



City of Tacoma
Citizen Commission on Elected Salaries

Terry Mensonides, Chair
Ronald Malm, Vice Chair
Robert Anderson
Dianne Conway
Karen Robinson
Richard Wilkinson
Joseph Zawacki

Agenda

Tacoma Municipal Building North, 733 Market Street, Conference Room 12
Tacoma, WA 98402
August 18, 2015
6:00 p.m.

1. Call to Order
2. Roll Call
3. Approval of the minutes of the special meeting of August 11, 2015
4. Public Comment
5. Former Mayor Bill Baarsma speak with Commission
6. Discussion of Mayor and City Council Salaries:
 - a) Additional information provided by City Staff per Commission request
 - b) Salary comparisons
7. Open slot for action
8. Commission Comments
9. Adjournment



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MINUTES

TIME: Tuesday, August 11, 2015, 6:00 p.m.
PLACE: 733 Market Street, Room 12, Tacoma, WA 98402
PRESENT: Mensonides, Malm, Anderson (arrived at the end of roll call), Conway, Robinson, Wilkinson, Zawacki

ABSENT (EXCUSED): None

Call to Order

At approximately 6:07 p.m., Chair Mensonides, called the meeting to order.

Approval of the Minutes of the Special Meeting of August 3, 2015

At approximately, 6:07 p.m., Commission Member Conway moved to approve the minutes of the Special Meeting of August 3, 2015, seconded by Commission Member Robinson. Voice vote was taken and carried, approving the minutes of the Special Meeting of August 3, 2015.

Public Comment

Public Comment was heard from Linda Rowling.

Discussion of Mayor and City Council Salaries, Announcement of next meeting and information as requested from Staff.

At approximately 6:12 p.m., Chair Mensonides informed the Commission that Former Mayor Baarsma had asked to come and speak to the Commission to give background information on why the Citizen Commission on Elected Salaries was formed and opened the table for discussion. Staff was asked to walk the Commission through the information in the handouts provided to them at the meeting. Discussion ensued regarding the information provided in handouts.

At approximately 6:22 p.m., Chair Mensonides spoke regarding information he'd looked in to during the week regarding salary information given at the previous meeting. Discussion ensued regarding various Mayor and City Council salaries within the state.

At approximately 6:27 p.m., Commission Member Wilkinson asked if the recommendation to decrease salaries was permissible. Discussion ensued regarding options for recommendations for the 2015 recommendation to City Council.

At approximately 6:27 p.m., Commission Member Wilkinson commented regarding Cost of Living Adjustments (COLAs) for Unionized employees, explaining that the annual Union raises aren't typically based on th Consumer Price Index (CPI) but are based off similar jobs at other local municipalities in the area. Discussion ensued regarding how to determine the recommendation for salary for the Mayor and City Council.

Commission Comments

At approximately 6:27 p.m., Commission Member Wilkinson explained the draft template he'd provided for recommendations to the City Council.

Commission Members Robinson and Zawacki informed the Commission they will not be able to participate in person at the next meeting, August 18, 2015. They are both available to call or Skype in.

Chair Mensonides asked if any Commission members had specific questions for Former Mayor Baarsma to please send them in to staff in order to provide to Former Mayor Baarsma before the next meeting.

Adjournment

There being no further business, the meeting was adjourned at 6:42 p.m.

Terry Mensonides, Chair

Marisa Tetreault, HR Specialist, Human Resources

MAINTENANCE AND ADMINISTRATION

1.12.010 Composition of the compensation plan.

The compensation plan, contemplated by Section 6.9 of the City Charter, shall include:

- A. The compensation provisions of this chapter and subsequent amendments and additions thereto.
- B. A schedule of salary ranges (consisting of minimum and maximum rates of pay and intermediate steps for all classes of positions included in the City Classification Plan) in Sections 1.12.350 to 1.12.640¹⁴, inclusive, and subsequent additions and amendments thereto.
- C. The annual budgets prescribed by the laws of the State of Washington.

(Ord. 26182 § 1; passed Dec. 16, 1997; Ord. 15751 § 1; passed Dec. 17, 1956)

1.12.020 Development and maintenance of salary ranges.

Salary ranges shall be linked directly to the plan of position classification and shall be determined with due regard to ranges of pay for other classes, relative difficulty and responsibility of positions in the class, availability of employees in particular occupational categories, prevailing rates of pay for similar employment in private establishments in the Tacoma area, rates of pay in other jurisdictions, cost-of-living factors, the financial policies of the City, and other economic considerations. The minimum and maximum and intermediate steps of each salary range shall be those rates in the basic salary schedule which most nearly reflect these factors.

Prior to the preparation of each biennial budget, as well as at other appropriate times, the City Manager and the Director of Utilities shall make or direct to be made, such comparative studies as they may deem necessary, of the factors affecting the level of salary ranges. On the basis of information derived from such studies, the City Manager and the Director of Utilities shall recommend to the City Council for approval such changes in the salary ranges as are pertinent to the fairness and adequacy of the overall salary structure. Such changes shall be accomplished by increasing or decreasing the salary ranges the appropriate number of ranges as provided in the basic salary schedule. The rate of pay for each employee shall be adjusted to the corresponding step in the new range in conformance with the adjustment of the salary range for the class.

Employees appointed to classifications designated as Class D or Class E by Section 1.12.080 are considered salaried employees. The hourly rates reflected in Section 1.12.355 are adopted for the administrative convenience in processing the payroll. There shall be no deduction for absences of less than one work day for Class D or Class E employees.

