

AGENDA
MOUNTLAKE TERRACE SALARY COMMISSION

October 23, 2019
5:00 p.m.

Mountlake Terrace City Hall
6100 219th Street SW, Suite 220

1. CALL TO ORDER
2. Approval of agenda
3. Approval of Minutes of October 9, 2019 Salary Commission Meeting
4. Review of Materials Requested at October 9, 2019 meeting
 - a. City of Mountlake Terrace ordinance forming Salary Commission
 - b. stipend for attendance at Health District and Community Transit Board meetings
 - c. tax assessment on new City Hall
 - d. proposed sewer and storm water rate increase
5. New Business
6. ADJOURNMENT

RCW 42.30, the Open Public Meetings Act, requires all meetings of the governing body of a public agency shall be open and public and all persons shall be permitted to attend any meeting of the governing body of a public agency , except as otherwise provided in this chapter.

You may also make a request for records by contacting the Public Records Officer at 425.744.6235 or recordsofficer@ci.mlt.wa.us. There is a fee for copying records.

The City of Mountlake Terrace strives to provide access and services to all members of the public. Please notify the City at least one week prior to the event if reasonable accommodations are needed. Large print and audio are available upon request, fees apply.

MOUNTLAKE TERRACE SALARY COMMISSION

October 9, 2019
5:00 p.m.

Mountlake Terrace Council Chambers
6100 – 219th Street SW, Suite 220

COMMISSION MEMBERS PRESENT

Margaret Loiseau, Chair
Eric Chham
Victor Eskenazi (late arrival)
Judi Smith

COMMISSION MEMBERS ABSENT

Dustin DeKoekkoek, Vice Chair (excused)

Chair Loiseau called the meeting to order at 5:06 p.m.

The Commission concurred with the meeting agenda, and approved the minutes of the September 25, 2019 meeting.

Review of Materials Requested at the September 25, 2019 Meeting

The Commission reviewed the materials included in the packet that had been requested at the September 25, 2019 meeting:

- a. 2018 Mayor/City Council salary comparisons
- b. City and Intergovernmental Boards/Commissions website links
- c. 2019 Property Tax Information

Commissioner Chham was unable to receive the material email(s) sent by the city - Mr. Chham will send an email to Leslie Choate to ensure the city has the correct email address.

Commissioner Smith inquired about retirement benefits provided to the City Council. Staff members provided information on the Municipal Employees Benefit Trust Plan (MEBT) which is a social security opt out that the city employees/electeds participate in. The current employee mandatory contribution rate for non-benefitted employees (including Councilmembers) is 7.5% of their gross wage. The city does not contribute to the MEBT plan for non-benefitted employees/electeds.

City Manager Hugill reported the additional pay for Mayor is due to:

- attendance at monthly Mayor's meeting
- attendance at special events (i.e., ribbon cuttings, etc.)
- speaking at various events (i.e., Coffee with the Seniors, etc.)
- being contacted more often (Mayor is first contact of City Manager before contacting Councilmembers)
- providing direction to staff

The Commission reviewed a sample pay structure that Vice Chair DeKoekkoek had provided to staff via email for discussion purposes, clarifying that the numbers in the example are not recommendations but simply to provide an example of what a pay structure might look like. The Commission discussed the long-term impact of increasing the Mayor/Councilmember pay structure. If the Mayor's pay is increased to \$1,200 per month (currently \$1,000 per month) and Councilmembers pay increased to \$1,000 per month (currently \$800 per month) the impact would be an additional \$16,800 annually. The current budgetary impact is \$69,600 for salaries plus \$1,010 for benefits (Medicare and Labor & Industries).

City Manager Hugill reported the city can impose no more than a 1% property tax annually per state law unless a higher amount is approved by voters. State-approved levies provide funding for school and hospital districts, etc. Approximately 20% of the property tax levy from property in the city comes to Mountlake Terrace.

Commissioner Smith suggested that if pay for committee participation is approved, the Mayor/Councilmember base rate should remain as is. City Manager Hugill reported the Mayor/Councilmember(s) can request mileage reimbursement (based on current IRS rates) for travel to/from external meetings. The Salary Commission can state pay for meetings is all inclusive (includes travel/mileage expenses, etc.)

Following discussion the Commission requested:

- City of Mountlake Terrace ordinance forming Salary Commission
- impact on 6-year financial forecast pay structure increase
- stipend for attendance at Health District and Community Transit Board meetings
- information on rent payments on Interim City Hall
- tax assessment on new City Hall
- information on proposed sewer and storm water rate increases

Adjournment

The meeting adjourned at 5:41 p.m.

