



# Meeting Agenda

## Finance Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Wednesday, June 7, 2017**

**5:00 PM**

**Room 207**

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**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF AGENDA**

**4. APPROVAL OF MINUTES**

- 4.A** [17-0634](#) Approval of May 3, 2017 Finance Committee Meeting Minutes

Attachments: [Minutes](#)

**5. COMMITTEE BUSINESS**

- 5.A** [17-0608](#) Fire Department Apparatus and Vehicle Replacement Needs

Attachments: [2018 Vehicle Replacement Fund](#)

- 5.B** [17-0613](#) 2016 Parks, Arts and Recreation Performance Report

Attachments: [2016 OPARD Performance Report](#)

[Message from the Director](#)

- 5.C** [17-0627](#) Consideration of a Salary Commission to Review City Council Compensation

Attachments: [List of Cities with Ordinances to Create Salary Commissions](#)

[Summary of Other Washington Cities with Salary Commissions History](#)

[Draft Ordinance](#)

[2015 General Government Staff Report](#)

- 5.D** [17-0626](#) Discussion on a Sustainable Budget for 2018

**6. REPORTS AND UPDATES**

**7. ADJOURNMENT**

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City Hall  
601 4th Avenue E.  
Olympia, WA 98501  
360-753-8244

## Finance Committee

### Approval of May 3, 2017 Finance Committee Meeting Minutes

**Agenda Date:** 6/7/2017  
**Agenda Item Number:** 4.A  
**File Number:** 17-0634

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**Type:** minutes **Version:** 1 **Status:** In Committee

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**Title**

Approval of May 3, 2017 Finance Committee Meeting Minutes



## Meeting Minutes - Draft

### Finance Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Wednesday, May 3, 2017**

**5:00 PM**

**Room 207**

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**1. CALL TO ORDER**

Chair Cooper called the meeting to order at 5:00 p.m.

**2. ROLL CALL**

**Present:** 3 - Chair Jim Cooper, Committee member Jessica Bateman and Committee member Jeannine Roe

**3. APPROVAL OF AGENDA**

The agenda was approved.

**4. APPROVAL OF MINUTES**

**4.A** [17-0497](#) Approval of April 17, 2017 Finance Committee Meeting Minutes

The minutes were approved.

**5. COMMITTEE BUSINESS**

**5.A** [17-0474](#) Briefing on Levies

Administrative Services Director Mary Verner provided a presentation on levies. She reviewed debt repayment obligations, defined bond levy, and underscored the need to budget for debt service. She showed an illustration of the City's non-voted debt capacity and noted there is approximately \$37 million available in non-voted and approximately \$58 million available in combined voted and non-voted debt capacity. Ms. Verner discussed the cost of borrowing and listed the City's sources of revenue that are eligible to repay debt. She highlighted that with a voter-approved levy rate increase, for every ten cents added to the levy rate, the City would receive an additional \$636,200/year. Ms. Verner reviewed how levy rates within statutory and constitutional limitations interact with levy lid limits that cannot exceed 101% of previous years' total property tax revenues. Ms. Verner presented another illustration displaying the property taxes applicable to hypothetical residential property in Olympia. Committee member Roe requested a single-page document illustrating how the City's tax dollars are spent.

The information was received.

**5.B** [17-0487](#) Overview of Public Safety Needs

Police Chief Ronnie Roberts presented information on Police funding needs. He advised the Committee that in order to meet community expectations, be engaged in the community, create efficiencies, expedite new officer training, and address mental health issues, the Olympia Police Department (OPD) needs a bigger budget. Chief Roberts discussed the staff and programs that are needed and why. He showed a chart outlining needs and costs are estimated at \$2.85 million in addition to OPD's current budget.

Committee members asked clarifying questions. They were surprised to learn OPD is currently operating at the same staffing levels they were in 2006 despite large population growth. If Olympia's population grows by another 20,000 people as expected, OPD will need an additional 40+ officers.

**The information was provided.**

**5.C**     [17-0466](#)            Investment Policy Review and Update

Fiscal Services Manager Dean Walz introduced the City's investment advisor, Deanne Woodring of Government Portfolio Advisors (GPA). Together they proposed some changes to the City's investment policy to clean up verbiage and incorporate changes in statute. Ms. Woodring noted one major statutory change is the ability of municipalities to invest in corporate bonds. These have higher risk but higher return and also carry political ramifications. GPA has a small list of socially responsible corporate bonds they could recommend. The City's current strategy does not allow investing in corporate bonds. The Committee is interested in including corporate notes as an option in the City's investment policy provided there is language built in to guide staff to only invest in socially responsible corporations.

