



**WEST RICHLAND SALARY COMMISSION
THURSDAY, SEPTEMBER 10, 2020
4:00 p.m.
Virtual Meeting via Zoom**

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 10, 2018 SALARY COMMISSION MEETING**
- 6. CITY ATTORNEY REVIEW OF CITY FORM OF GOVERNMENT AND ORDINANCE CREATING SALARY COMMISSION**
- 7. ROLE OF MAYOR AND CITY COUNCIL MEMBERS**
- 8. DATA SOURCES**
- 9. OUTCOMES**
- 10. MEETING SCHEDULE**
- 11. ADJOURNMENT**



WEST RICHLAND SALARY COMMISSION

MEETING MINUTES FROM OCTOBER 10, 2018

**CITY OF WEST RICHLAND
SALARY COMMISSION MEETING
THURSDAY, OCTOBER 10, 2018**

1. **Call to Order** – Chair Greg McDowell called the meeting to order at 6:00 p.m.
2. **Roll Call** – Commissioners Mark Hanneman, Greg McDowell, Robert Perkes and Walter Tamosaitis were present. City Clerk Julie Richardson and City Attorney Bronson Brown were also present.
3. **Approval of Agenda** – *Commissioner Tamosaitis moved to approve the agenda as presented, seconded by Commissioner Hanneman. The motion carried unanimously.*
5. **Approval of Minutes of Salary Commission Meeting of October 4, 2018.** *Commissioner Tamosaitis moved to approve the minutes of October 4, 2018, seconded by Commissioner Hanneman. The motion carried unanimously.*
6. **Public Hearing – Salary Schedule for City of West Richland Elected Officials –**
Commissioner McDowell opened the public hearing at 6:01 p.m.

There being no one to provide public comment, Commissioner McDowell closed the hearing at 6:06 p.m. (Note: He waited five minutes to close the hearing in case someone arrived a little bit late and then walked to the front door to see if anyone was arriving).

7. Salary Schedule for City of West Richland Elected Officials

Commissioner McDowell moved to adopt the following salary schedule, seconded by Commissioner Perkes. The motion carried unanimously.

Mayor without City Administrator:	\$5,000 per month
Mayor with City Administrator:	\$2,000 per month
City Council Members:	\$550 per month

8. **ADJOURNMENT** The meeting was adjourned at 6:10 p.m.

Greg McDowell, Chairperson

Julie Richardson, City Clerk



WEST RICHLAND SALARY COMMISSION

**CITY ATTORNEY REVIEW OF CITY FORM OF
GOVERNMENT**

(WEST RICHLAND IS A NON-CHARTER CODE CITY)

City and Town Forms of Government

This page provides a basic overview of the mayor-council, council-manager, and commission forms of government in Washington State. It also includes links to statutes, city charters, statistics, and procedures for changing form of government.

Overview

Washington cities and towns are organized under two principal forms of government:

- Mayor-council form
- Council-manager form

Each of these alternative forms represents a somewhat different approach to organizing the political and administrative structure of a city or town government. In addition, state law permits cities to adopt charters unique to their communities under certain circumstances.

MRSC's [City and Town Profiles](#) offers a list of Washington cities and towns, along with the form of government for each.

In general, choosing the form of government is not a matter of *how much* legislative and/or administrative authority the city or town will have. That will be the same regardless of the form that is selected. The most significant differences stem from the location and distribution of authority between the legislative and executive officials. These factors account for most of the differences between the two primary forms of government, mayor-council and council-manager, and have different implications for how a city or town will be governed and administered. For more information, see MRSC's handout on [Common Issues and Pro/Con Arguments in Elections to Change Form of Government](#).

Number of Cities by Classification and Form of Government

Class	Mayor-Council	Council-Manager	TOTAL
First	6	4	10
Second	5	0	5
Town	68	0	68
Code	147	50	197
Unclassified	1	0	1
TOTAL	227	54	281

Mayor-Council Form

Mayor-council is the most common form of government in Washington. As of 2018, this system is used by 227 cities in Washington, comprising about 60% of the incorporated population, and includes small and large cities alike. The basic structure and organization of mayor-council cities is set out in [Ch. 35A.12 RCW](#).

The mayor-council form consists of an elected mayor (elected at-large), who serves as the city's chief administrative officer, and a council (elected either at-large or [from districts](#)), which serves as the municipality's legislative body. The council has the authority to formulate and adopt city policies and the mayor is responsible for carrying them out. The mayor attends and presides over council meetings but does not vote, except in the case of a tie.

Mayoral veto authority is specified in the state laws relating to each city classification or is determined by local charter. In first class cities, the mayor's veto authority is specified in the city charter. In second class cities, the mayor may veto an ordinance, but the mayor's veto can be overridden by five members of the council. In code cities, the mayor's veto can be overridden by a majority plus one of the entire council membership. Town mayors do not have a veto power.

City Administrator

Many mayor-council cities have hired professional city administrators (sometimes also called chief administrative officers or CAOs) to serve under the mayor and assist with administrative and policy-related duties. By doing so, these cities seek to gain the benefits of professional management, allowing the mayor to focus greater attention on policy development, political leadership roles, or their own livelihood.

For some perspective and personal experiences regarding this approach, see the following article written by one of MRSC's staff members:

- [Public Management Magazine: The Unofficial Role of the Administrator](#) (Oct. 2008) by Lynn Karl Norby, MRSC Public Policy and Management Consultant

Below are a number of cities that have established a city administrator position and formally assigned duties to this position. Also, see our list of [cities and towns with administrator positions](#).

- [Camas Municipal Code Ch. 2.06](#)
- [Chewelah Municipal Code Ch. 2.04](#)
- [Enumclaw Municipal Code Ch. 2.08](#)
- [Kent Municipal Code Ch. 2.06](#)

Council-Manager Form

Council-manager is the other common form of government in Washington. As of 2018, this system is used by 54 cities in Washington, comprising about 40% of the incorporated population, including quite a few medium-to-large cities. The basic structure and organization of council-manager governments is set out in [Ch. 35.18 RCW](#) (non-code cities) and [Ch. 35A.13 RCW](#) (code cities).

The council-manager form consists of an elected city council, which is responsible for policymaking, and a professional city manager, appointed by the council, who is responsible for administration. The city manager provides policy advice, directs the daily operations of city government, handles personnel functions (including the power to appoint and remove employees) and is responsible for preparing the city budget.

Under the council-manager statutes, the city council is prohibited from interfering with the manager's administration. The city manager, however, is directly accountable to and can be removed by a majority vote of the council at any time.

The council-manager form is based on the model of a business with a board of directors that appoints a chief executive officer. Another familiar public example is the school board-superintendent relationship.

