

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of Ordinance No. 978 – Amending Chapters 2.20, 2.55, and 2.70 of the Shoreline Municipal Code to Provide Compensation for Members of City Boards and Commissions
DEPARTMENT:	City Manager’s Office
PRESENTED BY:	John Norris, Assistant City Manager
ACTION:	<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

During the City Council’s 2022 Strategic Planning Workshop, Council discussed and directed staff to begin providing compensation for the City’s advisory boards and commissions. To implement this directive, Council included funding in the City’s 2023-2024 biennial budget for this compensation starting in 2023. In order to start providing compensation to the City’s standing advisory boards and commissions, the City must amend Shoreline Municipal Code (SMC) Chapters 2.20, 2.55, and 2.70, which are the chapters that provide administrative requirements for these advisory bodies, as these Code chapters state that they shall serve without compensation.

Proposed Ordinance No. 978 would provide for these changes. Council discussed proposed Ordinance No. 978 on January 9, 2023 and directed staff to return the proposed Ordinance to Council tonight for adoption.

RESOURCE/FINANCIAL IMPACT:

Compensation for Parks, Recreation, and Cultural Services (PRCS)/Tree Board and Planning Commission members has been included in the 2023-2024 biennial budget. Compensation will be provided at a rate of \$50 per meeting attended for all members. For the PRCS/Tree Board, funding was approved for the full Board of seven adult members and two youth members, meeting no more than 12 times per year. For the Planning Commission, funding was approved for the seven Commissioners meeting no more than 25 times per year.

RECOMMENDATION

Staff recommends that Council adopt proposed Ordinance No. 978.

Approved By: City Manager **BE** City Attorney **MK**

BACKGROUND

During the City Council's 2022 Strategic Planning Workshop, Council discussed and directed staff to begin providing compensation for the City's advisory boards and commissions. This related to both the City's three standing boards and commissions – the Parks, Recreation and Cultural Services (PRCS)/Tree Board, the Planning Commission, and the City Council Salary Commission (which is only stood up every four years) – and potential ad hoc advisory boards which may be enacted for various issues from time to time. To implement this directive, Council included funding in the City's 2023-2024 biennial budget for this compensation starting in 2023.

In order to start providing compensation to the City's standing advisory boards and commissions, the City must amend Shoreline Municipal Code (SMC) Chapters 2.20, 2.55, and 2.70, which are the chapters that provide administrative requirements for these advisory bodies, as these Code chapters state that they shall serve without compensation (or in the case of the Salary Commission, the Code is silent on whether compensation is provided). Proposed Ordinance No. 978 (Attachment A) provides for these proposed Code amendments. Council discussed proposed Ordinance No. 978 on January 9, 2023 and directed staff to return the proposed Ordinance to Council tonight for adoption.

DISCUSSION

Proposed Ordinance No. 978 specifically amends the following SMC Sections related to compensation for advisory boards and commissions:

- **SMC Section 2.20.020** regarding the Planning Commission – Code Section would now state, “Commissioners shall be selected without respect to political affiliations and will be entitled to such compensation as provided by the city council in the biennial budget. Members may also be reimbursed for reasonable expenses pursuant to city ordinances and policies.”
- **SMC Section 2.55.020** regarding the PRCS/Tree Board – Proposes to remove reference to compensation altogether and reimbursement for expenses, as it is duplicative of what is included in SMC Section 2.55.030 (below).
- **SMC Section 2.55.030** regarding the PRCS/Tree Board – Code Section would now state, similar to the Planning Commission administrative Code, that “Board members shall be selected without respect to political affiliations and will be entitled to such compensation as provided by the city council in the biennial budget. Members may also be reimbursed for reasonable expenses pursuant to city ordinances and policies.”
- **SMC Section 2.70.020** regarding the Council Salary Commission – Code Section would now state, “Members will be entitled to such compensation as provide by the city council in the biennial budget. Members may also be reimbursed for reasonable expenses pursuant to city ordinances and policies.”

Administrative Procedures

Proposed Ordinance No. 978 also provides direction to staff to develop administrative procedures for how compensation will be provided to advisory boards and commissions.

These administrative procedures will include the rate of compensation, which has already been set via the budget at \$50 per meeting per advisory board member, the frequency of payment, method of payment, etc. Staff will work on developing these administrative procedures upon adoption of Ordinance No. 978 and will begin providing compensation to the PRCS/Tree Board and Planning Commission shortly thereafter.