**Committee member Bateman moved, seconded by Committee member Roe, to accept policy changes as proposed, with the exception of recommended changes in language surrounding corporate bonds. The motion passed unanimously.**

**5.D**     [17-0430](#)            Council Policy Fund Prioritization Criteria

City Manager Steve Hall provided the Committee with a draft document outlining Council Policy Fund prioritization. The document included a sample list of research projects, criteria for use of funds, and a goal of creating clear processes to:

- decide which research projects to undertake
- develop a scope of the research
- determine how the consultant will be selected and how the projects will be managed to ensure unbiased work

The Committee agreed to let Mr. Hall and Chair Cooper put additional work into the draft document and discuss it again at a later date.

**The discussion was completed.**

**6. REPORTS AND UPDATES - None**

**7. ADJOURNMENT**

Chair Cooper adjourned the meeting at 6:50 p.m.



## Finance Committee

### Fire Department Apparatus and Vehicle Replacement Needs

**Agenda Date:** 6/7/2017  
**Agenda Item Number:** 5.A  
**File Number:** 17-0608

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**Type:** information **Version:** 1 **Status:** In Committee

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#### **Title**

Fire Department Apparatus and Vehicle Replacement Needs

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Receive the information. No action requested.

#### **Report**

##### **Issue:**

The Olympia Fire Department (OFD) has a large fleet of vehicles required to carry out their mission. The department has developed an Apparatus and Vehicle replacement plan for the Finance Committee to review.

##### **Staff Contact:**

Mike Buchanan, Assistant Chief, 360.753.8459

##### **Presenter(s):**

Mike Buchanan, Assistant Chief  
Shelley Flaherty, Line of Business Director  
Larry Elliott, Chief Fire Mechanic

##### **Background and Analysis:**

The Olympia Fire Department (OFD) operates and manages a large fleet of specialized vehicles to meet its mission. The fire department has developed a presentation for the Finance Committee to outline OFD's long-term fire apparatus and vehicle needs.

This presentation will first describe the different apparatus types and functions within the mission of OFD. The information will then outline the status of OFD's current apparatus and vehicles. Finally, the presentation will cover the standard of the industry/best practices for apparatus and vehicle lifecycles as applied to OFD and a draft replacement plan for OFD's fire apparatus and vehicles.

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**Type:** information **Version:** 1 **Status:** In Committee

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**Neighborhood/Community Interests (if known):**

N/A

**Options:**

Informational only.

**Financial Impact:**

N/A

**Attachments:**

2018 Vehicle Replacement Fund





# OFD's Vehicle Capital Fund Needs



~2018 to 2028~  
Goal 8 of the 2017-2022 Strategic Plan



# OFD's 10 Year Capital Replacement Fund Needs - 2018 to 2028

## Executive Summary

With the support of the City Manager and the City Council, the Olympia Fire Department has embarked on the process of development of our Strategic Plan. The strategic planning process identifies eight strategic Initiatives; resource management is one of these initiatives. This initiative has been expressed as *Strategic Goal 8: To establish a resource management equipment repair and replacement (ER&R) plan for the regional fire training center, apparatus and additional capital.*

This document, *OFD's 20 Year Capital Replacement Fund Needs*, represents a comprehensive purchase plan to include capital items housed at the fire stations and training center, fire apparatus, command & staff vehicles, self-contained breathing apparatus, fire hose, personal protective clothing, and portable fireground radios. We have created this plan to identify the Fire Department's capital funding needs and to provide the City a comprehensive list of replacement items listed by year and cost.

In the development of this document, OFD worked to insure that the replacement schedules are verifiable against the Standards of the Industry to include: National Fire Protection Association (NFPA), Washington Survey and Rating Bureau (WSRB), State of Washington Firefighter Safety standards, and related manufactures association's recommendations. The NFPA is a United States trade association that creates and maintains private, copyrighted standards and codes for usage and adoption by local governments. This includes publications from model building codes to the many on equipment utilized by firefighters while engaging in firefighting, hazardous material (hazmat) response and rescue response.

