



City of Bellevue

# Roles and Responsibilities Overview

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July 31, 2024

# Agenda

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- Creation
- Purpose
- Roles
- Responsibilities

# Creation

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- Structure for an Independent Salary Commission (ISC) was created in 2016
  - Commission conducted review from October – December of 2016
  - Final report filed in December
- Council salaries have not been reviewed since 2016
- On November 20, 2023, Council initiated a new ISC to be seated in 2024

# Purpose

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## Bellevue City Code 3.60

- The commission shall review and establish the salaries of the council members and exercise the powers and perform the duties established by RCW 35.21.015 as now existing or hereafter amended.

# Roles

The Commission shall elect a Chair and Vice Chair at the first regular or special meeting

## Duties of the Chair:

- presiding officer
- must attend all meetings in person
  - if attending remotely, must turn gavel to Vice Chair
- ensure transaction of Commission business is in accord with adopted bylaws
- call meetings to order
- keep meetings to order of business
- control the discussion in orderly manner
- state each motion before it is discussed and voted
- announce outcome of votes
- decide all questions of order

# Roles cont'd

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## Duties of Vice Chair:

- Preside over the meeting in the absence of the Chair or in the event the Chair is participating remotely

# Responsibilities

## Bellevue City Code 3.60

- A. To study the relationship of salaries to the duties of mayor, deputy mayor and council members and to study the costs personally incurred by council members in performing such duties;
- B. To study the relationship of Bellevue city council salaries and benefits to those salaries and benefits of council members in surrounding city jurisdictions and other current market conditions;
- C. To establish salary and benefits by either increasing or decreasing the existing salary and benefits of each position by an affirmative vote of not less than three members;
- D. To review and file a salary and compensation schedule with the city clerk no later than December 31<sup>st</sup>, 2016 and if a new independent salary commission is appointed thereafter, by December 1<sup>st</sup> in any subsequent year.