the salary commission shall be undertaken in compliance with the Open Public Meetings Act, Ch. 42.30 RCW, as if the commission was a "governing body" as defined in that Act; *provided*, that notice of all meetings of the commission shall be issued pursuant to RCW 42.30.080, and the commission shall not meet in executive session.

Section 7. This Ordinance shall take effect thirty (30) days after its passage, subject to prior approval by the Mayor and prior publication for five days as required by law.

PASSED by the City Council and approved by the Mayor this 10th day of February, 2004.


Robert Young, Mayor

ATTEST:


Harwood Edvalson, City Clerk

APPROVED AS TO FORM:


James L. Dionne, City Attorney

Passed: 2/10/04

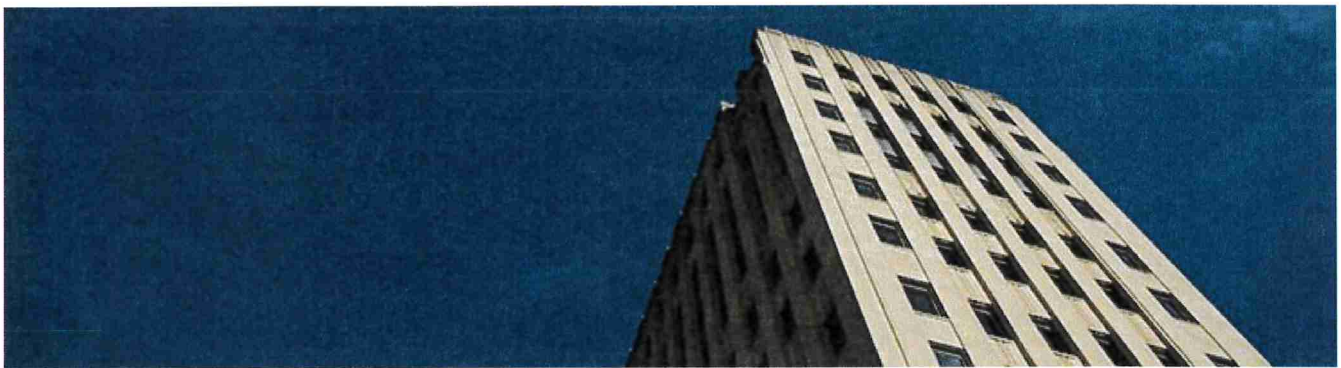
Valid: 2/10/04

Published: 2/12/04

Effective Date: 3/11/04

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Establishment

Pursuant to Section 2.25 of the City Charter, the City Council shall commence a comprehensive review of the City Charter no less frequently than once every ten years by appointing citizens to a Charter Review Committee. In 2014 the Charter Review Committee met and forwarded to the City Council amendments to the City Charter. At the City Council meeting of July 15, 2014, the City Council forwarded 12 proposed Charter amendments to be placed on the November 4, 2014 ballot. Amended Resolution No 38956 amended Section 2.3 of the City Charter to create a Citizen Commission on Elected Salaries.

Duties and Responsibilities

A Citizen Commission on Elected Salaries will determine the compensation and salary of the Mayor and each Council Member. The Commission shall set the salary and any salary changes for the Mayor and Council Members. The salary and any salary

changes set by the Commission shall be adopted by the City Council. The Commission shall meet each year beginning in 2015 in one or more regular or special meetings to carry out its duties set forth in this section. Determination for any change in the salaries of these elected officials shall be filed with the City Clerk and transmitted to the Council for adoption no later than September 1 of the calendar year.

Membership

The Salary Commission shall consist of seven members appointed as follows: Five of the seven Commission Members shall be selected by lot by the County Auditor from among those registered City of Tacoma voters eligible to vote at the time the persons are selected for appointment to the Commission. There shall be one member selected from each of the City's Council districts. The remaining two of the seven Commission members must be residents of the City of Tacoma and shall be appointed by the Mayor and confirmed by the Council. One person shall have experience in human resource management. The second person shall have experience in the legal profession.

Current Membership

District 1 - Randy Droppert

District 2 - Shari Barrera

District 3 - Julianna (Julie) Yust

District 4 - Pandora Schaal

District 5 - Patricia O'Conner

Human Resources Management - Richard Wilkinson

Legal Profession - Chad Arceneaux

Decisions

[2015 Decision](#)

[2016 Decision](#)

[2017 Decision](#)

[2018 Decision](#)

Staff Support

Staffing support to the Salary commission is provided by the Human Resources Department.

Time and Day

February 4, 2019

6 PM

CANCELLED

May 6, 2019

6 PM

August 5, 2019

6 PM

November 4, 2019

6 PM

Location

Citizen Commission on Elected Salaries

747 Market Street

Tacoma Municipal Building

Conference Room 243

Staff Liaison

Jamie Olson

Human Resources

(253) 591-5864

Email

DuPont

Salary Commission

Meetings

- Meetings are conducted on an as needed basis. Please see Public Notices for more information.
- City Hall
1700 Civic Drive
DuPont, WA 98327

Members

Name	Bob Forbes
Term (5-Year)	7/24/18 - 7/31/23
Position	1
Name	<div>Select Language ▼ Bill McDonald</div>

Term (5-Year)

7/24/18 - 7/31/23

Position

2

Name

Patty Moore

Term (5-Year)

7/24/18 - 7/31/23

Position

3

Purpose

As authorized by RCW 35.21.015, the DuPont Salary Commission was established by Ordinance in 2005 to set the salaries for the city elected officials. The commission shall convene and review the salaries of the mayor and City Council members once every five years or sooner when directed to do so by the majority of the City Council. Any change in salary shall be filed by the commission with the city clerk and shall become effective without further action of the City Council. Any recommended salary increases go into effect immediately for the mayor and City Council members regardless of their terms. Salary decreases established by the commission shall become effective as to incumbent elected officials at the commencement of their next subsequent terms of office.