The standards that will be referenced in this document are the following:

NFPA 1901- Fire Apparatus: Engines, Ladder Trucks, Technical Rescue Vehicles

Washington Survey Rating Bureau (WSRB), OFD Evaluation

Fire Apparatus Manufacturer's Association (FAMA), White Paper

If you have any questions please feel free to contact the Deputy Fire Chief, Greg Wright (8466), Assistant Chief of Operations, Mike Buchanan (8459) the Line of Business Director, Shelley Flaherty (8431).

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## Goal 8 of the 2017-2022 Strategic Plan

**To establish a resource management equipment repair and replacement (ER&R) plan for the Regional Fire Training Center (FTC), apparatus, fleet and additional capital equipment.**

To include: Fire Apparatus, Command Cars and Business Cars

**Target Audience/Concept:** Sustainability - Strengthen the department's planning process for maintaining/replacing the critical equipment used by firefighters.

### **Objective 8A**

To identify and implement the replacement schedule for the FTC; apparatus, fleet and additional capital equipment.

### **Objective 8B**

To identify funding sources to meet the identified maintenance, repair and replacement needs.

### **Objective 8C**

To identify current status of the fire department's Mark Noble's Regional Training Center (MNRTC), apparatus, fleet, and additional capital equipment.

#### Action Items

- Evaluate the current status and obtain a needs report from the Personal Protective Equipment and Self-Contained Breathing Apparatus (PPE and SCBA) program managers
- Identify capital equipment items
- Evaluate the current status of the Training Center grounds and structures
- Evaluate the current status of the apparatus and fleet replacement plan

### **Objective 8D**

To identify and implement the replacement schedule for the FTC, apparatus, fleet and additional capital equipment.

#### Action Items

- Review any pertinent manufacturer testing and replacement schedules
- Review current and applicable NFPA standards
- Create a preventative maintenance schedule

### **Objective 8E**

To identify funding sources to meet the identified maintenance, repair and replacement needs.

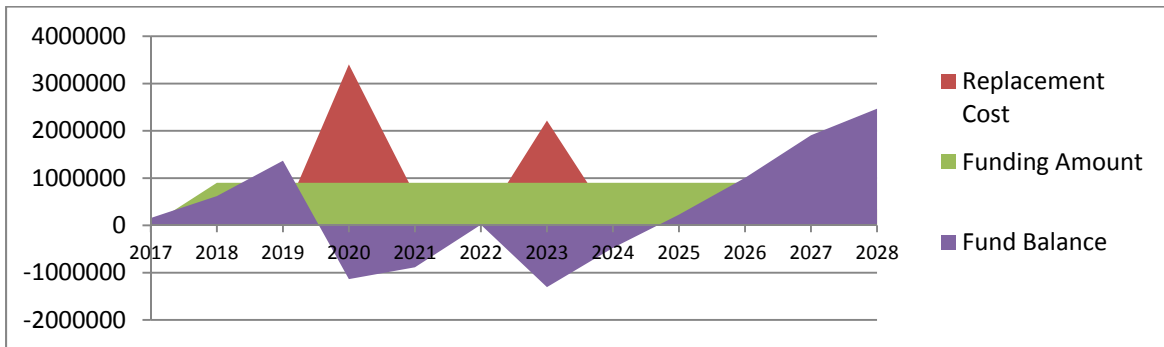
#### Action Items

- Prior to budget preparation, review any needs for the following budget year
- Create a critical needs report for unfunded repairs/replacements and submit to the City Budget Committee
- Work with Finance Department to identify any new funding sources

