

**BOARD OF COUNTY COMMISSIONERS  
KITTTITAS COUNTY, WASHINGTON  
Resolution No. \_\_\_\_**

**A RESOLUTION ESTABLISHING THE CITIZENS' ADVISORY COMMITTEE ON  
SALARIES FOR ELECTED OFFICIALS OF KITTTITAS COUNTY**

WHEREAS, the Board of County Commissioners, pursuant to the provisions of RCW 36.32.120(6), has the care of County property and management of County funds and business; and

WHEREAS, the Board of County Commissioners, pursuant to the provisions of RCW 36.17.024, is authorized to establish the salaries of elected officials of the County; and

WHEREAS, the Board of County Commissioners believes an independent committee comprised of registered voters of the County is appropriate to consult when considering the setting of salaries for County elected officials; and,

WHEREAS, the Board of County Commissioners believes the ultimate responsibility for making decisions regarding the utilization of County funds should remain with the elected County legislative authority; and

WHEREAS, the Board of County Commissioners believes it to be in the best interests of the citizens of the County to create an Advisory Committee on Salaries for Elected Officials of Kittitas County;

NOW, THEREFORE, BE IT RESOLVED that the Kittitas County Board of Commissioners does ordain as follows:

1. The Citizens' Advisory Committee on Salaries for County Elected Officials is hereby established.
2. The Committee shall be created as set forth in Attachment A, and said Committee shall operate under the provisions of said attachment.
3. Salary increases and decreases shall be subject to final approval by the Board of County Commissioners.
4. This ordinance shall be effective on the date of passage.

DATED this \_\_ day \_\_\_\_\_ of 20\_\_.

BOARD OF COUNTY COMMISSIONERS  
OF KITTITAS COUNTY, WASHINGTON

\_\_\_\_\_  
Paul Jewell, Chairman

ATTEST:

\_\_\_\_\_  
Laura Osiadacz, Vice-Chairman

\_\_\_\_\_  
Obie O'Brien, Commissioner

- \_\_\_\_\_  
 Julie Kjorsvik, CMC, Clerk of the Board  
 Mandy Buchholz, CMC, Deputy Clerk II

## **ATTACHMENT "A"**

### **SECTION 1: ESTABLISHMENT - KITTITAS COUNTY CITIZENS' ADVISORY COMMITTEE ON SALARIES FOR COUNTY ELECTED OFFICIALS**

There is hereby established a Kittitas County Citizens' Advisory Committee on Salaries for County Elected Officials, hereafter "Advisory Committee" to consist of seven (7) members.

The composition of the Advisory Committee shall be as follows:

A. All members of the Advisory Committee shall be registered voters of Kittitas County. Two (2) members shall reside in Commissioner District 1, three (3) members shall reside in Commissioner District 2, and two (2) members shall reside in Commissioner District 3. All members shall be appointed by majority vote of the Board of County Commissioners.

B. Members of the Advisory Committee may not include any officer, official or employee of Kittitas County, nor any "family member" of an elected official whose salary may be affected by the Advisory Committee.

"Family member," as used in this subsection, means any person to whom an elected official is directly related, including by marriage, such as, but not limited to, parents, grandparents, spouse, siblings, children, cousins, in-laws, or other dependent relatives of the elected official, whether or not living in the same household.

"Family member," as used in this subsection shall also include any person living in the same household as an elected official whose salary may be affected by the Advisory Committee.

C. The Kittitas County Human Resources Director (HR Director) shall be responsible for providing professional assistance to the Advisory Committee. The HR Director shall serve as the clerk for all meetings, shall take and keep minutes of all meetings, and provide other assistance to the Advisory Committee as deemed necessary to fulfill the Advisory Committee's obligations. The HR Director shall not be a member of the Advisory Committee and shall not vote on any official Advisory Committee action.

D. The Board of County Commissioners reserves the right to disband the Advisory Committee by a majority vote.

### **Section 2: TERMS**

Appointments to the Advisory Committee shall be made by majority vote of the Board of County Commissioners. Anyone desiring appointment may notify the Board of County Commissioners by

completing and submitting an application. Appointment shall be for terms of four (4) years. No person may be appointed to more than two (2) such terms within any 10-year period. Provided, however, the Clerk of the Board of County Commissioners shall by lot establish the initial terms of members on the Advisory Committee so that of the members of the Advisory Committee:

- a. Three (3) shall be appointed for two (2) years; and
- b. Four (4) shall be appointed for four (4) year terms.

