

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
ORDINANCE NO. 1110**

**AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON AMENDING AND REPEALING VARIOUS SECTIONS AND SUBSECTIONS OF TITLE 2, CHAPTER 2.16 OF THE MEDICAL LAKE MUNICIPAL CODE AND ESTABLISHING AN INDEPENDENT SALARY COMMISSION IN ORDER TO SET THE SALARIES OF ELECTED OFFICIALS, PROVIDING FOR THE APPOINTMENT AND TERMS OF COMMISSION MEMBERS AND FOR THE REMOVAL OF SAME, ESTABLISHING EFFECTIVE DATES FOR SALARY INCREASES AND DECREASES APPROVED BY THE COMMISSION, SUBJECT TO REFERENDUM, PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, RCW 35A.12.070 provides that elective officials salaries are to be set by ordinance; and

WHEREAS, the City of Medical Lake ("City") is authorized pursuant to RCW 35.21.015 to establish an independent salary commission and delegate authority to set the salaries for City Councilmembers and the Mayor to such a commission; and

WHEREAS, City of Medical Lake Municipal Code ("MLMC") 2.16 contains regulations pertaining to the salaries of the Mayor and City Councilmembers; and

WHEREAS, Ordinance No. 669 established how the salary of the office of Mayor and each member of City Council shall be set in the City's salary ordinance; and

WHEREAS, the current salaries for elected officials have not been adjusted in over seven (7) years, as set forth in Ordinance No. 1045 adopted on December 15, 2015; and

WHEREAS, the City Council has determined to create an independent salary commission for the purpose of setting salaries of the Mayor and City Council.

NOW, THEREFORE, the City Council of the City of Medical Lake, Washington does ordain as follows:

**Section 1.** Amendment/Commission Creation. MLMC 2.16 Salaries is hereby amended and repealed, where applicable, and an independent salary commission is hereby created for the purpose of setting the salaries of the Mayor and City Councilmembers as set forth in Exhibit A to this Ordinance. The official name of the Commission shall be the Medical Lake Salary Commission.

**Section 2.** Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

**Section 3.** Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

**Section 4.** Effective Date. This Ordinance shall be in full force and effect five (5) days

after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

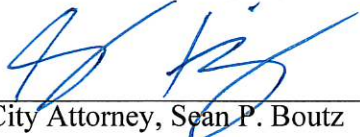
PASSED by the City Council this 16 day of May, 2023.

  
\_\_\_\_\_  
Mayor, Terri Cooper

ATTEST:

  
\_\_\_\_\_  
Finance Director/City Clerk Koss Ronholt

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney, Sean P. Boutz

Date of Publication: 5/25/23

Effective Date: 5/30/23

## **2.16 - SALARIES**

### **2.16.010 Salary Commission Created**

An independent salary commission is hereby created for the purpose of reviewing and setting the salaries of the Mayor and City Council Members of the City of Medical Lake. The official name of the Commission shall be the Medical Lake Salary Commission.

### **2.16.020 Salary**

A. Council Members. Each city council member shall be entitled to receive a salary as established by the salary commission, or as established through adoption by city council of a separate ordinance setting the salary for city council members. This salary shall be paid once per month.

B. Mayor. The mayor shall be entitled to a salary as established by the salary commission, or as established through adoption by city council of a separate ordinance setting the salary for the mayor. This salary shall be paid once per month.

C. Adjustment by Salary Commission. If the City's salary commission establishes a salary schedule for the mayor and/or council members, those salaries shall take effect at the times, in the amounts, and under the conditions established in the schedule or as otherwise provided by law.

### **2.16.030 Independent Salary Commission**

#### **A. Salary Commission.**

1. Membership - Appointment. The salary commission shall consist of five (5) members appointed by the Mayor and confirmed by the City Council.

2. Compensation. Members of the salary commission shall serve without compensation.

3. Term. The term of appointment is up to one (1) year. Each member shall hold office until a successor is appointed and confirmed unless removed for cause pursuant to MLMC 2.16.030(7) or RCW 35.21.015, as now or hereafter amended. Appointments may be made to complete an unexpired term in the event of a vacancy.

#### **4. Qualifications.**

a. Each person appointed to serve as a member of the salary commission shall be a citizen of the United States, a resident of the City of Medical Lake for at least one (1) year immediately preceding such appointment and while serving on the salary commission, and a registered voter in Spokane County.

b. No officer, official, or employee of the City of Medical Lake or any of their immediate family members may serve on the salary commission. "Immediate family member" as used in this section means the parents, spouse, registered domestic partner, siblings, children, aunt and uncle, grandparents, grandchildren, step relatives, domestic partner relatives, or dependent relatives of the officer, official, or employee, whether or not living in the household of the officer, official, or employee.