(Ord. 28263 Ex. A; passed Dec. 9, 2014; Ord. 24856 § 1; passed Mar. 5, 1991; Ord. 23445 § 1; passed Aug. 6, 1985; Ord. 15995; passed Dec. 16, 1957; Ord. 15751 § 2.1; passed Dec. 17, 1956)

1.12.021 Development and maintenance of nonrepresented salary ranges.

Salary ranges shall be linked directly to the plan of position classification and shall be determined with due regard to ranges of pay for other classes, relative difficulty and responsibility of positions in the class, availability of employees in particular occupational categories, prevailing rates of pay for similar employment in private establishments in the applicable market area, rates of pay in other jurisdictions, cost-of-living factors, the financial policies of the City, and other economic considerations. The minimum and maximum and intermediate steps of each salary range shall be those rates in the basic salary schedule which most nearly reflect these factors.

Prior to each calendar year, as well as at other appropriate times, the Human Resources Director shall make or direct to be made such comparative studies as they may deem necessary, of the factors affecting the level of salary ranges. On the basis of information derived from such studies, the City Manager and the Director of Utilities shall recommend to the City Council for approval such changes in the salary ranges as are pertinent to the fairness and adequacy of the overall salary structure.

Employees appointed to classifications designated as Class D by Section 1.12.080 are considered salaried employees. For such classifications, the hourly rates reflected in Section 1.12.355 are adopted for the administrative convenience in processing the payroll.

If any portion of this section conflicts with any other portion of the Tacoma Municipal Code, it is intended that this provision controls.

(Ord. 27775 Ex. A; passed Dec. 16, 2008)

¹⁴ Code Reviser's note: Salary schedules [1.12.355] are on file in the City Clerk's Office.

1.12.030 Salary range – Increases.

The salary ranges are intended to furnish administrative flexibility in recognizing individual differences between positions allocated to the same class in the classified service and as a guide for appointive positions and in providing employee incentives and rewarding employees for meritorious service. The following shall be the general policy with respect to the use of the pay steps within salary ranges:

A. The minimum rate of pay for a class shall be paid to any person on his original appointment to a position of a class except when, as determined by the appointing authority, the new employee possesses exceptional qualifications warranting employment at a higher rate in the pay range; provided, that money is in the budget, as provided in Section 1.12.070.

B. The basic salary range shall consist of five numbered steps.

Within-range increases for classifications with five or fewer steps shall be from one pay step to the next higher step upon completion of a six-month period and annually thereafter or as agreed in a collective bargaining agreement, unless the appointing authority considers the employee's services to have been unsatisfactory. Notice of such unsatisfactory service shall be given to the employee and the Human Resources Director 10 days prior to the effective date for the within-range salary increase. Step increases for ranges with greater than five steps may be based on skills, assignments, performance or as specified in a collective bargaining agreement.

An employee whose normal within-range increase has been suspended by a report of unsatisfactory service shall not thereafter be entitled to any further, within-range increases in that position except upon the specific recommendation of the appointing authority. Such further within-range increases, upon specific recommendation of the appointing authority, may be made to any higher step in the range for which the employee would qualify had such step increases been made on a continuous normal basis.

All within-range increases are subject to the availability of funds. For the purposes of computing the length of time for eligibility for within-range increases, upon the request of the department concerned and upon approval of the Human Resources Director, the period of all leaves of absence without pay, except for military purposes for reserves performing active training duty or for pre-induction purposes, or sick leave during the first six months after appointment shall not be included, and all employees granted leaves of absence without pay in excess of 15 calendar days, except for military leaves as above stated, shall have a period of time equal to the total leave without pay added to the annual time for the further increases.

Eligibility for within-range salary increases shall be computed on the actual anniversary date of such eligibility.

Salary increases or decreases resulting from the adjustment of salary ranges in accordance with Section 1.12.020 shall not prevent within-range increases in accordance with this section.

(Ord. 26345 § 1; passed Dec. 15, 1998; Ord. 25683 § 1; passed Mar. 28, 1995; Ord. 25645 § 1; passed Dec. 13, 1994; Ord. 23111 § 1; passed Feb. 7, 1984; Ord. 21298 § 1; passed Mar. 21, 1978; Ord. 20233 § 1; passed Oct. 15, 1974; Ord. 19584 § 1; passed May 30, 1972; Ord. 17727 § 1; passed Dec. 8, 1964; Ord. 16516; passed Feb. 23, 1960)

1.12.031 Salary range – Increases for nonrepresented classifications.

The salary ranges are intended to furnish administrative flexibility in recognizing individual differences between positions allocated to the same class in the classified service and for appointive positions and in providing employee incentives and rewarding employees for meritorious service. The following shall be the general policy with respect to the use of the pay steps within salary ranges:

A. The minimum rate of pay for a class shall be paid to any person on his or her original appointment to a position except when, as determined by the appointing authority, the employee possesses exceptional qualifications, or exceptional market conditions exist warranting employment at a higher step in the pay range; provided, that money is in the budget, as provided in Section 1.12.070.

B. The basic salary range shall consist of full steps with quarter-step increments between each full step.

1. Step increases shall be considered upon completion of a six-month period and annually thereafter. Eligibility for step increases shall be computed on the actual anniversary date of such eligibility.

