



Administrative Policy and Procedure

City of Prosser, Washington

SUBJECT: City Council Salary Commission		
	Policy No. ADM.010	Pages:
Effective Date:		
Developed By: Toni Yost	Department Head Approval:	City Administrator Approval: Dave Stockdale

OVERVIEW

1. PURPOSE.

The purpose of this section is to provide guidance regarding the duties of the commission and administrative staff assisting the commission. It also may be helpful to note that the commission is tasked with evaluating and setting the salaries of the Mayor, Mayor Pro-Tem, and the members of the City Council.

2. REFERENCES.

RCW 35.21.015
PMC 2.08
PMC 2.09

3. CITY RESPONSIBILITIES

3.1 City Administrator is responsible for overseeing the process and ensuring that the process is fair and free of conflicts of interest. The City Administrator is also responsible for providing the Commission with financial or other relevant data to assist in their review and recommendation.

4. STATEMENTS OF POLICY AND PROCEDURES

4.1 Notice. The City will place a notice in the official newspaper at least 14 days prior to the meeting day, making the public aware of the meeting and proposed agenda. It is expected that the commission will meet at least annually to review wages, but may meet more or less frequently as necessary.

4.2 Comparables. Staff will present for the Commission's consideration information regarding the current compensation for elected officials in the City of Prosser, as well as information from other agencies. This information could include information from neighboring communities, salary surveys, comparables used during union negotiations, and/or other information which staff thinks may be helpful in making their recommendation.

4.3 Public Input. Public will be invited to provide input regarding the Commission's recommendation through a public hearing. The public hearing will be noticed at least 14 days prior to the hearing and notice will be placed in at least the official paper of the city. Additional notice may also be prepared and posted to social media, newsletter, and other communication methods.

4.4 Decision. Once the Commission has made their decision, it will be filed with the City Clerk and incorporated into the City budget. The decision of the commission is final and does not require additional Council action. It is important to note that the decision is subject to referendum as outlined in PMC 2.09.060.

5. REVIEW

5.1 Prior and following an evaluation process, staff will review this policy and its supporting structure to ensure that the process is effective and meeting expectations.

5.2 Members of the public, including former or current commission members or other agencies, may be asked to participate in the review process.

5.3 Changes to the policy or procedure will be communicated as required by administrative policy management policy.