

**WEST RICHLAND SALARY COMMISSION
THURSDAY, SEPTEMBER 20, 2016
5:00 p.m.
West Richland City Council Chambers
3100 Belmont Blvd.**

PRELIMINARY AGENDA

- 1. MEETING CALLED TO ORDER**
- 2. ROLL CALL**
- 3. DESIGNATE CHAIRPERSON AND VICE CHAIRPERSON**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF MINUTES OF OCTOBER 18, 2016 SALARY COMMISSION MEETING**
- 6. CITY ATTORNEY REVIEW OF CITY FORM OF GOVERNMENT AND ORDINANCE CREATING SALARY COMMISSION**
- 7. DISCUSSION ON MATERIALS PREVIOUSLY REVIEWED AND MAYOR AND COUNCIL SALARIES**
- 8. OUTCOMES**
- 9. MEETING SCHEDULE**
- 10. ADJOURNMENT**

**CITY OF WEST RICHLAND
SALARY COMMISSION MEETING
TUESDAY, OCTOBER 18, 2016**

- 1. Call to Order** – Vice Chairperson Fred Brink called the meeting to order at 3:35 p.m.
- 2. Roll Call** – Vice Chairperson Fred Brink, and Commissioners David Fetto and Robert Perkes were present. Consultant JoEllen Peters, City Clerk Julie Richardson and City Attorney Bronson Brown were also present.

Upon motion by Commissioner Fetto seconded by Commissioner McDowell, the Commission unanimously excused Chairperson Nancy Aldrich from the meeting.

- 3. APPROVAL OF AGENDA** – *Commissioner McDowell moved to approve the agenda as presented, seconded by Commissioner Perkes. The motion carried unanimously*
- 4. APPROVE MINUTES OF OCTOBER 7, 2016 SALARY COMMISSION MEETING** – *Commissioner Fetto moved to approve the minutes of the October 7, 2016 meeting, seconded by Commissioner McDowell. The motion carried unanimously.*

- 5. MOTION TO ADOPT SALARY SCHEDULE FOR WEST RICHLAND ELECTED OFFICIALS** – Vice Chairperson Brink recapped what the Commission has done to date. During the September 20, 2016 meeting Commissioners voted to present a salary of \$500 per month for Council Members and \$1,000 per month for Mayor with a city administrator at this public hearing that was held on October 7th. However, they decided to wait on a salary for Mayor without a city administrator until after the public hearing. The ranges from the September 20th meeting for Mayor without a city administrator were \$2,500 to \$5,000. There was a motion and second to set the Mayor without a city administrator salary at \$4,000 but the motion did not carry.

Deliberation ensued including the following comments:

- Mayor should be compensated higher than the lowest paid city employee.
- Compensation should be set at a level that qualified persons would be interested and not just those with a personal agenda.
- Increases should be incremental and the Commission can look at it again in two years.
- Mayor with a city administrator still has a lot of responsibility and a large time commitment so should be higher than \$1,000.

Commissioner Perkes moved to adopt elected officials compensation for the next biennial budget at \$500 per month for city council, \$1,500 per month for mayor with a city administrator, and \$4,000 per month for mayor without a city administrator. Commissioner Fetto seconded the motion and it carried by 3-1 majority vote.

*Yes: Commissioners Fetto, McDowell, Perkes
No: Vice Chairperson Brink
Absent: Chairperson Aldrich*

7. ADJOURNMENT – The meeting was adjourned at 4:12 p.m.

Fred Brink, Vice Chairperson

Julie Richardson, City Clerk

DRAFT

**CITY OF WEST RICHLAND
ORDINANCE NO. 10-16**

**AN ORDINANCE OF THE CITY OF WEST RICHLAND, WASHINGTON
ADDING SECTION 2.18, SALARY COMMISSION TO THE WEST
RICHLAND MUNICIPAL CODE**

WHEREAS, RCW 35A.12.070 provides that elected official's salaries are to be set by ordinance; and

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

WHEREAS, the current salaries for the elected officials have not been adjusted in more than fourteen (14) years; and

WHEREAS, the City of West Richland's population in 2002 was 8,930 and has increased to 13,960 in 2015 according to the Office Of Financial Management; and

WHEREAS, the West Richland City Council has determined to create a commission for the purpose of setting the salaries of the Mayor and City Council;

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF WEST RICHLAND, WASHINGTON, do ordain as follows:

Section 1. West Richland Municipal Code 2.18, Salary Commission, is hereby established to read as follows:

2.18.010 Commission Created – Purpose. An independent salary commission is hereby created for the purpose of setting the salaries of the Mayor and City Council Members of the City of West Richland. The official name of the Commission shall be the West Richland Salary Commission.