# Overview of Capital Equipment Plan Cost 2018 to 2028

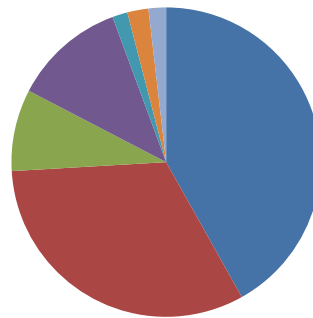
## Fixed Yearly Contribution Amount

Replacement Date	Replacement Cost	Funding Amount	Fund Balance
<b>2017</b>			\$157,249
<b>2018</b>	\$437,147	\$900,000	\$620,102
<b>2019</b>	\$152,869	\$900,000	\$1,367,233
<b>2020</b>	\$3,403,842	\$900,000	(\$1,136,609)
<b>2021</b>	\$650,000	\$900,000	(\$886,609)
<b>2022</b>	\$0	\$900,000	\$13,391
<b>2023</b>	\$2,218,292	\$900,000	(\$1,304,901)
<b>2024</b>	\$70,425	\$900,000	(\$475,326)
<b>2025</b>	\$198,930	\$900,000	\$225,744
<b>2026</b>	\$121,629	\$900,000	\$1,004,116
<b>2027</b>	\$0	\$900,000	\$1,904,116
<b>2028</b>	\$336,771	\$900,000	\$2,467,345
<b>Grand Total</b>	\$7,589,904		



## Category and Replacement Cost

Category	Replacement Cost
Fire Engines	\$3,176,414
Ladder Trucks	\$2,445,720
Technical Rescue	\$650,000
Command Cars	\$891,179
Training	\$119,765
Fire Prevention	\$168,160
Mechanic & Staff	\$138,666
<b>Grand Total</b>	<b>\$7,589,904</b>



- Fire Engines
- Ladder Trucks
- Technical Rescue
- Command Cars
- Training
- Fire Prevention
- Mechanic & Staff

## Fire Apparatus Replacement Schedule Standard of the Industry

There are a number of national fire apparatus organizations that discuss apparatus replacement schedules for fire and EMS apparatus, including the NFPA, National Association of Emergency Vehicle Technicians, Fire Department Safety Officers Association and the Fire Apparatus Manufacturer's Association (FAMA). FAMA developed the "Fire Apparatus Duty Cycle White Paper" in 2004. The paper is an in-depth analysis of many aspects of apparatus replacement, including the key factors to be considered in a typical apparatus replacement schedule including:

- Type of department
- Fire department workload
- Population served
- Demographics served
- Topography of region served

Based on these resources, the Washington Survey and Rating Bureau (WSRB) has set the industry standard for fire apparatus (fire engine, ladder truck and technical rescue) replacement to be 15 years. Olympia Fire Department is able to extend our reserve apparatus life by an additional 10 years for a total lifespan of 25 years. This is due to the fact that we have a talented team of Emergency Vehicle Technicians that maintain and test our response apparatus.

As noted in our June 8, 2015 WSRB evaluation, Olympia Fire Department received deficiency points for apparatus greater than 15 years and additional deficiency points were added for apparatus older than 25 years. To minimize these deductions and to meet the industry standards for apparatus replacement, Olympia Fire Department's has adopted an apparatus replacement schedule of:

- 15 years frontline status
- 10 years reserve status
- 25 years total lifespan



## Fire Engines

### **NFPA 1901- Fire Engines**

The City of Olympia has four fire stations strategically located throughout the City. Each fire station houses a primary fire engine and a reserve fire engine. A fire engine combines a fire suppression unit, an aid unit and a rescue unit into one multi-function response unit.

### **The Number of Fire Engines Needed**

Current criteria calls for one frontline fire engine and one reserve fire engine in each fire station. The standard fire engine is an apparatus designed primarily for firefighting and basic life support operations. The primary purpose of the engine is transporting firefighters to the scene, providing a water pump, limited supply of water with which to fight the fire, and carrying tools, equipment, and hoses needed by the firefighters. Standard tools found on our fire engines include basic EMS kit with an automatic defibrillator, ladders, floodlights, fire hose, fire extinguishers, self-contained breathing apparatus, and thermal imaging cameras.

### **Age limits and criteria for Frontline and Reserve Fire Engines**

OFD fire engines serve 15 years frontline and 10 years in reserve status for a total of 25 years.



## Fire Engine Cost

	Purchased	Replace	Replacement Cost
Reserve Engine 03 Equipment	1995	2020	\$848,727 \$109,395
Reserve Engine 01 Equipment	1998	2023	\$982,507 \$126,639
Reserve Engine 02 Equipment	1998	2023	\$982,507 \$126,639
<b>Total Fire Engines</b>			<b>\$3,176,414</b>







## Fire Ladder Truck

### **NFPA 1901- Ladder Trucks**

The City of Olympia has one fire ladder truck located OFD's Headquarters fire station. A fire ladder truck is like a fire engine except without a water tank, pump and hose. A fire ladder truck combines an aerial fire suppression unit, an aid response vehicle into one multi-function response unit and a rescue unit. The fire ladder truck carries ladders, forcible entry tools and the Jaws of Life.