#### **5. Operation.**

a. The salary commission shall elect a chair and vice chair from among its members. The salary commission may establish and adopt rules of procedure for the efficient and fair conduct of its business.

b. The City Administrator shall appoint staff and make available supplies and equipment to assist the salary commission in the preparation of its' reports and records.

c. Any communication from the salary commission to any member of the City Council while reviewing the schedule of salaries shall be in writing and made part of the record of the salary commission's proceedings.

d. The salary commission shall keep a written record of its proceedings, which shall be a public record in accordance with state law, and shall actively solicit public comment at all meetings which shall be subject to the Open Public Meetings Act, Chapter 42.30 RCW.

e. The first meeting of the salary commission shall occur no later than twenty (20) days after the appointments are made by the City Council, and the commission shall review and, if it so determines, amend and file its schedule of salaries with the City Clerk within ninety (90) days after appointments are made by the City Council.

f. Three (3) members of the salary commission shall constitute a quorum and the affirmative vote of three (3) members shall be sufficient for the decision of all matters and the transaction of all business.

6. Responsibilities. It is the goal of the salary commission to base salaries of elected officials on realistic standards so that the elected officials may be paid according to the duties of their offices and so that citizen of the highest quality may be attracted to public service. To determine the appropriate rate of compensation, the salary commission shall assess the market rate of compensation for elected city officials and study the relationship of salaries to the duties of the Mayor and City Council members. Salaries for City Council members shall be uniform. Salaries shall be established by an affirmative vote of not less than three (3) members.

7. Removal. A member of the salary commission may only be removed during the appointment term for cause such as incapacity, incompetence, neglect of duty, malfeasance, or for a disqualifying change of residence.

8. Filing Date – Salary Schedule. The salary commission shall file its salary schedule with the City Clerk who will publish the schedule two (2) times, at least one (1) week apart, in the official newspaper of the City. The second date of publication shall be considered the official filing date of the salary schedule.

9. Effective Date – Salaries. The salary commission's salary schedule shall become effective in the amounts, at the times, and under the conditions established in the schedule unless a referendum has been filed pursuant to MLMC 2.16.030(B). Once filed, the schedule shall be incorporated into the City budget without further action of the City Council or salary commission subject to any referendum. Salary adjustments established by the salary commission that result in a salary increase shall be effective as provided by law as to all council members and/or the mayor, regardless of their terms of office. If the salary adjustment established by the salary commission results in a salary

decrease, the decreased salary shall be effective at the commencement of the incumbent's next subsequent term of office.

**B. Referendum.**

**1. Salary Schedule Subject to Referendum Petition.**

a. The salary commission's adopted salary schedule shall be subject to referendum petition by the people of the City of Medical Lake. Any such petition shall be filed with the City Clerk within thirty (30) days after the official filing date of the salary schedule. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by a vote of the people.

b. Referendum measures shall be submitted to the voters of the City of Medical Lake at the next following general or municipal election occurring thirty (30) days or more after the petition is filed and shall be otherwise governed by the provisions of the Washington State Constitution or other laws generally applicable to referendum measures.

2. Referendum Statement. A referendum statement on a petition shall be phrased in the following language:

Should the salary schedule filed with the City Clerk of the City of Medical Lake by the Independent Salary Commission on \_\_\_\_\_ be repealed in its entirety? Your signature on this petition indicates your vote in favor of repeal of the attached salary schedule in its entirety.

A copy of the salary schedule or ordinance to such referendum petition shall be attached to each referendum petition for the information of the parties requested to sign such petition.

3. Initiative Provisions Applied to Referendum Process. All state law provisions applicable to the form of the petition and sufficiency of signatures required for an initiative petition as set forth herein, and to the submission to the vote of the people as set forth herein, shall apply to a referendum petition and to the salary schedule sought to be defeated thereby.

4. Referendum – Effective Date – Record. If a majority of the number of votes cast on the referendum oppose the salary schedule or ordinance, such salary schedule or ordinance shall be deemed repealed following the certification of the vote.

**2.16.040 - Reimbursement for travel expenses authorized.**

In the event any City officers or employees incur expenses in an authorized pursuit of City business, reasonable reimbursement may be made in accordance with the City's Personnel Rules and Regulations. Advance travel expenses may be approved by the Mayor or City Administrator.

**2.16.050 - Payment per mile for use of private vehicle.**

For the use of a private passenger vehicle in performing travel on behalf of the City, payment for such use shall be at the rate approved by the City's Personnel Rules and Procedures.