2. Step increases shall consist of one full step unless the appointing authority considers that a full step cannot be justified.

a. If a step increase is withheld, written notice shall be given to the employee and the Human Resources Director at least ten days prior to the effective date of the step increase.

b. An employee not receiving a full step increase shall not thereafter be entitled to any further step increases in that position except upon the specific recommendation of the appointing authority. Such further step increases, upon specific

recommendation of the appointing authority, may be made to any higher step in the range for which the employee would have qualified.

3. For purposes of computing the length of time for eligibility for step increases:

a. Upon the request of the department concerned and upon approval of the Human Resources Director, the period of all leaves of absence without pay shall be excluded, provided that military leave, pursuant to TMC 1.12.260, shall not be excluded from the time computed.

b. All employees granted leaves of absence without pay in excess of 15 calendar days, except for military leaves as above stated, shall have a period of time equal to the total leave without pay added to the annual time for the further increases.

4. All step increases are subject to the availability of funds. Salary increases or decreases resulting from the adjustment of salary ranges in accordance with Section 1.12.021 shall not prevent within-range step increases in accordance with this section.

If any portion of this section conflicts with any other portion of the Tacoma Municipal Code, it is intended that this provision controls.

(Ord. 27775 Ex. A; passed Dec. 16, 2008)

1.12.040 Adoption of the pay plan.

As of the effective date of the adoption of the Compensation Plan or any subsequent amendment thereto:

A. All employees whose pay is in excess of the maximum rate prescribed for their class shall not be reduced in pay but they shall not receive any pay increases as long as they occupy positions for which the salary range maximum is the same as, or less than, the pay rate currently received.

B. Employees will be advanced in pay as the result of an adjustment to the salary range for their class, as provided for in Section 1.12.020. In addition, employees will be eligible for within-range increases according to the years of continuous service in the class as provided for in Section 1.12.030B.

The provisions of this section shall not prevent demotion or reduction for disciplinary reasons or the application of service-wide pay decreases when such action is required by the financial condition of the City or by changing economic conditions.

C. Employees reclassified as a result of the City-wide Ewing Study whose pay is in excess of the maximum rate prescribed for their new class shall not be reduced in pay and shall continue to receive the annual cost of living adjustment equivalent to that received by the majority of other City employees. Should such employees accept another position in the City service, they shall receive the rate of pay for that class as provided herein.

(Ord. 24215 § 1; passed Oct. 18, 1988; Ord. 15995; passed Dec. 16, 1957; Ord. 15751 § 2.3; passed Dec. 17, 1956)

1.12.041 Adoption of the pay plan for nonrepresented classifications.

As of the effective date of the adoption of the Compensation Plan or any subsequent amendment thereto:

A. All employees whose pay is in excess of the maximum rate prescribed for their class shall not be reduced in pay but they shall not receive any pay increases as long as they occupy positions for which the salary range maximum is the same as, or less than, the pay rate currently received.

B. Employees will be advanced in pay as the result of an adjustment to the salary range for their class, as provided for in Section 1.12.021. In addition, employees will be eligible for step increases as provided for in Section 1.12.031. The provisions of this section shall not prevent demotion or reduction in pay for disciplinary reasons or the application of pay decreases when such action is required by the financial condition of the City or by changing economic conditions.

C. Employees who may be reclassified as a result of a classification and/or compensation study, whose pay is in excess of the maximum rate prescribed for their new class shall not be reduced in pay, but they shall not receive any pay increases as long as the salary range maximum for their new classification is the same as, or less than, the pay rate currently received. Should such employees accept another position in the City service, they shall receive the rate of pay for that class as provided herein.

D. Effective January 5, 2009, nonrepresented executive and nonrepresented classifications will no longer be eligible for longevity pay. A one-time roll in of the employee's current longevity pay will be added to base pay when determining employee placement in the new pay structure.

If any portion of this section conflicts with any other portion of the Tacoma Municipal Code, it is intended that this provision controls.

(Ord. 27775 Ex. A; passed Dec. 16, 2008)

1.12.050 Transfer, promotion, demotion, reinstatement and reemployment.

When an employee is transferred, promoted, demoted, reinstated, or reemployed, his/her rate of pay for the new position shall be determined as follows:

A. Transfer. An employee transferred to another position in the same class will continue to receive the same pay rate until he/she is promoted or demoted or until his/her pay rate is adjusted in accordance with the provision of Section 1.12.030 of this chapter.

B. Promotion.

1. If his/her rate of pay in the lower class is below the minimum salary for the higher class, his/her rate of pay shall be increased to the minimum rate for the higher class; provided however, in no event shall such increase be less than one step in the range structure or its equivalent. In the event such an increase is less than such one step or its equivalent, the employee's rate of pay shall be increased to the next higher step above the minimum rate if such exists.

2. If his/her rate of pay in the lower class falls within the range of pay for the higher class, the employee shall be advanced to the next higher step; provided however, in no event shall such increase be less than one step in the range structure or its equivalent. In the event such an increase is less than such one step or its equivalent, the employee's rate of pay shall be increased to the next higher step, if such exists.

C. Demotion.

1. An employee demoted for disciplinary purposes from a position in one class to another having a lower pay range shall receive a salary decrease.

a. If the rate of pay of the employee in the higher class is above the maximum salary for the lower class, his/her rate of pay will be decreased to the maximum rate of the lower class, unless the decrease shall be less than one pay step, in which case his/her pay shall be reduced to the next lower pay step in the pay range.

b. If the rate of pay of the employee in the higher class is within the pay range of the lower class, his/her rate of pay will be decreased by one pay step.