RESOURCE/FINANCIAL IMPACT

Compensation for Parks, Recreation, and Cultural Services (PRCS)/Tree Board and Planning Commission members has been included in the 2023-2024 biennial budget. Compensation will be provided at a rate of \$50 per meeting attended for all members. For the PRCS/Tree Board, funding was approved for the full Board of seven adult members and two youth members, meeting no more than 12 times per year. For the Planning Commission, funding was approved for the seven Commissioners meeting no more than 25 times per year.

RECOMMENDATION

Staff recommends that Council adopt proposed Ordinance No. 978.

ATTACHMENTS

Attachment A: Proposed Ordinance No. 978

ORDINANCE NO. 978

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON AMENDING CHAPTERS 2.20, 2.55, AND 2.70 OF THE SHORELINE MUNICIPAL CODE TO PROVIDE COMPENSATION TO APPOINTED MEMBERS OF CITY BOARDS AND COMMISSIONS.

WHEREAS, in 1995, the City Council adopted SMC Chapter 2.20, establishing the Planning Commission;

WHEREAS, in 1998, the City Council adopted SMC Chapter 2.55, establishing the Parks, Recreation, and Cultural Services Board; and

WHEREAS, in 2021, the City Council adopted SMC Chapter 2.70, establishing the Compensation and Salary Commission; and

WHEREAS, each of these chapters sets forth the criteria for appointment of the members of these Boards and Commissions, with SMC 2.20.020 and SMC 2.55.030 expressly stating that members are to serve without compensation and SMC 2.70 being silent as to compensation; and

WHEREAS, in recognition of the importance of these Boards and Commissions to the City, the time commitment made by the members, and to assist with recruiting and retaining members, the City Council desires to allow for these members to receive compensation; and

WHEREAS, such compensation will be provided by the City Council in the biennial budget and administered by procedures established by the City Manager;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Amendments to Shoreline Municipal Code.

A. SMC Chapter 2.20 Planning Commission.

1. Subsection C of Section 2.20.020 Appointment is amended as follows:

SMC 2.20.020(C) Appointment.

Members of the planning commission shall be appointed by majority vote of the city council subject to an open recruitment process. Commissioners shall be selected without respect to political affiliations and ~~shall serve without compensation~~ will be entitled to such compensation as provided by the city council in the biennial budget. Members may also be reimbursed for reasonable expenses pursuant to city ordinances and policies.

B. SMC Chapter 2.55 Parks, Recreation, and Cultural Services Board.

1. Subsection A of Section 2.55.020 Membership is amended as follows:

SMC 2.55.020(A) Membership.

A. The board shall consist of nine members. Only persons who reside, own property or are employed in the city of Shoreline shall be eligible for membership on the parks, recreation and cultural services board. Two members shall be between the ages of 15 and 19 at the beginning of their term in addition to meeting other eligibility requirements and shall be nonvoting members. ~~Members shall serve without compensation but may be reimbursed for reasonable expenses pursuant to city ordinances and policies.~~ The position of a member shall become vacant upon such member's ceasing to reside within, own property within, or be employed within the Shoreline city limits. The position of a member shall be forfeited and become vacant for failure to attend three regular consecutive meetings of the board, unless such absence is excused by a majority of the board. Vacancies occurring other than through the expiration of terms shall be filled for the unexpired terms in the same manner as for appointments as provided in this chapter.

2. Section 2.55.030 Appointment is amended as follows:

SMC 2.55.030 Appointment.

Members of the board shall be appointed by majority vote of the city council subject to an open recruitment process. Board members shall be selected without respect to political affiliations and ~~shall serve without compensation~~ will be entitled to such compensation as provided by the city council in the biennial budget. Members may also be reimbursed for reasonable expenses pursuant to city ordinances and policies.

C. SMC Chapter 2.70 Compensation and Salary Commission.

1. Subsection B of Section 2.70.020 Appointment is amended as follows:

SMC 2.70.020(B) Appointment.

Members shall be appointed by the mayor subject to confirmation by the city council, in conformance with RCW 35.21.015 as it now exists or is hereafter amended. Members will be entitled to such compensation as provide by the city council in the biennial budget. Members may also be reimbursed for reasonable expenses pursuant to city ordinances and policies.

Section 2. Direction to City Manager. The City Manager, in conjunction with the applicable City Departments, shall established procedures by which this budgeted allocation for Boards and Commissions compensation provided under this Ordinance shall be administered. Such procedures shall include the rate of compensation, the frequency of payment, and any other procedures to ensure all members are equally compensated.

Section 3. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this Ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 4. Severability. Should any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to any person or situation.

Section 5. Publication and Effective Dates. A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication.

PASSED BY THE CITY COUNCIL ON JANUARY 23, 2023.

Keith Scully, Mayor

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Date of Publication: , 2023
Effective Date: , 2023