In council-manager cities, the mayor is generally selected by the city council and this person must also be a councilmember. According to the provisions of [RCW 35A.13.033](#), the charter of a first class city or the voters of an optional municipal code city may provide for the mayor to be directly elected by the people. The mayor presides at council meetings and is recognized as the head of the city for ceremonial purposes but has no regular administrative duties.

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 Promotes economy and efficiency through professional management Strong central executive Follows a business model

Commission Form

City commissions used to be a popular form of government in the early part of the 20th century but dwindled after that, largely replaced by council-manager governments. The basic structure and organization of the commission form of government is laid out in [Ch. 35.17 RCW](#).

The commission form provides for the election of three commissioners who function collectively as the city's legislative body and individually as city department heads. The three are elected at-large to fill the specific offices of the commissioner of public safety (who also serves as the mayor), the commissioner of finance and accounting, and the commissioner of streets and public improvements (public works).

Although one of the elected commissioners also has the title of mayor, he/she has essentially the same powers as the other commissioners, with no veto power nor any power to direct city administration except within his/her own department. The commission appoints and removes officials by a majority vote.

However, no cities in Washington operate under a commission form of government anymore. The last remaining city with a commission – Shelton – switched to a council-manager system in 2017.

City Charters

Cities with local charters can adopt a form of government that does not necessarily adhere to the statutory rules. First class cities and optional municipal code cities with a population over 10,000 may use charters to establish their form of government. However, only one code city (Kelso) has done this.

Mayor-Council City Charters

- [Aberdeen](#) (1929, last amended 1985)
- [Bellingham](#) (1973, last amended 2006)
- [Bremerton](#) (1973, last amended 2011)
- [Everett](#) (1968, last amended 2006)
- [Seattle](#) (1896, last amended 2013)
- [Spokane](#) (1910, last amended 2015)

Council-Manager City Charters

- [Kelso](#) (code city; charter 1993)
 - [Richland](#) (1958, last amended 1991)
 - [Tacoma](#) (1953, last amended 2014)
 - [Vancouver](#) (1952, last amended 2009)
 - [Yakima](#) (1931, last amended 2015)
-

Reorganizing/Changing Form of Government

Any city may change its form of government and adopt another authorized form of government. In general, the procedure may be initiated either by a resolution adopted by the city council or by a petition process, both of which are then followed by an election on the issue of reorganizing under a different form of government. The procedures

differ slightly depending on the type classification of the city or town.

Non-code cities and towns can adopt or abandon the council-manager form of government through [Ch. 35.18 RCW](#) and adopt or abandon the commission form of government through [Ch. 35.17 RCW](#). Code cities can change their form of government through the procedures in [Ch. 35A.06 RCW](#).

For cities with charters, changing the form of government requires a charter amendment.

Sample Petition for Election to Reorganize

MRSC has developed a [sample petition](#) for use by code cities. It is worded to reflect a change from the mayor-council form of government to council-manager but can be easily revised for a change from council-manager to mayor-council if desired.

Since 2005, eight cities in Washington have changed forms of government while efforts in many more cities have failed after voters rejected the majority of the proposed changes. For a more detailed history, see our page on [Trends in Form of Government](#).

All the examples below are noncharter code cities.

Examples Adopting Council-Manager Form

- [Bainbridge Island Resolution No. 2009-06](#) (2009) - Election to adopt council-manager form, initiated by petition.
 - [To-Do List for Changing Form of Government](#) (2009) - Overview of procedures and legal actions required for Bainbridge Island to complete the transition
- [Granite Falls Resolution No. 2015-01](#) (2015) - Election to adopt council-manager form, initiated by resolution.
- [Union Gap Resolution No. 1008](#) (2012) - Election to adopt council-manager form, initiated by petition.
- [Washougal Resolution No. 1145](#) (2018) - Election to adopt council-manager form, initiated by resolution; establishes intent to submit second proposition designating council position #1 as mayor pursuant to [RCW 35A.13.033](#). Also includes clerical amendment.

Examples Adopting Mayor-Council Form

- [Edgewood Resolution No. 14-0318](#) (2014) - Election to adopt mayor-council form, initiated by petition.
- [Federal Way Resolution No. 09-554](#) (2009) - Election to adopt mayor-council form, initiated by petition.
- [Snohomish Resolution No. 1350](#) (2016) - Election to adopt mayor-council form, initiated by petition.

Recommended Resources

- [Trends in Forms of Government](#)
- [Council Election by Wards or Districts](#)
- [City and Town Classification](#)
- [Code City Handbook](#)

- **National Civic League Guide for Charter Commissions (2011)** - Guidebook for reviewing and updating charters

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City and Town Classification

This page provides an overview of first class and second class cities, code cities, and towns in Washington State, as well as a comparison of powers between the different classes.

Overview

City and town governments in Washington are classified according to their population at the time of organization (usually incorporation) or reorganization. There are four classification types: first class city, second class city, code city, and towns, all of which have different powers under state law. One city in Washington (Waitsburg) remains unclassified.

In addition, each city selects a mayor-council or council-manager form of government that determines its governance structure.

To see the classification and form of government of any city or town, use MRSC's [Washington City and Town Profiles](#).

First Class Cities

A first class city is a city with a population of 10,000 or more at the time of organization or reorganization that has adopted a charter ([RCW 35.01.010](#)). There are 10 first class cities in Washington, with four operating under council-manager and six under mayor-council.

Second Class Cities

A second class city is a city with a population over 1,500 at the time of organization or reorganization that does not have a charter and does not operate as a code city under the Optional Municipal Code ([RCW 35.01.020](#)). There are five second class cities in Washington, all operating under the mayor-council form.

Towns

A town has a population of less than 1,500 at the time of its organization and does not operate under the Optional Municipal Code ([RCW 35.01.040](#)). There are 68 towns in Washington, all operating under the mayor-council form.

No new towns may be formed. In 1994, the state legislature increased the population threshold required for incorporation from 300 to 1,500 ([RCW 35.02.010](#)). Since an area cannot incorporate unless it has 1,500 inhabitants, and since a town by definition must organize with less than 1,500 inhabitants, it is no longer possible to incorporate as a town.

Code Cities

Most Washington cities are classified as code cities under the Optional Municipal Code ([Title 35A RCW](#)). Created in 1967, the Optional Municipal Code provides an alternative to the basic statutory classification system of municipal government. It was designed to provide broad statutory home rule authority in matters of local concern.

Any unincorporated area having a population of at least 1,500 may incorporate as a code city, and any city or town may reorganize as a code city. Code cities with populations over 10,000 may also adopt a charter, but only one city (Kelso) has done so.

There are 197 code cities in Washington, with 147 operating under mayor-council and 50 under council-manager.