2. An employee demoted for nondisciplinary purposes from a position in one class to another having a lower final step pay range shall be placed at a rate closest to, but less than, the rate he/she currently earns.

D. Reinstatement. The compensation of an employee reinstated to his/her former position shall be determined as follows:

1. An employee who had resigned from his/ her position in the City Service and is subsequently reinstated to a position in his/her former class shall be paid in accordance with the rules governing original appointments to a position in the City Service.

2. An employee who is reinstated to his/her position after an authorized leave of absence without pay shall be paid at the same pay step in the range for his class that he/she was receiving at the time he/she began his/her leave of absence without pay.

E. Reemployment. An employee reemployed in his/her former position after layoff shall be paid at the same pay step in the range for his/her class that he/she was receiving at the time he/she was laid off.

(Ord. 25645 § 2; passed Dec. 13, 1994; Ord. 23111 § 2; passed Feb. 7, 1984; Ord. 19584 § 2; passed May 30, 1972; Ord. 19272 § 1; passed Dec. 29, 1970; Ord. 17605 § 1; passed May 19, 1964; Ord. 16940 § 1; passed Dec. 19, 1961)

1.12.051 Transfer, promotion, demotion, reinstatement and reemployment – nonrepresented classifications.

When an employee is transferred, promoted, demoted, reclassified, reinstated, or reemployed, his or her rate of pay for the new position shall be determined as follows:

A. Transfer. An employee transferred to another position in the same class will continue to receive the same pay rate until he or she is promoted or demoted or until his or her pay rate is adjusted in accordance with the provision of Section 1.12.021 or .031 of this chapter.

B. Promotion.

1. If his or her rate of pay in the lower class is below the minimum salary for the higher class, his or her rate of pay shall be increased to the minimum rate for the higher class; except when, as determined by the appointing authority and approved by the Human Resources Director, the employee possesses exceptional qualifications, or exceptional market conditions exist warranting placement at a higher rate in the pay range; provided, that money is in the budget, as provided in Section 1.12.070.

2. If his or her rate of pay in the lower class falls within the range of pay for the higher class, the employee shall be advanced to the next higher step; except when, as determined by the appointing authority, and approval of the Human Resources Director, the employee possesses exceptional qualification warranting employment at a higher rate in the pay range; provided, that money is in the budget, as provided in Section 1.12.070.

C. Demotion.

1. An employee demoted for disciplinary purposes from a position in one class to another class having a lower pay range shall receive a salary decrease.

a. If the rate of pay of the employee in the higher class is above the maximum salary for the lower class, his or her rate of pay will be decreased to at least the maximum rate of the lower class.

b. If the rate of pay of the employee in the higher class is within the pay range of the lower class, his or her rate of pay will be decreased by a minimum of a quarter-step increment.

2. An employee demoted for non-disciplinary purposes from a position in one class to another shall be placed at a pay rate closest to, but less than, the pay rate he or she currently earns.

D. Reinstatement. The compensation of an employee reinstated to his or her former position shall be determined as follows:

1. An employee who had resigned from his/ her position in the City Service and is subsequently reinstated to a position in his or her former class shall be paid in accordance with the rules governing original appointments to a position in the City Service.

2. An employee who is reinstated to his or her position after an authorized leave of absence without pay shall be paid at the same pay in the range for his or her class that he or she was receiving at the time he or she began his or her leave of absence without pay.

E. Reemployment. An employee reemployed in his or her former position after layoff shall be paid at the same pay in the range for his or her class that he or she was receiving at the time he or she was laid off.

If any portion of this section conflicts with any other portion of the Tacoma Municipal Code, it is intended that this provision controls.

(Ord. 27775 Ex. A; passed Dec. 16, 2008)

1.12.060 Salary decreases.

An appointing authority for just causes may reduce the salary of an employee within the pay range prescribed for the class. Notice of intention to effect such a reduction in pay and the reasons for such action shall be given to the employee and the Director of Personnel 10 days prior to the effective date of the reduction. The employee affected shall have the right to appeal in the manner outlined in Section 1.24.950.

(Ord. 15751 § 2.5; passed Dec. 17, 1956)

1.12.070 Salary ordinance and annual budget.¹⁵

This chapter shall be in force and effect January 1, 1958, and from and after said effective date, employees in each class of position in the City Service shall be compensated according to the basic set hourly rates and salary ranges and schematic lists set forth in Sections 1.12.350 to 1.12.640¹⁶ inclusive, of this chapter, and subsequent amendments and additions thereto, and in accordance with the annual budgets adopted by the Council pursuant to the laws of the State of Washington. Each annual budget as finally adopted by the City Council shall be the final determining factor for the payment of said compensation during the year to which said budget is applicable and the salaries and wages specifically provided for and set forth therein for each position, applied in conformance with the provisions of this chapter relating to compensation, shall be the salaries and wages to be paid to each officer and employee of the City during said year, unless lawfully changed by ordinance; provided, that, in cases of promotion, transfer, reemployment, and the return of an employee after leave of absence, and in cases of classification or reclassification of positions which, under Section 1.12.050 and under other provisions of this chapter, require the payment of a different wage or salary than that specifically set forth in the annual budget, the compensation to be paid in such cases shall be figured and paid in accordance with said Section 1.12.050 and other pertinent sections of this chapter

¹⁵ Preparation of payroll – See Sections 1.20.040 – 1.20.080.