CITY OF MOUNTLAKE TERRACE

ORDINANCE NO. 2744

AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON, AMENDING TITLE 2 CHAPTER SECTIONS OF THE MOUNTLAKE TERRACE MUNICIPAL CODE ENTITLED "ADMINISTRATION AND PERSONNEL" AND ADDING A NEW CHAPTER 2.140 TO TITLE 2 ENTITLED "MOUNTLAKE TERRACE SALARY COMMISSION" RELATING TO THE FORMATION OF A CITY COUNCIL SALARY COMMISSION

WHEREAS, RCW 35.21.015 provides that salaries for elected officials of towns and cities may be set by salary commissions established in accordance with city charter or by ordinance and conformity with the RCW; and

WHEREAS, the Mountlake Terrace City Council has determined to create such a commission for the purpose of setting the salaries of the Mayor and City Council.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Amendment - Title 2 Chapter Sections. Title 2 Chapter Sections of the Mountlake Terrace Municipal Code is hereby amended to read as follows:

**Title 2
ADMINISTRATION AND PERSONNEL**

Chapters:

- 2.05 Agreements and Contracts
- 2.10 City Council Rules and Procedures
- 2.12 Salaries
- 2.15 Lobbying
- 2.20 Auditing Officer
- 2.25 Violations Bureau
- 2.30 *Repealed*
- 2.35 *Repealed*
- 2.40 Community Policing Advisory Board
- 2.45 Arts Advisory Commission
- 2.50 Recreation and Park Advisory Commission
- 2.55 Planning Commission
- 2.60 *Repealed*
- 2.62 Historical Committee
- 2.63 Lodging Tax Advisory Committee
- 2.65 Civil Service Commission for Police
- 2.67 Police Corps Program

- 2.70 Reserve Police
- 2.75 Emergency Services – Disaster Coordination
- 2.80 Ethics of Public Officials – Public Disclosure
- 2.85 Summons and Other Legal Process
- 2.90 Retirement and Pensions
- 2.95 Indemnification of Employees and Appointed and Elected City Officials
- 2.100 Firemen’s Relief Pension
- 2.103 *Repealed*
- 2.105 Affirmative Action
- 2.110 CBD Economic Feasibility Study
- 2.120 Hearing Examiner
- 2.130 Disability Board
- 2.140 Mountlake Terrace Salary Commission

Section 2. New Chapter. A new Chapter 2.140, entitled “Mountlake Terrace Salary Commission” is hereby added to Title 2 of the Mountlake Terrace Municipal Code to read as follows:

**Chapter 2.140
MOUNTLAKE TERRACE SALARY COMMISSION**

Sections:

- 2.140.010 Commission Created - Purpose.
- 2.140.020 Appointment.
- 2.140.030 Membership - Qualifications.
- 2.140.040 Term.
- 2.140.050 Duties.
- 2.140.060 Open Meetings and Public Hearings.
- 2.140.070 Referendum.

2.140.010 Commission Created - Purpose.

An independent salary commission is hereby created for the purpose of setting the salaries of the City of Mountlake Terrace elected officials. The official name of the commission shall be the Mountlake Terrace Salary Commission.

2.140.020 Appointment.

A. Every five years, beginning in 2019, a salary commission shall be appointed and the commission shall begin a salary review as provided herein.

B. For each five-year salary review, the mayor shall appoint five commission members which shall be ratified by the city council.

2.140.030 Membership - Qualifications.

A. A member shall be a resident of the city and serve without compensation.

B. A member of the commission shall not be an officer, official, or employee of the city or an immediate family member of an officer, official, or employee of the city. For purposes of this section, “immediate family member” means the parents, spouse, siblings, children, or other

dependent relatives of the officer, official, or employee, whether or not living in the household of the officer, official, or employee.

C. In the event of a vacancy in office of commissioner, the mayor shall appoint, subject to ratification by the city council, a person to serve the unexpired portion of the term of the expired position.

D. A member of the commission shall only be removed from office for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, or for a disqualifying change of residence.

2.140.040 Term.

A. Each appointed salary commission member shall serve for one salary review term, as provided in Section 2.140.020. The term shall commence upon city council appointment and confirmation and shall terminate upon the commissioners' adoption of written salary schedule by resolution and filing of the statement of salaries with the city clerk or until the commission by majority vote determines that no salary adjustment is warranted.

B. No member of the commission shall be appointed to more than two consecutive terms.

2.140.050 Duties.

A. Except as provided herein, the commission shall be solely responsible for its own organization, operation, and action and shall enjoy the fullest cooperation of all elected officials, departments and agencies of the City. Every five (5) years commencing 2019 an appointed commission shall serve and have the duty to review, determine and establish the salaries paid by the city to City of Mountlake Terrace elected officials. If after such review the commission determines that the salary paid to the mayor or city council should be increased or decreased, the commission shall adopt by resolution a written salary schedule and file with the city clerk indicating the increase or decrease in salary and the effective date. Prior to adoption by resolution and before filing the salary schedule with the city clerk, the city attorney shall review the salary schedule for ambiguity and shall approve the salary schedule as to form if the salary schedule meets all legal requirements as to form.