Unclassified Cities

Unclassified cities are holdovers from the pre-statehood era, when cities could adopt their own territorial charters. Waitsburg is the only unclassified city remaining. Legislation adopted in 2003 allows unclassified cities to adopt any of the powers of a code city by resolution ([RCW 35.30.070](#)).

Comparison of Powers

The below table summarizes some of the key differences between second class cities, code cities, and towns. First class cities are not listed as their powers and structures are derived from their charters, which vary depending on the city.

Powers	Code City	Second Class City	Town
Home Rule Authority	Broad authority in all matters of local concern.	Only those powers expressly or implicitly granted by legislature.	Only those powers expressly or implicitly granted by legislature.
Construction of Powers	Requires liberal construction of powers granted to it.	Governed by rule of strict construction of powers granted to it.	Governed by rule of strict construction of powers granted to it.
Limits of Power	All powers granted to any class of city and any not specifically denied.	Only powers granted specifically to this class or all classes.	Only powers granted specifically to this class or all classes.
Limitations on Special Meetings	No approval of an ordinance or resolution granting a franchise.	No approval of: an ordinance or resolution granting a franchise; or an ordinance, contract, or bill for the payment of money.	No approval of: an ordinance or resolution granting a franchise; or a resolution or order for the payment of money.
Emergency Clauses	Authority to include in most types of ordinances for protection of public health, safety, property, or peace.	Specific authority only for emergency expenditures in specified situations.	Specific authority only for emergency expenditures in specified situations.
Appointment of Councilmember Pro Tem	Authority in the event of an extended excused absence or disability of a councilmember.	No specific authority.	No specific authority.
Mayor Pro Tem Term Limit	2 years.	2 years.	6 months.
Mayoral Veto Power Over Ordinances*	Yes.	Yes.	No.

Powers	Code City	Second Class City	Town
Mayor Has Tie-breaking Vote*	Yes, except on issues of payment of money or franchises.	No.	Yes, except on issues of payment of money or franchises.
Council Confirmation of Mayoral Appointments*	May require if no qualifications for office established.	May require for appointment of clerk, treasurer, or attorney.	Not allowed for any appointive officers.
Planning Governance	May adopt a planning commission or a planning department, person, staff, or body, and may provide for an alternative in event of a conflict.	Must adopt a planning commission of 3-12 members.	Must adopt a planning commission of 3-12 members.
Initiative and Referendum	May adopt	May not adopt.	May not adopt.
Annexation Petition Signature Requirement	Qualified electors equal to 10% of votes cast at last state general election.	Qualified electors equal to 20% of votes cast at last state general election.	Qualified electors equal to 20% of votes cast at last state general election.
Allowance of Wards	Yes, with no restrictions.	Yes with a maximum number of wards permitted.	Cannot have wards.
Ordinance Effective Date	Five days after publication.	Five days after publication.	Immediately upon publication.

* Only applies in mayor-council form of government.

Cities That Have Recently Changed Classification

Below is a list of cities that we are aware of that have changed classification in recent years. All of these changes involve second class cities or towns switching to code city status; no code city has ever reverted to another classification. (An initiative measure to revert Port Angeles from code city to second class was overwhelmingly rejected by voters in 2017.)

For a complete and current listing of all cities, including classification and form of government, see our [Washington City and Town Profiles](#).

Second Class Cities Changing to Code Cities

- Colfax (2017)
- Port Orchard (2017)
- Colville (2016)
- Chewelah (2015)
- Cle Elum (2010)
- Normandy Park (2010)
- Omak (2007)
- Sedro-Woolley (2007)
- Burlington (2006)



WEST RICHLAND SALARY COMMISSION

**CITY ATTORNEY REVIEW OF ORDINANCE
CREATING THE SALARY COMMISSION**

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

**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.

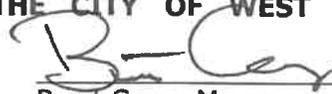
At least (3) members of the Salary Commission shall constitute a quorum and the affirmative vote of three (3) members shall be required to approve a salary schedule for the Mayor and City Council Members, as well as other matters of the commission. The commission shall keep a written record of its proceedings,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

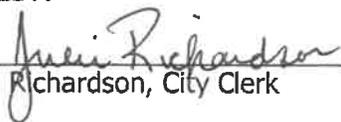
Section 2. Severability. If any section, sentence, clause or phrase of this Ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause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

ROLE OF MAYOR AND COUNCIL MEMBERS

Mayor & Councilmember
handbook



The mayor's leadership role

The mayor occupies the highest elective office in the municipal government, and is expected to provide the leadership necessary to keep the city moving in the proper direction. Effective mayors see themselves not only as leaders staking out policy positions, but also as facilitators of effective teamwork.

As a mayor, you have a special set of long-term responsibilities not shared by many others. You are supposed to be a community leader and a political leader. Yet most of the trials and tribulations you will face during your term of office will deal with city housekeeping. These day-to-day activities are of immediate concern to most residents, and sometimes solving the little problems are the most fun.

But you need to find time to deal with the important policy issues and some of the long-term future concerns. Try to make your city a better place to live tomorrow, not just today.

If you can leave something of long-term consequence to improve your community, you will at least have the satisfaction of a job well done, and that is the principle reward of public service.

Setting goals

The role of the city council in cities of all sizes is becoming more demanding and complex. In order to get anything accomplished, elected officials must work together to define and agree upon mutual goals. This is one of the most challenging aspects of being a mayor and working with a city council.

Goal setting provides a framework for city action. By setting short-term and long-term goals, and then deciding which are most important, you and the council can define what your city government will try to achieve. Staff then have clear guidelines regarding what you and the council want to accomplish, and you have a way of evaluating your programs and services.

Establishing goals will keep you on track and minimize distraction from the brush fires.

Some cities plan goals through council retreats. Some use outside facilitators to assist with this process.

See if you can develop a

vision of what your city

should look like in the future,

and work with others to that

end.

Additional resource:

Center for Government
Innovation, Washington State
Auditor's Office

A simple goal setting process

The basic idea is to start with the big picture and work to ensure that your day-to-day tasks relate back to that big picture. Periodically, you'll want to look back at your goals and evaluate what you've accomplished, and decide what changes you want to make, if any.

Step 1. Identify issues and needs

Before you can set goals, you have to come to some agreement on what needs to be done. As a group, come up with an overall list of issues and needs, including councilmembers' ideas and residents' concerns. Narrow down that list to a workable number of problems and needs to be addressed.

Step 2. Set goals

Once you've developed a focused list of needs or problems, describe what you hope to do to eliminate each problem or meet each need. The goals you express may be both community goals and goals for your particular governing body to accomplish.

Step 3. Set objectives

Objectives are the specific short-term strategies to meet your goals. They are statements of accomplishments to reach within a specific time frame. By setting objectives, the council can focus on a series of realistic goals and can then determine the resources needed to accomplish them.