¹⁶ Code Reviser's note: Salary schedules [1.12.355] are on file in the City Clerk's Office.

without ordinance or Council action, if the payment thereof can lawfully be made from funds appropriated in the current annual budget, under the item of salaries and wages, without exceeding such appropriation.

In cases where the annual budget makes provisions for the payments of compensation for any position classification differing from the compensation set forth in said salary ranges, in order to comply with the provisions of subdivision A of Section 1.12.040 of this chapter and the provisions of Section 1.24.360, the employee affected by the provisions of said section shall be paid the compensation for such position as set forth in the annual budget, and in all cases where no provision is made in said salary ranges, the compensation to be paid to any employee shall be that set forth in the annual budget or such compensation as shall be lawfully authorized by the City Council.

(Ord. 28148A Ex. A; passed May 7, 2013; Ord. 28053 § 1; passed Mar. 6, 2012; Ord. 28048 § 1; passed Jan. 10, 2012; Ord. 19493 § 1; passed Dec. 28, 1971; Ord. 16670 § 1; passed Dec. 13, 1960)

1.12.071 Overpayment of Wages.

A. When the Director of Finance, or the Director's designee ("Director") determines that an employee was overpaid wages, the Director shall provide written notice to the employee. The notice shall include the amount of the overpayment, the basis for the claim, a demand for payment within 25 calendar days from the date of mailing, and the rights of the employee under this section. The notice shall be mailed by regular mail and certified mail, return receipt requested, to the employee at his or her last known address.

B. Within 20 calendar days after receiving the notice from the Director that an overpayment has occurred, the employee may request, in writing, that the Director review his or her finding that an overpayment has occurred. If the request is not made within the 20-day period as provided in this subsection, the employee may not further challenge the overpayment and has no right to further agency review, Hearing Examiner review, or judicial review.

C. Upon receipt of an employee's written request for review of the overpayment, the Director, in consultation with the Director of Human Resources, shall within 30 business days of receipt of such request, review the employee's challenge to the overpayment and notify the employee, in writing, of the Director's decision regarding the employee's challenge. The notification shall be sent by certified mail, return receipt requested, to the employee at his or her last known address.

D. If the employee is dissatisfied with the Director's decision regarding the employee's challenge to the overpayment, the employee may appeal the Director's decision to the Hearing Examiner by requesting an adjudicative proceeding. The employee's appeal must be in writing, state the basis for contesting the overpayment notice, and include a copy of the Director's notice of overpayment. The application must be served on and received by the Director within 28 calendar days of the employee's receipt of the Director's decision following review of the employee's challenge. The employee must serve the Director by certified mail, return receipt requested.

The Hearing Examiner, upon receipt of a properly filed appeal, shall set a hearing date, and the appellant shall be notified of the hearing date by first-class mail and by certified mail, return receipt requested. Proceedings in regard to appeals filed under this section shall be conducted in accordance with the requirements of Tacoma Municipal Code 1.23 and Office of the Hearing Examiner Rules of Procedures for Hearings. The Hearing Examiner shall determine the amount, if any, of the overpayment received by the employee, and shall issue Findings of Fact and Order, based on the hearing, in writing, delivered to the appellant by first-class mail and by certified mail, return receipt requested.

E. If the employee does not request an adjudicative proceeding within the 28-day period, the amount of the overpayment provided in the notice shall be deemed final and the Director may proceed to recoup the overpayment as provided by law.

F. Pursuant to RCW 49.48.210, when it is determined that an employee covered by a collective bargaining agreement is overpaid wages, the Director shall provide written notice to the employee. The notice shall include the amount of the overpayment, the basis for the claim, and the rights of the employee under the collective bargaining agreement. Any dispute relating to the occurrence or amount of the overpayment shall be resolved using the grievance procedures contained in the collective bargaining agreement.

(Ord. 27637 Ex. A; passed Aug. 28, 2007)

SPECIAL COMPENSATION

1.12.075 Definitions.

For purposes of this chapter the following definitions shall apply:

A. **Aggregate Service.** Aggregate service for all purposes shall be the total of all employment, inclusive of authorized leaves of absence, in the City service as a probationary, regular, project, or appointive employee; provided, that: (1) time lost due to suspension of more than 15 working days or layoff shall not be included in the determination of aggregate service; (2) no person employed as a temporary employee shall accrue aggregate service as defined herein; (3) if an employee retires from the

Chapter 1.19

SALARY OF COUNCIL MEMBERS

Sections:

- 1.19.010 Salary of Council member.
- 1.19.020 Motor vehicle allowance.
- 1.19.030 Severability

1.19.010 Salary of Council member.

A. Base compensation. Each Council member of the City of Tacoma shall receive as compensation for the carrying on and performance of the functions of said office of Council member the sum of \$18,000 annually; provided, that for all Council members elected in 1999 and thereafter, each such Council member shall receive as compensation for the carrying on and performance of the functions of said office of Council member the sum of \$29,000, annually, as adjusted pursuant to subsection B below, and further, that Council members shall, at their option, be eligible to participate in the City's medical and dental program on the same terms as part-time (90%) City employees.

B. Annual adjustment. Commencing January 1, 2001, and thereafter on the first day of January of each successive year, the base compensation paid a Council member shall be automatically adjusted by an amount equal to 2.75 percent of the Council member's annual compensation for the preceding year.