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Salary Commission

The salary commission shall convene and determine the salaries paid to the Mayor and the City Council.

Current Members

- The City is accepting applications to fill (5) five vacancies on the Independent Salary Commission. The deadline to apply to Monday, August 19, 2019.
(<https://cityoflakewood.us/wp-content/uploads/2019/04/Notice-of-Vacancy-2019-.pdf>)

Description of Duties

The duties of the Salary Commission are:

1. The salary commission shall convene and determine the salaries paid to the Mayor and the City Council within 45 days of confirmation by the City Council. The 45-day review and determination time may be extended upon request of the salary commission and approval by the city council.
2. All meetings of the salary commission shall be subject to the Open Meetings Act and shall be open to the public. The meetings shall be held in the same location as City Council regular meetings. The salary commission shall provide an opportunity for citizens of the City to comment on the salaries of the Mayor and City Council prior to taking a final vote on such salaries.
3. After determining the salaries of the Mayor and the City Council, the salary commission shall file a statement of the salaries with the City Clerk. A salary increase shall be effective on the next payday for City employees. A salary decrease shall be effective at the commencement of the next subsequent term of office.

Salary Commission for Elected Officials

The Pierce County Citizens' Commission on Salaries for Elected Officials shall have the power and responsibility to recommend to the Council salary increases for the Pierce County Executive, Assessor-Treasurer, Sheriff, and Auditor.

[View Current Vacancies](#)

Meeting Schedule

Agendas & Documents

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Current Members

Citizens' Commission on Salaries for

	Member	Resolution	Represents	District	Expiration
1	Auditor Selection				
2	Orval Warren	R2018-40	Citizen		12/31/21
3	Theresa Garl	R2018-40	Citizen		12/31/21
4	Steven Howard	R2018-40	Citizen		12/31/21
5	Doreen Wymore	R2016-102 (fill)	Citizen		01/01/20
6	Timothy Madden, Vice Chair	R2012-4; R2016-11	Citizen		01/01/20
7	Deidre Puffer	R2016-90 (fill)	Citizen		01/01/20
8					
9	Executive				
10	Vacant		Legal		12/31/21
11	Julie Sweeney	R2018-40	Business	District 4	12/31/21
12	Patty Rose, Chair	R2012-4; R2016-11 (2nd)	Labor		01/01/20
13	Sean Morrow	R2019-87 (fill)	Human Resources		12/31/19

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Rules of Procedure

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Additional Resources

- [Public Meeting Schedule](#)
- [Pierce County Code 2.100](#)
- [Public Testimony at Meetings](#)



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SALARY COMMISSION - 6 PM

CALENDAR DATE:

Tuesday, January 16, 2018 – 6:00pm



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Independent Salary Commission

Independent Salary Commission

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Responsibilities

This five-member commission was appointed to study the relationship of salaries and benefits to the duties of the Mayor (<http://cfwwweb1test/page/mayors-office>) and the City Council (<http://cfwwweb1test/page/city-council>) members and adjust them, if appropriate. They are to review and file their salary schedules and benefits no later than May 31st of every even-numbered year.

Members

- David Nelson, Chair
- James Englund
- Michael Christner
- Brian Sandler, Vice-Chair
- Vacant, Voting Position
- Vacant, Alternate Position
- Vacant, Alternate Position

Meetings

- The Commission meets in even numbered years. Time and location to be announced.
- Current and past meeting packets and agendas (<http://www.cityoffederalway.com/page/agendas-and-minutes>)

**BREMERTON CITIZEN'S COMMISSION ON COUNCIL SALARIES
2017 COUNCIL MEMBER SALARY SCHEDULE**

WHEREAS, the Charter of the City of Bremerton establishes the Bremerton Citizen's Commission on Council Salaries ("Commission") pursuant to RCW 35.21.015; and

WHEREAS, the Commission is authorized to fix the salaries of the City Council members after studying the relationship of the salaries to the duties of the City Council members; and;

WHEREAS, the Commission conducted a salary and benefits survey of Council Members in twenty Washington State cities which showed that the average salary is 1,029.35 and the median salary is \$1,000.00; and;

WHEREAS, the survey showed that the average salary for Council Presidents is \$1,176.71 and the median salary is \$1,180.11; and;

WHEREAS, the Commission determined that a wage adjustment equivalent to the average wage adjustment (2.3%) received by City employees would be appropriate; and;

WHEREAS, the Commission held public hearings on November 28, 2016 and December 6, 2016 regarding the proposed 2017 salary schedule; NOW THEREFORE,

Pursuant to the Bremerton City Charter, Section 2, Article 8 and RCW 35.21.015, the Bremerton Citizen's Commission on Council Salaries hereby establishes the following salary schedule for the Bremerton City Council:

(1) **2017 COUNCIL MEMBER SALARY SCHEDULE.** Each Council Member shall receive a salary of \$1,023.00 per month. The Council President shall receive an additional stipend of \$153.45 per month during his or her appointed term as President.

(2) **SEVERABILITY.** If any one or more sections, subsections, or sentences of this Schedule are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Schedule and the same shall remain in full force and effect.

(3) **EFFECTIVE DATE.** This Schedule shall take effect and be in force thirty (30) days from the date of its filing with the City Clerk and shall remain in effect until such time as the Commission establishes a new salary schedule pursuant to the City Charter.

DATED: _____, 2016.

Anna Laurie, Chairperson

DRAFT

FILED this ____ day of _____, 2016

Shannon Corin, City Clerk

APPROVED AS TO FORM:

Roger A. Lubovich, City Attorney