Step 4. Set priorities

Setting priorities is the most important step in the goal-setting process. Comprehensive goal setting results in more objectives to accomplish than is possible in the time available, so you've got to set priorities. Decide what areas need attention now and which ones can be delayed. A simple rating and ranking exercise can help you determine which areas are of highest concern.

Step 5. Start an action program

Once you've decided on goal priorities, work with staff to develop specific programs and timelines to meet your goals.

Step 6. Evaluate the results

You'll want to establish a formal process for evaluating goal progress. Are you reaching them? Are they still appropriate? Do any need to be dropped or altered?

Some of the mayor's leadership roles

Ceremonial role

The mayor's participation in local ceremonial events is a never-ending responsibility. On a daily basis, the mayor is expected to cut ribbons at ceremonies to open new businesses, break ground for construction of new city facilities, and regularly appear at fairs, parades, and other community celebrations. The mayor also issues proclamations for a variety of purposes. As featured speaker before professional clubs, school assemblies, and neighborhood groups, the mayor can expect to be interviewed, photographed, and otherwise placed on extensive public display by the media.

Intergovernmental relations

Your city does not operate in a vacuum. Cities must work within a complex intergovernmental system. Keep in contact and cooperate with your federal, state, county, and school officials. Get to know the officials of neighboring and similarly-sized cities.

Mayors take the lead in representing their local government to those from outside the community who are interested in joint ventures – including other local governments, regional organizations, and federal and state government representatives. In this area, mayors promote a favorable image of their local government and pursue resources that will benefit the community.

Public relations

Mayors inform the public, the media, and staff about issues affecting the community. This role is critical in building public support and facilitating effective decision-making by the council.

Working with residents

The most important trait a new official can cultivate is the simple ability to listen. You will quickly find that when frustrated city residents call on you to complain, they do not come to listen – they come to talk. So let them.

Make an effort to keep your constituents informed, and encourage participation. Expect and respect complaints. Make sure your city has a way to effectively deal with them.

Sitting in your position of new responsibility does not allow you to forget the people who elected you to office. They expect you to keep them informed and to give them an opportunity to express themselves. If you do this, you will surely increase your chances for success as a public official.

Dealing with the media

The media is your best contact with the public – it informs the community about what is happening and why. A good working relationship is mutually beneficial to both you and the media. Through the media, you have the opportunity to comment publicly on local issues and inform residents of city activities. If you work hard to cultivate that relationship, you can ensure that the media have all the facts and provide accurate, fair coverage of city issues.

Public relations

- Remember that what you say, privately and publicly, will often be news. You live in a glass house. Avoid over-publicizing minor problems.
- Don't give quick answers when you are not sure of the real answer. It may be embarrassing later on.

The mayor as chief executive

Most people understand that the mayor is the chief executive of the city. When there is a serious emergency, such as a flood, residents properly assume that it is the mayor who has the authority to take charge. Unfortunately, it is also assumed by some mayors that their power is almost supreme, even in the absence of an emergency.

Though the mayor has executive authority in a mayor-council city, that authority is defined by state law and must be exercised in a manner consistent with policy decisions made by the city council. There are statutory limitations both on what you can do and how you can do certain things. Appendix 1 lists the specific statutes that grant powers and responsibilities to the mayor. This chapter provides an overview of your chief executive responsibilities.

Administrative/policy maker distinction

Again, it is the council's role to adopt policies for the city and it is the mayor's role to administer or carry out those policies. The distinction sounds simple, but it can cause confusion and animosity.

Though a mayor does not set policy, as the elected chief executive it is certainly appropriate for the mayor to bring policy options and recommendations to the council. That is part of the leadership role of the mayor. That leadership role is particularly evident in the budget process, where the mayor submits a preliminary budget to the council as a proposed guideline for city priorities.

So, who actually runs the city?

In many of the smaller towns and cities in Washington, the city clerk is the person at city hall who does a lot of the day-to-day administration of the city. The clerk's duties are established by state statutes and city ordinances – this person is typically in charge of administration when the mayor is not at city hall.

In many cities, the mayor is employed full-time in another job and does not have the time to be at city hall taking care of administrative details. The mayor's salary in most municipalities clearly indicates that the job is not full-time.

As cities grow and the complexities of city administration become more difficult for a part-time mayor and a city clerk to handle, some cities choose to create a new position titled "administrative assistant," "city administrator," or "executive assistant" to help with city administration, under the direction of the mayor. The individual in such a position is generally appointed by the mayor and performs tasks within the statutory authority of the mayor. The council can establish the qualifications and the duties of the position.

Only about a dozen Washington cities currently have full-time mayors, though a growing number of cities have individuals who work full-time as executive assistants to the mayor, as described above.

Some cities have chosen to change to a council-manager form of government when there is a consensus that a professional administrator could better handle the city administration. The decision of whether a city should have a professional city administrator or city manager is complex, involving politics, finances, and the views of the people.

Responding to resident complaints

Residents often contact the mayor when they have a problem, whether it involves a land use matter, a barking dog, or a pothole. Work with staff to resolve problems, keeping in mind that you are not the individual with all the answers.

For instance, as land use planning becomes more complex, don't be tempted to give a quick answer or promise to a landowner before checking with the city's planning department or reviewing the city's development regulations. Consider referring callers to the staff person with the expertise, then follow up to make sure the matter has been handled appropriately. If a matter is normally handled by the police department, direct the complainant to the police department.

City staff will appreciate your involvement if you make the proper referrals, and if you are careful to not make promises that are inconsistent with city procedures or policies.

If word gets out that complaining to the mayor gets a more prompt response to minor nuisance problems, you are bound to receive a lot of those calls. Did the people elect you to solve the barking-dog problem, or did they elect you to make sure that city staff properly handle these minor issues?

Relationship with the city attorney

In most cities, the mayor appoints the city attorney, whether that position is full-time or part-time. In some cities, the council takes an active role to arrange for the provision of legal services through a contract. Regardless of how the position is established, remember that although the mayor typically has more contact with the city attorney than the councilmembers or city staff, the city attorney's job is to advise all city officials. Sometimes councilmembers feel that the city attorney is the mayor's attorney, particularly if the city attorney generally supports the mayor's position in situations where the answer is unclear.

A mayor cannot prohibit the council from accessing the city attorney for advice. For financial reasons, the mayor may feel that questions to the city attorney should be channeled through the mayor, to avoid possible duplication and to make sure that the questions are presented clearly. Ultimately it is up to the council to establish procedures on how to provide city attorney services.

Some smaller cities try to minimize legal service fees by having the city attorney skip regular council meetings. That can be thrifty, but shortsighted, particularly when the council is dealing with controversial matters such as land development, or complex procedural issues such as local improvement districts.