B. For purposes of this chapter, "salary" or "salaries" means any fixed compensation paid or provided periodically for work or services and includes, but is not limited to, wages and medical or other benefits. This definition expressly excludes any expenses paid or reimbursed on behalf of the mayor or council member for training and travel expenses.

C. The commission shall convene, complete its review, adopt by resolution and file its schedule of salaries for the mayor and city council with the city clerk within 120-days of the appointment of the commission. The 120-day review time schedule may be extended upon request by the commission and approval by the city council.

D. Meetings may be scheduled by the chair of the commission or by a majority vote of the commission. Meetings shall be conducted in the Mountlake Terrace City Council Chambers. Three members of the commission shall constitute a quorum and are necessary for conducting a meeting. Meetings shall be conducted pursuant to Robert's Rules of Order, Newly Revised 10th Edition.

E. The decision to raise or lower salaries requires an affirmative vote of at least a majority of the whole membership of the commission.

F. After determining and establishing the salaries of the mayor and the city council, the salary commission shall adopt by resolution and file a statement of the salaries with the city clerk.

G. Any increase or decrease in salary shall, as set forth in Sections H and I below, become effective and incorporated into the city budget without further action of the city council or the commission.

H. Salary increases established by the commission shall be effective as to all city elected officials, regardless of their terms of office. Salary increases established by the commission shall be effective on the next payday for City employees, or under the conditions established in the salary schedule.

I. Salary decreases established by the commission shall become effective as to incumbent city elected officials at the commencement of their next subsequent terms of office.

J. Any adjustment of salary by the commission shall supersede any city ordinance related to the budget or to the fixing of salaries.

2.140.060 Open Meetings and Public Hearings.

All meetings of the commission shall be open to the public. Prior to a commission vote to increase or decrease salaries and the filing of any salary schedule, at least one of the meetings shall include a public hearing to provide an opportunity for the public, the mayor, mayor pro-tem, and/or city council members to address the commission. Citizen comments shall be conducted in a manner consistent with those heard at regularly scheduled meetings of the council. The mayor, mayor pro-tem, and/or city council members shall only address the commission regarding commission business at a regularly scheduled commission meeting or by public written comment.

2.140.070 Referendum.

A. Any salary increase or decrease established by the commission pursuant to this chapter shall be subject to referendum petition by the people of the city, in the same manner as a city ordinance, upon filing of such petition with the city clerk within thirty (30) days after filing of the salary schedule by the commission.

B. 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.

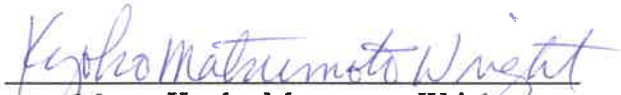
C. Referendum measures under this section shall be submitted to the voters of the city at the next following general or municipal election occurring thirty (30) days or more after the petition is filed, and shall be otherwise governed by the provisions of the State Constitution and the laws generally applicable to referendum measures.

Section 3. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

Section 5. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and this Ordinance is subject to referendum and shall take effect and be in full force thirty (30) days after its final passage and publication as required by law.

PASSED by the City Council of the City of Mountlake Terrace this 6th day of May, 2019,
and signed in authentication of its passage this 6th day of May, 2019.



Mayor Kyoko Matsumoto Wright

ATTEST: 

City Clerk

APPROVED AS TO FORM: 

Gregory G. Schrag, City Attorney

SALARY COMMISSION QUESTIONS/REQUESTS – OCTOBER 9, 2019

ORDINANCE FORMING CITY COUNCIL SALARY COMMISSION

City of Mountlake Terrace ordinance no. 2744 approved May 6, 2019

STIPEND FOR ATTENDANCE AT

Snohomish County Health District, Board of Health – meets 1x month

- \$55 per meeting – two meetings per month (Board and Committee meetings)

Community Transit Board of Directors – meets 1x month

- \$90 per meeting – only for part-time elected officials; full-time elected officials do not receive any stipend

TAX ASSESSMENT ON NEW CITY HALL STARTS

First bond payment is due the end of 2019

SEWER AND STORM WATER RATE INCREASE

City Council agenda items:

October 17, 2019 - Discussion of sewer rates and recommended sewer and storm water utility rate code updates

October 31, 2019 - Discussion of sewer rates and recommended sewer and storm water utility rate code updates

November 4, 2019 – Public Hearing and Adoption of Sewer Rate Ordinance
Public Hearing and Adoption of Storm Water Rate Ordinance