(Ord. 27675 § 1; passed Mar. 18, 2008; Ord. 26574§ 1; passed Feb. 22, 2000; Ord. 26297 § 3; passed Sept. 15, 1998)

1.19.020 Motor vehicle allowance.

From and after the first day of April, 1980, no member of the City Council, including the Mayor, shall be permanently assigned a City vehicle. The Mayor shall receive a reasonable vehicle reimbursement allowance, which shall be and is hereby fixed in the sum of \$550 per month. The reimbursement allowance provided for herein shall constitute full compensation to the Mayor for the use of his or her privately owned or leased vehicle on City business and shall be deemed and construed to compensate the Mayor for any and all expenses thereof.

As a condition precedent to the collection of said amount, the Mayor shall certify that said vehicle is duly insured against public liability and property damage by an authorized insurer in amounts not less than \$100,000/\$300,000/\$50,000 for all uses, including business usage. Any claims for reimbursement pursuant to this section shall be submitted on proper forms and in a manner consistent with the requirements of the State Auditor to the Director of Finance of the City of Tacoma and shall be paid from budgeted funds of the legislative body.

(Ord. 27437 § 1; passed Nov. 29, 2005; Ord. 22601 § 1; passed Dec. 22, 1981; Ord. 21973 § 1; passed Feb. 5, 1980)

1.19.030 Severability

If any provision of this chapter, or its application to any person or circumstance, is held invalid, the remainder of the chapter, or the application of the provision to other persons or circumstances, is not affected.

(Ord. 26297 § 4; passed Sept. 15, 1998)

**Chapter 1.18
MAYOR**

Sections:

- 1.18.010 Deputy Mayor – Office created.
- 1.18.020 Deputy Mayor – Powers and duties.
- 1.18.025 Salary of the Deputy Mayor.
- 1.18.030 Duties of Mayor.
- 1.18.040 Salary of Mayor.
- 1.18.050 Severability.

1.18.010 Deputy Mayor – Office created.

There is hereby created the office of Deputy Mayor. The Deputy Mayor shall be a member of the City Council and shall be elected by the Council at its first meeting after such office becomes vacant, or as soon thereafter as practical. The term of such office shall be for one year, commencing in the year 2001.

(Ord. 26767 § 1; passed Jan. 9, 2001; Ord. 22611 § 1; passed Jan. 5, 1982; Ord. 16506 § 1; passed Feb. 1, 1960)

1.18.020 Deputy Mayor – Powers and duties.

The powers and duties of the Deputy Mayor shall be the same as those provided by law for the Mayor but shall be vested in and exercised by the Deputy Mayor only in the absence or disability of the Mayor.

(Ord. 16506 § 2; passed Feb. 1, 1960)

1.18.025 Salary of the Deputy Mayor.

A. Base compensation. Council members elected in 1999 and thereafter, who shall then be elected by the City Council as Deputy Mayor, shall receive the sum of \$32,000.00 annually, as adjusted pursuant to subsection B below, which shall be payable in biweekly increments, as compensation for the carrying on and performance of the functions of the said office of Deputy Mayor, which shall include compensation as a Council member.

B. Annual adjustment. Commencing January 1 of the first year following implementation of the \$32,000.00 base compensation, and thereafter on the first day of January of each successive year, the compensation paid the Deputy Mayor shall be automatically adjusted by an amount equal to 2.75 percent of the Deputy Mayor's annual compensation for the preceding year.

(Ord. 26297 § 1; passed Sept. 15, 1998)

1.18.030 Duties of Mayor.

The Mayor of the City of Tacoma shall devote sufficient time to properly perform the duties and functions of the office of Mayor and, in connection therewith, beginning at such time as the said Mayor shall be entitled to receive the additional compensation for said office as hereinafter provided for, shall maintain, as nearly as practicable, regular hours at the City Hall.

(Ord. 16081 § 1; passed Apr. 14, 1958)

1.18.040 Salary of Mayor.

A. Base compensation. Mayors elected in 1999 and thereafter shall receive as compensation for the carrying on and performance of the functions of the said office of Mayor, which shall include compensation as a Council member, and shall be payable in biweekly increments, the sum of \$64,000.00 annually, as adjusted pursuant to Subsection B below, and further, that the Mayor shall be entitled to receive all employee benefits to the same extent and under the same conditions as full-time City employees.

B. Annual adjustment. Commencing January 1, 2001, and thereafter on the first day of January of each successive year, the compensation paid the Mayor shall be automatically adjusted by an amount equal to 2.75 percent of the Mayor's annual compensation for the preceding year.

(Ord. 26296 § 1; passed Sept. 15, 1998; Ord. 25693 § 1; passed Apr. 18, 1995; Ord. 24287 § 1; passed Apr. 11, 1989; Ord. 22383 § 1; passed Apr. 14, 1981; Ord. 20027 § 1; passed Mar. 26, 1974; Ord. 16506; passed Feb. 1, 1960)

1.18.050 Severability.

If any provision of this chapter, or its application to any person or circumstance, is held invalid, the remainder of the chapter, or the application of the provision to other persons or circumstances, is not affected.

Tetreault, Marisa

From: Allen, Tim
Sent: Friday, August 14, 2015 9:40 AM
To: Tetreault, Marisa
Subject: RE: Information requested for the Citizen Commission on Elected Salaries

I am not sure how detailed you want to get, but here are some basics of the TERS retirement system.