Make your attorney's job easier

Inform the city attorney ahead of time when you see a legal issue brewing. No attorney wants to be asked a complex question at a council meeting without prior warning.

Instead of asking the city attorney without warning: "Can we do _____?", give your attorney time to research the issue and ask: "How can we do _____?". City attorneys often get frustrated by frequently informing the mayor and council that they cannot do something. They would rather use their creativity to come up with alternate ways to legally accomplish an objective.

The attorneys at MRSC are another good source of legal expertise. Please keep in mind that their advice is based on the facts you provide. Sometimes there are special factors involved, perhaps unique to your city. That is why MRSC will sometimes advise you to review an issue with your city attorney instead.

Public records disclosure

You are legally obligated to disclose city documents to the public upon request. For example, when there is a request from the public to disclose a city document, the city must respond to the disclosure request in writing within five working days. The short turnaround time requires that city staff have clear guidelines for how to process these requests. Most cities have adopted public disclosure procedures. If your city has not yet adopted public disclosure policies, consider making that recommendation to the council.

Many city records are exempt from disclosure, and there are even statutes that prohibit disclosure of some records. (See Appendix 3, Public records disclosure, for more details on what is disclosable.) The Open Government Trainings Act requires elected officials to receive training on public records, the Open Public Meetings Act (OPMA), and records retention within 90 days of taking office and every four years thereafter.

In partnership with MRSC, AWC provides the courses for free online. The eLearnings are available to watch anytime, and meet the Open Government Trainings Act requirement.

Emergency management

In mayor-council cities, the mayor is statutorily in charge when there is an emergency or disaster. RCW 38.52 contains the state statutes requiring that every city and town adopt an emergency management plan. Some cities choose to join with other cities or the county to create a joint emergency management agency. Together they select a director and grant them extensive authority to cope with an emergency.

The city clerk can provide you with a copy of your city's emergency management plan. Read it. Keep a copy readily available in both your office and at home. When a disaster happens, you may need to coordinate the emergency response. Depending on the emergency type and its duration, you may want to seek consultation or approval of the council for certain actions, if feasible. (See Appendix 1, Overview of statutes, for further discussion of emergency management.)

**In any disciplinary action –
hasten slowly.**

Personnel management

The statutes generally give the mayor or city manager, as chief executive, broad authority to hire and fire employees. (See Appendix 1, Overview of statutes.)

Realize, however, that employee lawsuits can be one of your largest areas of potential liability. There are legal limitations on the actions you take in hiring, discipline and discharge:

- **State and federal laws, court decisions** – Laws relating to anti-discrimination, overtime compensation, safety, sexual harassment, and many others.
- **The city’s personnel policies** – Policies passed either as an ordinance or adopted as administrative policies.
- **Civil service** – Except for very small cities, most police and fire employees are protected by civil service. Some charter cities also provide civil service coverage for other city employees. Civil service governs hiring processes and provides hearings for disciplinary actions. Your actions may be subject to appeal to the local civil service commission (RCW 41.08 and 41.12).
- **Union contracts** – The terms of the labor contract prevail over other local regulations, including civil service rules and personnel rules. In many contracts, a grievance procedure provides for disciplinary appeals to an outside arbitrator.

Before you jump...

Prior to taking any serious disciplinary action, consult with your attorney. Your liability insurance carrier may also provide some preventative legal assistance.

Another tip is to have good and consistent personnel policies. Current and clearly-written policies help avoid lawsuits, promote consistency, and contribute to employee morale.

Labor relations

Unions have a significant presence in Washington cities. Most city employees have the right to organize under the state Collective Bargaining Act and have joined statewide unions or have formed local associations (RCW 41.56).

In particular, most police and fire departments are well-organized. Except for very small cities, police and fire are also subject to interest arbitration when an impasse in bargaining occurs. This can create a unique dynamic in police and fire negotiations.

Labor relations advice

- Know the terms of your labor contracts.
- You can’t change wages, hours or working conditions without bargaining these issues with the union. This means you can’t unilaterally implement a change in benefits, for example, without risking an unfair labor practice.
- You may or may not choose to be on the bargaining team. Be aware of the disadvantages – the process is very time-consuming and may affect your day-to-day relationships with employees. Because city employees are often your constituents, you may have unions putting political pressure on you. Some cities hire professional consultants to bargain on behalf of management.

The job of a councilmember

The principal job of a city or town council is to set policy. A policy is a course of action for a community. Policymaking often takes the form of passing ordinances or resolutions. After policy decisions are made by the legislative body, others perform the administrative task of implementing the policies. The distinction between formulation and implementation may not always be clear, necessitating open communication between legislators and administrators.

Adopting policy

The council does not make policy in a vacuum. Councils rely on ideas from many sources, including the council staff, community groups, advisory committees, chambers of commerce, and others. It is the council's responsibility to consider the merits of each idea and then approve, modify, or reject them. In doing so, councilmembers analyze community needs, program alternatives, and available resources. The decision often takes the form of an ordinance or resolution, although it may take the form of a rule, regulation, motion, or order. The budget and comprehensive plan are powerful policy tools that are adopted by ordinance.

So, who actually runs the city?

It is important to recognize that it is not the role of the councilmember to administer city affairs. The council sets policy, but it is either the mayor (in mayor-council cities), or the city manager (in council-manager cities), who actually implements the policies. This means that it is not the role of the councilmember to supervise city employees on-the-job or become involved in the day-to-day administration of city affairs. This can be a source of conflict between the executive and legislative branches of city government.

Responding to constituent complaints

Residents often contact a councilmember when they have a problem, whether it involves a land use matter, a barking dog, or a pothole. Don't hesitate to send them to the appropriate city staff person for resolution of their problems. Keep in mind that you lack the authority to take action in administrative matters.

Relationship with the city attorney

In most cities, the mayor appoints the city attorney, whether that position is full-time or part-time. In some cities the council takes an active role to arrange for the provision of legal services through a contract. Regardless of how the position is established, remember that although the mayor or city manager typically has more contact with the city attorney than the councilmembers or city staff, the city attorney's job is to advise all city officials. Sometimes councilmembers feel that the city attorney is the mayor's or manager's attorney, particularly if the city attorney generally supports the mayor's or manager's position in situations where the answer is unclear.

Question & answers

Q. What is the role of the city council regarding employee discipline, and what input can the council have concerning performance appraisals of employees?

A. Though the council may be concerned about employee discipline and how certain employees are performing their duties, the council should not be involved in any individual situations. While the council can establish personnel policies and voice their concerns to the mayor, it is solely the mayor's job to discipline and supervise city employees, including conducting performance evaluations.