### **The Number of Fire Ladder Trucks Needed**

Current criteria calls for one frontline fire ladder truck and one reserve fire ladder truck at the Headquarters fire station. The standard fire ladder truck is an apparatus designed primarily for firefighting rescue and basic life support operations. The primary purpose of the fire ladder truck is transporting firefighters to the scene, providing aerial access with a 105 foot aerial ladder. The fire ladder truck is also needed for rescue and access to the roof, carrying tools, equipment, and limited hose needed by the firefighters. Standard tools found on our fire ladder trucks include basic EMS kit with an automatic defibrillator, ladders, hydraulic rescue tools, floodlights, fire hose, fire extinguishers, self-contained breathing apparatus, and thermal imaging cameras.

### **Age limit and criteria for Frontline and Reserve Fire Ladder Trucks**

OFD fire ladder truck serves 15 years frontline and 10 years in reserve status for a total of 25 years.



## Fire Ladder Truck Cost

	<b>Purchased</b>	<b>Replace</b>	<b>Replacement Cost</b>
Truck 04	1995	2020	\$2,335,720
Equipment			\$110,000

**Total Ladder Truck \$2,445,720**

**1995 Reserve Ladder Truck**





## Technical Rescue

### NFPA 1901- Technical Rescue Apparatus

The City of Olympia has one Technical Rescue vehicle strategically located at our Headquarters station. The technical rescue carries the equipment required to conduct rope rescue, confined space, trench collapse and structural collapse. Technical rescue tools and equipment require a specific apparatus, as these tools take up a lot of space and will not fit on a fire engine or fire ladder truck. The City of Olympia is mandated by WAC 296-809-50014 to provide rescue services to public works employees working in trenches and confined space. OFD has contracted with Olympia Public Works to provide this required service.

### The Number of Technical Rescue Apparatus Needed

We have one inadequate technical rescue vehicle on loan from McLane / Black Lake Fire Department. This vehicle was originally built to serve as a water delivery truck. The vehicle was retrofitted modestly to serve as an interim technical rescue vehicle. The technical rescue is an apparatus designed primarily for technical rescue operations. The purpose of a technical rescue is to respond to rescue calls that are beyond the capability and capacity of a fire engine and / or fire truck. Examples of technical rescue are incidents involving: high angle rescue, confined space, trench collapse and structural collapse. Standard tools carried on a technical rescue include ropes, fans, gas monitors, low profile supplied air breathing apparatus, air bags, struts, wood supports, cutting, breaching and breaking tools.

### Age limit and criteria for Frontline and Reserve Technical Rescue Apparatus

OFD technical rescue vehicles serve 15 years frontline and 10 years in reserve status for a total of 25 years.

## Technical Rescue Cost

	<b>Purchased</b>	<b>Replace</b>	<b>Replacement Cost</b>
Rescue Vehicle			
On loan from McLane/Black Lake	2003	2021	\$650,000

**Total Rescue \$650,000**

## Command Vehicles and Business Cars Replacement Schedule Standard of the Industry

The University of Minnesota, Center for Transportation Studies, has determined the optimum life cycle for passenger vehicles to be in the range of 9 to 12 years. The study also showed that total annual costs tend to decline only marginally after 9 years. Based on the results of this study, extending OFD's target life beyond 9 years may only provide marginal cost savings.

Command vehicles serve a critical role in our department. Command vehicles are on call 24 hours and respond to emergencies within our city and adjoining jurisdictions. With this increased responsibility the lifecycle for command vehicles is 10 years. Business vehicles are also important to our department, but since their role is less critical, their life cycle has been extended to 12 years.

Command Unit serves as a regional interoperable field command post for complex events.

### **Age limit and criteria for Command and Business Cars**

OFD Command vehicles serve 10 years and Business vehicles serve 12 years

### **Age limit and criteria for Command Van**

OFD's one Regional Incident Command Unit serves a total of 25 years frontline and then is replaced.