The Mayor automatically becomes a member of the Tacoma Employees' Retirement System ("TERS"), while the Council Members are enrolled but have 30 days to opt out of the system, should they so choose.

Employees contribute 9.2% of their pay while the employer contributes 10.8% of pay.

A Member is considered "vested" in the System after five years of credited service. Note that this is different than a Member's five year anniversary with the City if part-time work status or extended leave of absence periods are involved.

A Member is eligible for a full benefit pension (lifetime annuity) when one of the following is met:

- Age 60
- 30 years of credited service
- Rule of 80 (age plus years of credited service total 80 or more)

A Member is eligible for a reduced benefit pension (lifetime annuity) when one of the following is met:

- Age 55 or older with 10 or more years of credited service
- Age 40 or older with 20 years of credited service

There are two methods for calculating the benefit. The most common is the Service Formula:
Credited Service Years X Factor X Average Final Compensation = Monthly Lifetime Benefit

Here is a link to an overview presentation on TERS:

<http://cms.cityoftacoma.org/retirement/MemberInformation/TERSOVERVIEWPLUSCALCULATOR2014.pdf>

If you have other questions about the benefit, please refer to the Member Handbook link:

<http://www.cityoftacoma.org/cms/One.aspx?portalId=169&pageId=1354>

I hope this provides you enough information for your work on the Commission. I am out of town for the next two Tuesdays, so unfortunately I cannot attend the upcoming meetings.

Tim Allen

Timothy Allen, CFA
Retirement Director
Chief Investment Officer
Tacoma Employees' Retirement System
253-502-8605
tallen@cityoftacoma.org

From: Tetreault, Marisa

Sent: Wednesday, August 12, 2015 4:24 PM

To: Allen, Tim

Subject: Information requested for the Citizen Commission on Elected Salaries

Good afternoon, Tim. I am staff that is currently assigned to the Citizen Commission on Elected Salaries. The Commission is interested in receiving information regarding the type of Retirement Benefits that the Mayor and Councilmembers are entitled to. Do you have any information on this, or would you have any of your staff available to attend one of the Commission meetings (they are currently Tuesdays in August beginning at 6pm in TMBN 12). This Commission had their first meeting on August 3rd and are up against a tight deadline to have their first recommendation in to Council by September 1st. Any information would be appreciated.

Please let me know if you have any questions.

Thanks,

Marisa Tetreault, PHR

HR Specialist

Phone: (253) 502-8832 | Fax: (253) 502-8380

City of Tacoma | Human Resources | Personnel Services

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Marisa, I found the \$50,503 shown below at the Census's web page. It represents an estimate of median family income in Tacoma in 2013.

<http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml> - US Census Page, will need to search for Tacoma.

<http://www.census.gov/quickfacts/table/INC110213/5370000,00> -- US Census QuickFacts

Also, the Minimum Wage Taskforce has some information that might be extremely useful to your conversation. While the goals of the two committees are very different, the data required to base their recommendations upon is quite similar.

http://cms.cityoftacoma.org/MWTF/June_1/Slides.pdf - Minimum Wage Taskforce Presentation

<http://www.cityoftacoma.org/cms/One.aspx?portalId=169&pageId=81262> -- Minimum Wage Taskforce Documents and Minutes.

Unfortunately the Census doesn't report anything at the individual level. There is per capital income (\$26,147), but that doesn't account for non-working household members such as minors or unemployed. A household in 2013 was defined as 2.47 people and includes all people living in a single housing unit, whether related or not and working or not.

Subject	Tacoma city, Washington		
	Estimate	Margin of Error	Percent Margin of Error
Unpaid family workers	47	+/-43	0.1%
INCOME AND BENEFITS (IN 2013 INFLATION-ADJUSTED DOLLARS)			
Total households	78,681	+/-887	78,681
Less than \$10,000	6,389	+/-577	8.1%
\$10,000 to \$14,999	4,092	+/-433	5.2%
\$15,000 to \$24,999	8,411	+/-640	10.7%
\$25,000 to \$34,999	8,445	+/-722	10.7%
\$35,000 to \$49,999	11,590	+/-746	14.7%
\$50,000 to \$74,999	15,667	+/-754	19.9%
\$75,000 to \$99,999	9,407	+/-581	12.0%
\$100,000 to \$149,999	9,747	+/-574	12.4%
\$150,000 to \$199,999	2,935	+/-298	3.7%
\$200,000 or more	1,998	+/-195	2.5%
Median household income (dollars)	50,503	+/-1,048	(X)
Mean household income (dollars)	64,535	+/-1,229	(X)

Politics & Government

AUGUST 17, 2015

Lakewood City Council members get \$500 raise, first in 20 years

By Brynn Grimley

Staff writer

For the first time since Lakewood became a city two decades ago, the City Council is getting a raise.

The \$500-a-month increase for each of the seven elected council members went into effect this month.

"We feel that the increase is overdue," said Stephen Mazoff, chairman of the independent salary commission that recommended the raise. "We're not overpaying and we're not underpaying."

Council salary rose from \$700 a month to \$1,200. The deputy mayor salary increased from \$800 to \$1,300 a month. The mayor's pay went from \$900 to \$1,400 a month.

The City Council appointed the five-member commission to review whether a raise was warranted, and if so, by how much.

The commission looked at cities with populations of 50,000 or more and a similar government structure as Lakewood. They also looked at cities with similar sized labor unions and comparable labor contracts.