Q. Is the mayor or city manager required to inform councilmembers prior to terminating or disciplining a city employee?

A. No. However, when a particular termination or discipline is likely to be controversial, the mayor may want to notify the council and explain the decision in an executive session. Disciplinary and termination decisions should be reviewed with the city attorney first. The mayor and councilmembers should be careful to not discuss specific cases outside of an executive session.

Neither the mayor nor the city manager can prohibit the council from accessing the city attorney for advice. For financial reasons, the mayor or manager may feel that questions to the city attorney should be channeled through the executive's office, to avoid possible duplication and to make sure that the questions are presented clearly. Ultimately, it is up to the council to establish procedures on how to provide city attorney services.

Some smaller cities try to minimize legal service fees by having the city attorney skip regular council meetings. That can be thrifty, but shortsighted, particularly when the council is dealing with controversial matters such as land development, or complex procedural issues such as LIDs.

Personnel management

The statutes generally give the mayor or city manager, as chief executive, the broad authority to hire and fire employees.

The city council, however, determines the number of employees that can be hired and those employees' duties. The council establishes salaries and other forms of compensation paid to city workers. The council may also establish job qualifications.

One piece of advice is to have good, consistent personnel policies. Up-to-date, clearly written policies help avoid lawsuits, promote consistency, and contribute to employee morale.

Labor relations

Unions have a significant presence in Washington cities. Most city employees have the right to organize under state law and have joined statewide unions or formed local associations. The city must negotiate labor contracts with these unions over wages, hours and working conditions.

In particular, most police and fire departments are unionized. Except for very small cities, police and fire unions have access to interest arbitration when an impasse in bargaining occurs. This can create a unique dynamic in police and fire negotiations, given the potential for an outside arbitrator to make decisions regarding wages, benefits and contract language.

Open government laws

Compliance with public disclosure and open meetings builds trust with your community. The Open Government Trainings Act requires elected officials to receive training on public disclosure, the Open Public Meetings Act (OPMA), and records retention within 90-days of taking office and every four years thereafter.

In partnership with MRSC, AWC provides the courses for free online. The eLearnings are available to watch anytime, and meet the Open Government Trainings Act requirement.

Local laws – ordinances and resolutions

How does the council adopt policy? Typically, a council will adopt policy by passing ordinances and resolutions at council meetings.

Difference between ordinances and resolutions

An ordinance is a local law of a municipal corporation, prescribing general rules of conduct. Ordinances are used for a variety of purposes, including administrative actions such as establishing offices and setting salaries, or they may be used for actions that control the conduct of the public. An ordinance is a legislative enactment, within its sphere, as much as an act of the state Legislature.

A resolution, on the other hand, is typically an act that is less solemn or formal than an ordinance. Consider it the official body's expression of opinion. Legislation must be enacted via ordinance. Deciding what constitutes legislation may require reference to case law, but the general guiding principle is that "[a]ctions relating to subjects of a permanent and general character are usually regarded as legislative, and those providing for subjects of a temporary and special character are regarded as administrative..." (*Durocher v. King County*, 80 Wn.2d 139, 153, 492 P.2d 547, 1972).

When deciding whether to use an ordinance or a resolution, first refer to the city charter and state law (RCW). Some state statutes clearly define which action is needed, others leave it to the discretion of the legislative body. If the charter and the code are silent as to the mode of decision-making, and the action is not "legislation," then either a resolution or an ordinance may be used.

Rules for adopting ordinances

The state statutes for each class of municipality do contain some procedural requirements which govern the ordinance adoption. However, these procedural requirements are generally not complicated and do not require an elaborate adoption procedure. For a comprehensive discussion of adoption procedures, including information on requirements for signatures on ordinances and publication of ordinances, see *MRSC Local Ordinances for Washington Cities and Counties*.

Many cities and towns have adopted local rules of procedure that relate to the adoption of ordinances, and these, of course, must be followed. For example, although the state statutes do not require that an ordinance be read more than once (in most circumstances) prior to adoption, many local rules of procedure do contain such a requirement. Therefore, it is important that councilmembers familiarize themselves with the local rules of procedure, as well as the state statutory requirements in regard to adoption requirements for ordinances.

An ordinance is a local law of the city.

A resolution is typically an act that is less formal than an ordinance.



WEST RICHLAND SALARY COMMISSION

DATA SOURCES:

**SALARY SCHEDULE FOR THE
2019-2020 BIENNIUM**



Elected Official Salary Schedule

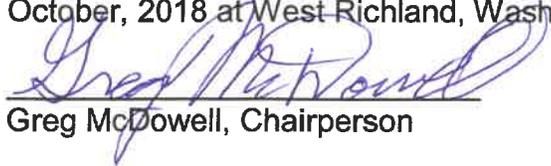
The West Richland Salary Commission hereby adopts the following salary schedule for elected officials.

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.

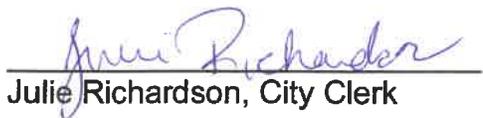
Mayor without City Administrator	\$5,000 monthly
Mayor with City Administrator	\$2,000 monthly
City Council Member	\$550 monthly

Greg McDowell certifies as follows:

That he 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 10th day of October, 2018 at West Richland, Washington.


Greg McDowell, Chairperson

Attest:


Julie Richardson, City Clerk

Salary Commission Members:

Mark Hanneman
Greg McDowell
Robert Perkes
Walter Tamosaitis

CITY OF WEST RICHLAND

RESOLUTION NO. 42- 20

**A RESOLUTION OF THE CITY OF WEST RICHLAND,
WASHINGTON, AMENDING THE SALARY SCHEDULE FOR
THE 2019-2020 BIENNIUM AND REPEALING RES. 12-20 &
RES. 29-19.**

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 City Council has determined that the best interest of the City is served by amending the 2019-2020 Salary Schedule; and

NOW, THEREFORE, The City Council of the City of West Richland, Washington, does hereby resolve as follows:

Section 1. The 2019-2020 Salary Schedule is hereby amended as shown in Attachment A.

Section 2. Resolutions 12-20 and 29-19 are hereby repealed in their entirety.

Section 3. The Mayor has the discretion to increase a Director's salary by 10% if the Director is appointed to manage more than one department.

Section 4.

Position	Original Number FTEs	Amended Number FTEs
Civil Engineer III	1	0
CIP Manager	0	1
Project Engineer	1	0
Engineering& Development Services Manager	0	1
Utility & Facility Manager	0	1
Waste Water Lab Tech	1	0
** Accountant	0	1
** Accountant Tech	1	0
** Construction Inspector	1	2

** Note that number of Account Tech positions and Accountant positions was previously amended by City Council with passing of Resolution 11-19 and the number of Construction Inspectors was previously amended by City Council with the passing of Resolution 29-19.