2.18.020 Definitions. "Salary" or "Salaries," means any fixed compensation paid periodically for work or services. This definition expressly excludes the total cost of any medical or other benefits provided to any Council Member, as well as any expenses paid or reimbursed on behalf of a Council Member in compliance with the City's travel policy and procedures.

2.18.030 Membership – Appointment. The West Richland Salary Commission shall be composed of five (5) members appointed by the Mayor with confirmation by the City Council. No member shall be an officer, official, or employee of the City of West Richland ("City") nor shall any of his or her immediate family members be members of the Salary Commission. For purposes of this Ordinance, "immediate family member" 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. All members shall be residents of the City of West Richland.

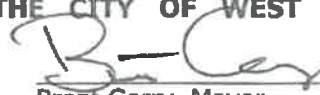
At least (3) members of the Salary Commission shall constitute a quorum and the affirmative vote of three (3) members shall be required to approve a salary schedule for the Mayor and City Council Members, as well as other matters of the commission. The commission shall keep a written record of its proceedings, which shall be a public record in accordance with state law.

2.18.080 Referendum. 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 (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 the 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 thirty (30) days or more after the petition is filed, and shall be otherwise governed by the provisions of the state constitution and general laws applicable to referendum measures.

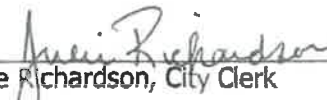
Section 2. Severability. If any section, sentence, clause or phrase of this Ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 3. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.


PASSED BY THE CITY COUNCIL OF THE CITY OF WEST RICHLAND, WASHINGTON, this 21st day of June, 2016.


Brent Gerry, Mayor

ATTEST:


Julie Richardson, City Clerk

APPROVED AS TO FORM:


Bronson Brown, City Attorney

WEST RICHLAND AGENDA ACTION ITEMS

AGENDA ITEM:		TYPE OF ACTION NEEDED			
MEETING DATE:	June 21, 2016	<i>Execute Contract</i>		<i>Consent Agenda</i>	
SUBJECT:	Approve Ordinance Establishing an Independent Salary Commission	<i>Pass Resolution</i>		<i>Public Hearing</i>	
		<i>Pass Ordinance</i>	X	<i>1st Discussion</i>	
Prepared by:	Bronson Brown, City Attorney	<i>Pass Motion</i>		<i>2nd Discussion</i>	
Reviewed by:	Jessica Platt, Finance Director	<i>Other</i>		<i>Other</i>	

SFA 3 – Financial & Operational Effectiveness, Stability, and Accountability

BACKGROUND INFORMATION:

The City of West Richland does not have a formal compensation plan for mayor and council positions. The city operates under a "Mayor-Council" form of government pursuant to Chapter 35A.12 of the Revised Code of Washington. The city has not had a city administrator since 2010.

The mayor is the chief executive and administrative officer of the city in charge of all departments and employees. The mayor, as CEO of the city, is in charge of all departments and employees, is responsible for seeing that all laws are enforced and order is maintained in the city, presides over all meetings of the city council, reports to the council concerning the affairs of the city and its financial and other needs, makes recommendations to the council to consider on the passage of laws, resolutions and other action and prepares and submits to the council a proposed biennial budget.

The council is comprised of seven at-large members. The city council's main tasks are the adoption and oversight of the city's budget, setting city policy and giving advice and consent on appointments made by the mayor to city boards and commissions. City council members also attend and may serve on regional boards and commissions and council subcommittees.

The current salary for the mayor position is \$550 a month. The last time the mayor's salary was adjusted was in 2002 increasing from \$500 to \$550 a month. The mayor also receives a monthly vehicle allowance of \$100 a month which was established in 2000.

The current salary for council members is \$350 a month. The last time the council salary was adjusted was in 2001 increasing from \$300 to \$350 a month. The council also receives a monthly vehicle allowance of \$50 per month which was established in 2000.

RCW 35.21.015 provides that a salary commission for elected officials of cities and towns may be established, by ordinance, with the members to be appointed by the mayor. The city council must approve the members selected by the mayor. Appointed salary commission members are only allowed to serve two terms. The duration of a term is not specified in the RCW, thus it must be stated in the ordinance creating the commission. Individuals that may not be appointed 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.

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. Salary increases established by the commission for all city or town elected officials shall become effective immediately, unless challenged. Salary decreases established by the commission shall not become effective for incumbent city or town elected officials until the commencement of their next term of office.