After three public meetings this summer, the commission determined that a raise was necessary in Pierce County's second-largest city.

"The inescapable conclusion was our council members were way, way down on the bottom of the scale," Mazoff said.

The increase brings compensation in line with council salaries in other South Sound cities.

In neighboring University Place, which has 27,000 fewer people than Lakewood, council members make \$1,408 a month. The mayor makes \$1,688 a month.

In Puyallup, which has 20,000 fewer people, the council makes \$1,142 a month. The mayor receives \$1,333.

Council members in both cities also receive medical benefits.

That is not the case in Lakewood.

"The Lakewood council has no benefits. We have no pension, no medical, no car allowance," Mayor Don Anderson said. "Probably half or more cities of similar size have something like that."

This is the first time an independent salary commission has formed in Lakewood.

"It's been almost 20 years since anybody has looked at it," Anderson said about council salaries. "Once every 20 years deserves a look."

The raise "reflects a conservative Lakewood approach," he said.

When deciding how much to increase the pay, commission members considered the time commitment of the part-time council positions, Mazoff said. In addition to government meetings, most council members regularly attend community events and serve as city liaisons to community groups and advisory boards, he said.

The monthly increase adds \$42,000 a year to the city's budget. It will be covered by the general fund.

The mayor and council appointed the five-member commission from a pool of applicants. Members were Mazoff, Connie Coleman-Lacadie, Fae Crabill, John Fuller and former Councilwoman Helen McGovern-Pilant.

Brynn Grimley: 253-597-8467

brynn.grimley@thenewstribune.com

@bgrimley

Read more here: <http://www.thenewstribune.com/news/local/politics-government/article31316057.html#storylink=cpy>

2015 Mayor and Council Salaries

City	Population	Form of Government*	Mayor's Salary	Mayors Benefits	Councilmember's Salary	Councilmember's Benefits
Bellevue	132,100	Council-Manager	\$23,400	\$14,311	\$19,800	\$14,311
Kennewick	76,410	Council-Manager	\$14,292	\$19,806	\$11,904	\$19,537.00
Kirkland	81,730	Council-Manager	\$17,136		\$13,464	
Lakewood	58,310	Council-Manager	\$10,800	\$16,800	\$8,400	\$14,400.00
Olympia	48,480	Council-Manager	\$19,968		\$16,632	
Puyallup	37,980	Council-Manager	\$16,400	\$24,204	\$14,043	\$24,204.00
Sammamish	48,060	Council-Manager	\$11,400		\$10,200	
Tacoma	200,400	Council-Manager	\$96,117	\$21,088	\$48,069	\$17,576.00
University Place	31,340	Council-Manager	\$20,256	City Paid PERS (24 hours) + 7.5%	\$16,896	City Paid PERS (24 hours) + 7.5%
Vancouver	164,500	Council-Manager	\$27,600		\$21,600	
Yakima	92,620	Council-Manager	\$16,500		\$12,900	
Auburn	73,235	Mayor-Council	\$136,823	\$39,836	\$14,400	\$0.00
Bellingham	82,310	Mayor-Council	\$135,444	\$15,529	\$24,108	\$7,458.00
Everett	104,200	Mayor-Council	\$167,028	\$21,182	\$26,964	\$20,682.00
Federal Way	89,720	Mayor-Council	\$115,620	\$14,181	\$13,800	5700 (VEBA only)
Kent	120,500	Mayor-Council	\$138,000		\$14,096	
Renton	95,540	Mayor-Council	\$141,204		\$11,400	
Seattle	626,600	Mayor-Council	\$183,036		\$119,976	
Spokane	211,300	Mayor-Council	\$82.65/hr		\$14.94/hr	

*Form of Government information from MRSC

<http://mrsc.org/Home/Research-Tools/Washington-City-and-Town-Profiles.aspx?orderby=citygovtform&dir=down>

City	Population	Form of Government*	Mayor's car allowance	Mayors cellphone allowance	Mayor's meal allowance	Councilmember's car allowance	Councilmember's cellphone allowance	Councilmember's meal allowance
Bellevue	132,100	Council-Manager	\$3,240	\$780	n/a	\$3,240	\$780.00	n/a
Kennewick	76,410	Council-Manager	n/a	n/a	n/a	n/a	n/a	n/a
Kirkland	81,730	Council-Manager						
Lakewood	58,310	Council-Manager	n/a	n/a	n/a	n/a	n/a	n/a
Olympia	48,480	Council-Manager						
Puyallup	37,980	Council-Manager						
Sammamish	48,060	Council-Manager						
Tacoma	200,400	Council-Manager						
University Place	31,340	Council-Manager	n/a	n/a	n/a	n/a	n/a	n/a
Vancouver	164,500	Council-Manager						
Yakima	92,620	Council-Manager						
Auburn	73,235	Mayor-Council	Take home city vehicle	n/a	n/a	n/a	n/a	n/a
Bellingham	82,310	Mayor-Council	\$6,000	n/a	n/a	\$6,000	n/a	n/a
Everett	104,200	Mayor-Council	\$3,900	n/a	n/a	\$3,900	n/a	n/a
Federal Way	89,720	Mayor-Council	n/a	n/a	n/a	n/a	n/a	n/a
Kent	120,500	Mayor-Council						
Renton	95,540	Mayor-Council						
Seattle	626,600	Mayor-Council						
Spokane	211,300	Mayor-Council						