**PASSED BY THE CITY COUNCIL OF THE CITY OF WEST RICHLAND,
WASHINGTON, this 4th day of August, 2020.**



Brent Gerry, Mayor

ATTEST:



Stephanie Haug, City Clerk

APPROVED TO FORM:



Bronson Brown, City Attorney

City of West Richland
2019-2020 Monthly Salary Schedule

Classification	Status	Position Title	Salary Range			
			Min	Mid	Max	
Executive	Exempt	City Administrator	9,500	11,500	13,500	
	Exempt	Public Works Director, Police Chief, Community Development Director, Finance Director	8,000	10,000	12,000	
Senior Professional, Professional/Supervisor	Exempt	Police Captain, City Engineer, Community Development Manager	7,800	9,550	11,300	
	Exempt	City Clerk/IT Services, Accounting Manager, Civil Engineer III , CIP Manager, Engineering & Development Services Manager Utility & Facility Operations Manager	6,500	8,000	9,500	
	Exempt	Civil Engineer II Project Engineer (Title Change)	6,000	7,250	8,500	
	Exempt	Senior Planner, Building Official	5,500	6,750	8,000	
	Exempt	Public Works Supervisor, Senior Accountant, Public Works Construction Supervisor	5,000	6,250	7,500	
	Exempt	HR Analyst, Planner, Police Records Supervisor Accountant,	4,500	5,500	6,500	
	Exempt	Associate Engineer	4,500	5,500	6,500	
Para-Professional, Specialist, Confidential, Support	Non-Exempt	Waste Water Treatment Plant Operator, Cross Connection Specialist, Storm Water Specialist	4,500	5,300	6,500	
Specialist, Confidential Support	Non-Exempt	Building Inspector, PW Construction Inspector, Public Works Contract Administrator, Permit Technician II	4,500	5,300	6,100	
	Non-Exempt	Waste Water Lab Technician , Maintenance Worker II	4,000	4,850	5,700	
	Non-Exempt	Animal Control Code Compliance Officer	3,987	4,333	4,680	
	Non-Exempt	Accounting Technician, Engineering Technician, Utility Billing Specialist, Police Records Specialist	3,700	4,550	5,400	
	Non-Exempt	Maintenance Worker I, Utility Clerk	3,500	4,150	4,800	
	Non-Exempt	Administrative Assistant I	3,250	3,900	4,550	
	Non-Exempt	Meter Reader, Collection Technician, Maintenance Technician,	3,000	3,650	4,300	
	Non-Exempt	Custodian	2,700	3,200	3,700	
	Seasonal/Temporary	Non-Exempt	Public Works Seasonal Worker	15.50/hr		16.50/hr
		Non-Exempt	Seasonal Code Enforcement Officer	\$16.00/hr		\$18.00/hr

West Richland Police Officers Association
Salary Schedules as Approved in the 2020 - 2022 CBA

Effective January 1, 2020 (3% increase)

Step	Grade	Yearly	Monthly	Biweekly	Hourly	OT Hourly
1	Probationary Third Class	69,687.45	5,807.29	2,680.29	33.50	50.26
2	Third Class	72,708.51	6,059.04	2,796.48	34.96	52.43
3	Second Class	75,756.57	6,313.05	2,913.71	36.42	54.63
4	First Class	80,651.60	6,720.97	3,101.98	38.77	58.16
5	Senior First Class	84,684.04	7,057.00	3,257.08	40.71	61.07
	Sergeant	95,776.01	7,981.33	3,683.69	46.05	69.07

Effective January 1, 2021 (3% increase)

Step	Grade	Yearly	Monthly	Biweekly	Hourly	OT Hourly
1	Probationary Third Class	71,778.08	5,981.51	2,760.70	34.51	51.76
2	Third Class	74,889.77	6,240.81	2,880.38	36.00	54.01
3	Second Class	78,029.27	6,502.44	3,001.13	37.51	56.27
4	First Class	83,071.14	6,922.60	3,195.04	39.94	59.91
5	Senior First Class	87,224.56	7,268.71	3,354.79	41.93	62.90
	Sergeant	100,308.24	8,359.02	3,858.01	48.23	72.34

Effective January 1, 2022 (3% increase)

Step	Grade	Yearly	Monthly	Biweekly	Hourly	OT Hourly
1	Probationary Third Class	73,931.42	6,160.95	2,843.52	35.54	53.32
2	Third Class	77,136.46	6,428.04	2,966.79	37.08	55.63
3	Second Class	80,370.15	6,697.51	3,091.16	38.64	57.96
4	First Class	85,563.28	7,130.27	3,290.90	41.14	61.70
5	Senior First Class	89,841.29	7,486.77	3,455.43	43.19	64.79
	Sergeant	103,317.49	8,609.79	3,973.75	49.67	74.51



WEST RICHLAND SALARY COMMISSION

DATA SOURCES:

**AWC ELECTED OFFICIAL
SALARY INFORMATION**

Annual Elected Official Salary Information (from AWC)