An increase or decrease is subject to challenge by referendum petition by the people of the city in the same manner as a city ordinance. The challenging referendum petition must be filed with the city clerk within 30 days of the salary commission filing their proposed salary change. A properly filed referendum petition shall be submitted to the voters at the next following general or municipal election occurring at a minimum 30 days after the petition is filed. That referendum shall be governed by the provisions of the state constitution, or city charter, or laws generally applicable to referendum measures.

RCW 35.21.015 does not specify a required number of members to be appointed to the salary commission. The number of members on a salary commission typically ranges from three to seven members. In the attached ordinance, 5 commission members are recommended with three members representing a quorum in case some members are not available to attend a particular meeting. A commission member 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.

Attachments:

1. RCW 35.21.015
2. RCW 35A.12.070
3. Ordinance

SUMMARY: Mayor and Council salaries have not been adjusted in over 14 years. The attached ordinance establishes an independent salary commission for the City of West Richland for the purpose of setting the salaries of the Mayor and City Council Members.

RECOMMENDATION: Passage of ordinance.

ALTERNATIVES: Do not form an independent salary commission to set Mayor and Council salaries.

FISCAL IMPACT (Indicate amount, fund and impact on budget): As determined by the salary commission.

MOTION: I move to pass Ordinance ____-16



Elected Official Salary Schedule

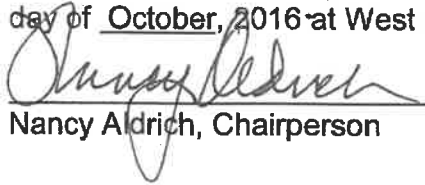
The West Richland Salary Commission hereby adopts the following salary schedule for elected officials.

The annual salaries paid to the following elected officials shall be those base amounts stated below until the Salary Commission finds upon future review that the salaries should be increased or decreased.

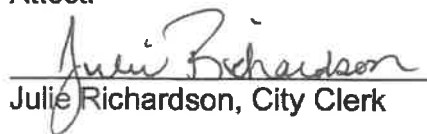
Mayor without City Administrator	\$4,000 monthly
Mayor with City Administrator	\$1,500 monthly
City Council Member	\$500 monthly

Nancy Aldrich certifies as follows:

That she is the Chairperson of the West Richland Salary Commission. That this salary schedule has been adopted in accordance with provisions of WRMC Chapter 2.18 on the 18th day of October, 2016 at West Richland, Washington.


Nancy Aldrich, Chairperson

Attest:


Julie Richardson, City Clerk

Salary Commission Members:

Nancy Aldrich
Fred Brink
David Fetto
Greg McDowell
Robert Perkes

Comparison of Mayor-Council vs. Council-Manager

Characteristics	Mayor-Council	Council-Manager
Legislative authority	Council	Council
Executive authority	Elected mayor	Appointed manager
Selection of CEO	Popularly elected	Appointed by council on the basis of experience
Removal of CEO	Recall election	Removed by a majority vote of the council
Tenure of executive	4-year term	Indefinite
Tenure of council	4-year term	4-year term
Appointment of department heads	Mayor (with council confirmation if provided)	Manager (no council confirmation)
Removal of department heads	Mayor	Manager
Veto	Mayor	Manager has no veto
Policy development	Mayor can propose	Manager can recommend
Policy implementation	Mayor	Manager
Underlying principles	Separation of powers Political leadership Strong central executive	Separation of politics from administration Promotion of economy and efficiency through professional management Strong central executive Business model

**CITY OF WEST RICHLAND
RESOLUTION NO. 45-16**

**A RESOLUTION OF THE CITY OF WEST RICHLAND, WASHINGTON, SETTING
THE SALARY SCHEDULE FOR THE 2017-2018 BIENNIUM AND REPEALING
RESOLUTION 41-15**

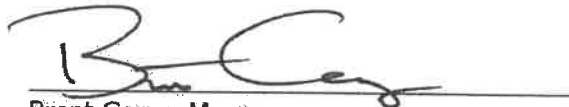
WHEREAS, the City Council of the City of West Richland is responsible by RCW to establish a budget which includes a salary schedule for all City personnel; and

WHEREAS, the Council has discussed salaries for City employees for the 2017-2018 biennium;

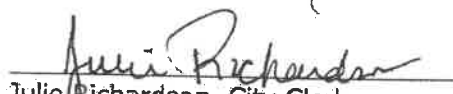
NOW THEREFORE, the West Richland City Council does resolve as follows:

1. The attached salary schedule is hereby adopted; and
2. Resolution No. 41-15 is hereby repealed in its entirety.

PASSED by the City Council of the City of West Richland, Washington, this 6th day of December, 2016.