Thereafter, successors to the first members shall be appointed to four (4) year terms.

No member of the Advisory Committee may be removed by the county legislative authority during his or her term of office unless for cause of incapacity, incompetence, negligence of duty or malfeasance or for a disqualifying change of residence. Removal will require a majority vote of the Board of County Commissioners.

### **SECTION 3: VACANCIES**

Upon a vacancy in any position on the Advisory Committee a successor shall be selected and appointed to fill the unexpired term in the same manner as the initial appointment and the appointee shall fill the unexpired term. The selection and appointment shall be concluded within thirty (30) days of the date the position becomes vacant and shall be conducted in the same manner as for the original appointment.

### **SECTION 4: OFFICERS**

The Advisory Committee shall elect on a bi-annual basis a Chairperson, and Vice-Chairperson. The Chairperson, or in the absence of the Chairperson the Vice-Chairperson, shall preside over all meetings and shall be a voting member of the Advisory Committee.

### **SECTION 5: RULES AND REGULATIONS AND ASSISTANCE**

The Advisory Committee shall be subject to the provisions of the Open Public Meetings Act RCW Chapter 42.30. It shall keep minutes of all meetings and shall further adopt rules and regulations for the transaction of business. The adoption of rules and regulations for the transaction of business shall be approved by the Board of County Commissioners. All recommendations made by the Advisory Committee to the Board of County Commissioners shall be by an affirmative vote of not less than four (4) members.

### **SECTION 6: COMPENSATION-EXPENSES**

Members of the Advisory Committee shall serve without compensation and/or per diem.

**SECTION 7: POWERS AND DUTIES OF THE ADVISORY COMMITTEE**

a. The Advisory Committee shall prepare biennial recommendations on setting the salaries of the following Kittitas County elected officials:

1. Auditor;
2. Assessor;
3. Clerk;
4. Commissioners;
5. Coroner;
6. Prosecuting Attorney;
7. Sheriff; and,
8. Treasurer.

Any change in salary recommended by the Committee and enacted by the Board of County Commissioners shall be submitted to the County Auditor and the Board of County Commissioners by the Advisory Committee in writing and shall become effective and incorporated into the county budget upon acceptance of and at the direction of the County legislative authority and in accordance with Washington State law.

b. The Advisory Committee will review and make recommendations regarding salaries as soon as possible after the Advisory Committee is formed, and then biennially commencing in 2018, no later than during the month of July of every other year, or as soon as practical thereafter, to be included in the budget of the ensuing year, as allowed by the County legislative authority and Washington State law.

c. Initial salary adjustment recommendations for County Commissioners shall be made as follows:

- i. For Commissioner District 3, in 2017 for the next elected term beginning January 1, 2019;
- ii. For Commissioner Districts 1 and 2, in 2019 for the next elected term beginning January 1, 2021;
- iii. For Commissioner District 3, in 2021 for the next elected term beginning January 1, 2023;
- iv. For Commissioner Districts 1 and 2, in 2023 for the next elected term beginning January 1, 2025.

All further salary adjustment recommendations from the Advisory Committee for County Commissioner salaries shall follow the same biennial schedule as described above for the subsequent years.

c. Salary adjustments for Commissioners, recommended by the Advisory Committee and accepted by the County legislative authority, shall be effective at the beginning of the next subsequent term of office, in accordance with Washington State law.

d. Initial salary adjustment recommendations for non-Commissioner and non-Judicial elected officials shall be made prior to November 1 for 2018 and 2019. Future recommendations shall occur biennially commencing in 2019, no later than during the month of July of every other year, or as soon as practical thereafter, to be included in the budget of the ensuing year, as allowed by the County legislative authority and Washington State law.

#### **SECTION 8: ACCEPTANCE BY COUNTY LEGISLATIVE AUTHORITY**

a. Salary increases and decreases shall be subject to acceptance by the Board of County Commissioners. The Board of County Commissioners shall retain the right to accept, decline, or modify the recommendation of the Advisory Committee in any way.

#### **SECTION 9: SEVERABILITY**

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