City	Pop.	City Admin/ Manager	Mayor					Councilmember				
			2016	2017	2018	2019	2020	2016	2017	2018	2019	2020
Sumner	10030	Administrator	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 2,500.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 1,100.00
Snohomish	10150	Administrator	\$ 725.00	\$ 725.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 513.00	\$ 513.00	\$ 513.00	\$ 513.00	\$ 513.00
Gig Harbor	10320	Administrator	\$ 1,500.00	\$ 1,500.00	\$ 1,700.00	\$ 1,830.00	\$ 1,895.88	\$ 600.00	\$ 600.00	\$ 700.00	\$ 700.00	\$ 700.00
Liberty Lake	10390	Administrator	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 2,250.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 720.00
Enumclaw	11660	Administrator	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00
Cheney	12200	Administrator	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00
Lake Forest Park	13090	Administrator	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
Snoqualmie	13450	Administrator	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Ferndale	13640	Administrator	\$ 2,619.00	\$ 1,679.00	\$ 1,729.00	\$ 1,781.00	\$ 1,834.00	\$ 572.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 654.00
Lynden	14160	Administrator	\$ 2,500.00	\$ 2,575.00	\$ 2,652.00	\$ 2,732.00	\$ 2,813.77	\$ 600.00	\$ 600.00	\$ 637.00	\$ 656.00	\$ 675.31
Aberdeen	16760	Administrator	\$ 1,091.00	\$ 1,091.00	\$ 1,091.00	\$ 1,091.00	\$ 1,091.00	\$ 394.00	\$ 394.00	\$ 413.00	\$ 413.00	\$ 413.00
Monroe	18860	Administrator	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
Tukwila	19800	Administrator	\$ 8,572.00	\$ 8,726.00	\$ 8,962.00	\$ 9,249.00	\$ 9,549.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00
Fife	10100	Manager	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 1,150.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 850.00
Shelton	10140	Manager	\$ 1,300.00	\$ 1,300.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,300.00	\$ 1,300.00	\$ 500.00	\$ 500.00	\$ 500.00
Woodinville	11830	Manager	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
Kelso	12080	Manager	\$ 800.00	\$ 800.00	\$ 900.00	\$ 900.00	\$ 1,000.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 500.00
Newcastle	12410	Manager	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Washougal	16020	Manager	\$ 2,100.00	\$ 2,225.00	\$ 2,350.00	\$ 2,350.00	\$ 750.00	\$ 525.00	\$ 550.00	\$ 575.00	\$ 575.00	\$ 575.00
Sunnyside	16850	Manager	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
Centralia	17060	Manager	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Port Angeles	19370	Manager	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 650.00	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00
Ellensburg	19660	Manager	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
Poulsbo	10850	none	\$ 6,101.00	\$ 6,223.00	\$ 6,348.00	\$ 8,198.00	\$ 8,444.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
Edgewood	10990	Administrator	\$ 1,300.00	\$ 5,240.00	\$ 5,240.00	\$ 5,240.00	\$ 8,200.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 525.00	\$ 750.00
East Wenatchee	13670	none	\$ 5,018.00	\$ 5,169.00	\$ 5,479.00	\$ 5,868.00	\$ 5,868.00	\$ 500.00	\$ 600.00	\$ 615.00	\$ 645.00	\$ 645.00
Port Orchard	14160	none	\$ 5,617.00	\$ 6,434.00	\$ 6,727.00	\$ 6,951.00	\$ 7,111.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
West Richland	15320	none	\$ 550.00	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00	\$ 350.00	\$ 500.00	\$ 500.00	\$ 550.00	\$ 550.00
Anacortes	16990	none	\$ 7,803.00	\$ 8,038.00	\$ 8,420.00	\$ 8,891.00	\$ 9,362.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
Sedro-Woolley	11350	Supervisor	\$ 2,191.00	\$ 2,235.00	\$ 2,301.00	\$ 2,358.00	\$ 2,413.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Average	13779		\$ 2,287.90	\$ 2,560.33	\$ 2,624.97	\$ 2,776.30	\$ 2,959.39	\$ 597.63	\$ 607.73	\$ 587.60	\$ 591.73	\$ 634.01

Nearby cities		City Admin/ Manager	Mayor					Councilmember				
			2016	2017	2018	2019	2020	2016	2017	2018	2019	2020
Kennewick		Manager	\$ 1,191.00	\$ 1,191.00	\$ 1,400.00	\$ 1,400.00	\$ 1,450.00	\$ 992.00	\$ 992.00	\$ 1,200.00	\$ 1,200.00	\$ 1,250.00
Pasco		Manager	\$ 1,300.00	\$ 1,300.00	\$ 1,450.00	\$ 1,450.00	\$ 1,450.00	\$ 1,000.00	\$ 1,000.00	\$ 1,115.00	\$ 1,115.00	\$ 1,115.00
Richland		Manager	\$ 1,373.00	\$ 1,373.00	\$ 1,393.00		\$ 1,427.00	\$ 1,123.00	\$ 1,123.00	\$ 1,143.00		\$ 1,177.00
Walla Walla		Manager	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00

Cities with a Strong Mayor and No City Administrator

Annual Elected Official Salary Information (from AWC)

		Mayor				
		2016	2017	2018	2019	2020
Poulsbo	10850	\$ 6,101.00	\$ 6,223.00	\$ 6,348.00	\$ 8,198.00	\$ 8,444.00
East Wenatchee	13670	\$ 5,018.00	\$ 5,169.00	\$ 5,479.00	\$ 5,868.00	\$ 5,868.00
Port Orchard	14160	\$ 5,617.00	\$ 6,434.00	\$ 6,727.00	\$ 6,951.00	\$ 7,111.00
West Richland	15320	\$ 550.00	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00
Anacortes	16990	\$ 7,803.00	\$ 8,038.00	\$ 8,420.00	\$ 8,891.00	\$ 9,362.00
		\$ 5,017.80	\$ 5,972.80	\$ 6,194.80	\$ 6,981.60	\$ 7,157.00



WEST RICHLAND SALARY COMMISSION

DATA SOURCES:

CPI INDEX

CPI for All Urban Consumers (CPI-U) 12-Month Percent Change

Series Id: CUUR0000SA0,CUUS0000SA0
Not Seasonally Adjusted
Series Title: All items in U.S. city average, all urban
Area: U.S. city average
Item: All items
Base Period: 1982-84=100
Years: 2010 to 2020

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2010	2.6	2.1	2.3	2.2	2.0	1.1	1.2	1.1	1.1	1.2	1.1	1.5	2.1	1.2
2011	1.6	2.1	2.7	3.2	3.6	3.6	3.6	3.8	3.9	3.5	3.4	3.0	2.8	3.5
2012	2.9	2.9	2.7	2.3	1.7	1.7	1.4	1.7	2.0	2.2	1.8	1.7	2.3	1.8
2013	1.6	2.0	1.5	1.1	1.4	1.8	2.0	1.5	1.2	1.0	1.2	1.5	1.5	1.4
2014	1.6	1.1	1.5	2.0	2.1	2.1	2.0	1.7	1.7	1.7	1.3	0.8	1.7	1.5
2015	-0.1	0.0	-0.1	-0.2	0.0	0.1	0.2	0.2	0.0	0.2	0.5	0.7	-0.1	0.3
2016	1.4	1.0	0.9	1.1	1.0	1.0	0.8	1.1	1.5	1.6	1.7	2.1	1.1	1.5
2017	2.5	2.7	2.4	2.2	1.9	1.6	1.7	1.9	2.2	2.0	2.2	2.1	2.2	2.0
2018	2.1	2.2	2.4	2.5	2.8	2.9	2.9	2.7	2.3	2.5	2.2	1.9	2.5	2.4
2019	1.6	1.5	1.9	2.0	1.8	1.6	1.8	1.7	1.7	1.8	2.1	2.3	1.7	1.9
2020	2.5	2.3	1.5	0.3	0.1	0.6	1.0							1.2



WEST RICHLAND SALARY COMMISSION

OUTCOMES NEEDED:

- **MAYOR SALARY WITH CITY ADMINISTRATOR**
- **MAYOR SALARY WITHOUT CITY ADMINISTRATOR**
 - **CITY COUNCIL SALARY**



WEST RICHLAND SALARY COMMISSION

MEETING SCHEDULE

September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31