Brent Gerry, Mayor

ATTEST:


Julie Richardson, City Clerk

APPROVED AS TO FORM:



Bronson Brown, City Attorney

Exhibit A-1

City of West Richland
2017-2018 Monthly Salary Schedule

Classification	Status	Position Title	Range		
			Min	Mid	Max
Executive	Exempt	City Administrator	9,000	11,000	13,000
Executive	Exempt	Public Works Director, Police Chief, Community Development Director, Finance Director	7,000	9,000	11,000
Senior Professional	Exempt	City Clerk/IT Services, Police Captain	6,500	8,000	9,500
Professional/Supervisor		City Engineer, Accounting Manager, HR & Communications Manager			
	Exempt	Civil Engineer II, Public Works Supervisor	5,000	6,250	7,500
	Exempt	Senior Planner, Senior Accountant			
	Exempt	Building Official	4,500	5,500	6,500
	Exempt	Planner, Police Records Supervisor	4,300	5,200	6,100
Para-Professional, Specialist, Confidential, Support	Non-Exempt	Waste Water Treatment Plant Operator, Cross Connection Specialist, HR Specialist, Stormwater Specialist	4,100	4,950	5,800
	Non-Exempt	Building Inspector, Public Works Construction Inspector	4,000	4,850	5,700
	Non-Exempt	Accounting Technician, Engineering Tech--Admin Utility Billing Specialist, Police Records Specialist, Engineering Tech I Engineering Tech	3,700	4,550	5,400
	Non-Exempt	Maintenance Worker II, Waste Water Laboratory Technician	3,500	4,350	5,200
	Non-Exempt	Maintenance Worker I, Utility Clerk	2,700	3,350	4,000
	Non-Exempt	Administrative Assistant I	2,700	3,300	3,900
	Non-Exempt	Meter Reader, Collection Technician, Maintenance Technician, Custodian	2,200	2,700	3,200
Seasonal/Temporary	Non-Exempt	Public Works Seasonal Worker	11.47/hr	13.00/hr	14.47/hr
	Non-Exempt	Seasonal Code Enforcement Officer	14.00/hr		19.00/hr

Exhibit A-2

West Richland Police Association
Monthly Salary Schedule

Rates shown are from the 2013-2016 Collective Bargaining Agreement. The City is currently in negotiations with the West Richland Police Officers Association.

Police Officer

Effective January 1, 2015 (3% Increase)

Step	Grade	Monthly
1	Probationary Third Class	4,859.62
2	Third Class	5,070.30
3	Second Class	5,282.85
4	First Class	5,624.21
5	Senior First Class	5,905.41
	Sergeant	6,614.06

Effective January 1, 2016 (1.5% Increase)

Step	Grade	Monthly
1	Probationary Third Class	4,932.52
2	Third Class	5,146.35
3	Second Class	5,362.10
4	First Class	5,708.57
5	Senior First Class	5,993.99
	Sergeant	6,713.27

Effective July 1, 2016 (1.5% Increase)

Step	Grade	Monthly
1	Probationary Third Class	5,006.51
2	Third Class	5,223.55
3	Second Class	5,442.53
4	First Class	5,794.20
5	Senior First Class	6,083.90
	Sergeant	6,813.97

Animal Control Officer (Non-Exempt, Full-Time)

Effective January 1, 2015 (3% Increase)

	1	2	3	4	5	6	7	8	9	10
Month	3,129.08	3,191.67	3,255.50	3,320.61	3,387.02	3,454.76	3,523.86	3,594.33	3,666.22	3,739.55
Hour	18.05	18.41	18.78	19.16	19.54	19.93	20.33	20.74	21.15	21.57

Effective January 1, 2016 (1.5% Increase)

	1	2	3	4	5	6	7	8	9	10
Month	3,176.02	3,239.54	3,304.33	3,370.42	3,437.83	3,506.58	3,576.72	3,648.25	3,721.21	3,795.64
Hour	18.32	18.69	19.06	19.44	19.83	20.23	20.63	21.05	21.47	21.90

Effective July 1, 2016 (1.5% Increase)

	1	2	3	4	5	6	7	8	9	10
Month	3,223.66	3,288.13	3,353.90	3,420.98	3,489.39	3,559.18	3,630.37	3,702.97	3,777.03	3,852.57
Hour	18.60	18.97	19.35	19.74	20.13	20.53	20.94	21.36	21.79	22.23

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.



Outcomes Needed:

1. Mayor Salary with City Administrator
2. Mayor Salary without City Administrator
3. City Council Salary