**2000 Chevrolet Regional Incident Command Unit**



## Command Vehicle Cost



	<b>Purchased</b>	<b>Replace</b>	<b>Replacement Cost</b>
Chief 02 Deputy Chief Equipment	2001	2018	\$40,113 \$10,000
Battalion 02 Equipment	1999	2018	\$42,230 \$20,000
Mechanic 01 Equipment	2005	2018	\$87,550 \$20,000
Fire Chief 01 Equipment	0	2019	\$41,317 \$10,000
Battalion 01 Equipment	2014	2024	\$50,425 \$20,000
Command Van Equipment	2000	2025	\$99,593 \$50,000
Chief 03 Fire Marshal Equipment	2016	2026	\$50,814 \$10,000
Chief 04 Operations Chief Equipment	2016	2026	\$50,814 \$10,000
Chief 02 Deputy Chief Equipment	2018	2028	\$53,909 \$10,000
Battalion 02 Equipment	2018	2028	\$56,754 \$20,000
Mechanic 01 Equipment	2018	2028	\$117,660 \$20,000

**Total Command Cars \$891,179**

## Training and Support Vehicle Cost



	<b>Purchased</b>	<b>Replace</b>	<b>Replacement Cost</b>
Training Officer Equipment	2016	2028	\$48,448 \$10,000
Medical Services Officer Equipment	2001	2019	\$41,317 \$20,000
<b>Total Training</b>			<b>\$119,795</b>

## Fire Prevention Vehicle Cost



	<b>Purchased</b>	<b>Replace</b>	<b>Replacement Cost</b>
Inspector Equipment	2003	2018	\$29,355 \$5,000
Inspector Equipment	2004	2018	\$29,355 \$5,000
Asst. Fire Marshal Equipment	2005	2018	\$40,113 \$10,000
Inspector Equipment	2013	2025	\$44,337 \$5,000
<b>Total Fire Prevention</b>			<b>\$168,160</b>

## Mechanic & Staff Vehicle Cost



	<b>Purchased</b>	<b>Replace</b>	<b>Replacement Cost</b>
Fleet Vehicle Equipment	2003	2019	\$30,236 \$10,000
Fleet Vehicle Equipment	2003	2018	\$24,720 \$5,000
Fire Pool car Equipment	2005	2018	\$29,355 \$5,000
Fleet Vehicle Equipment	2005	2018	\$29,355 \$5,000

**Total Mechanic & Staff \$138,666**





## Finance Committee

### 2016 Parks, Arts and Recreation Performance Report

**Agenda Date:** 6/7/2017  
**Agenda Item Number:** 5.B  
**File Number:** 17-0613

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**Type:** report **Version:** 1 **Status:** In Committee

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**Title**

2016 Parks, Arts and Recreation Performance Report

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Receive and discuss report. No action requested.

**Report**

**Issue:**

Whether to receive highlights of the 2016 Parks, Arts and Recreation Performance Report.

**Staff Contact:**

Paul Simmons, Director, Parks, Arts & Recreation, 360.753.8462

**Presenter(s):**

Paul Simmons, Director, Parks, Arts & Recreation

**Background and Analysis:**

In 2015, Olympia Parks, Arts and Recreation began using 44 performance measures to determine and communicate levels of success in delivering services to the community. This data-based approach measures whether the Department is meeting expectations in many different areas; such as park acres, park condition, condition of City-owned art, recreation activities, and park asset management.

The 2016 report identifies progress while also highlighting significant accomplishments. The report also provides a total snapshot of expenses and revenues in both the operating and capital budgets.

**Neighborhood/Community Interests (if known):**

The need for a data-based performance report was identified in the 2016 Parks, Arts & Recreation Plan, which had significant community-wide public participation.

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**Type:** report **Version:** 1 **Status:** In Committee

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**Options:**

N/A

**Financial Impact:**

None

**Attachments:**

2016 OPARD Performance Report

Message from the Director



# Parks • Arts • Recreation 2016 Performance Report



Olympia Woodland Trail “Hub Junction” Dedication – May 17, 2016

Planning &  
Design

Park  
Maintenance

Arts &  
Events

Facilities

Recreation

Olympia Parks, Arts and Recreation uses performance measures to determine and to communicate levels of success in delivering services to the community. This data-based approach measures whether the Department is meeting expectations in many different areas including park acres, park condition, recreation activities, and park asset management. The “Grants and Donations” and “Safety and Security” sections of this report contain business metrics instead of performance measures. While not goal-oriented, these metrics are tracked and included in this report as they provide important data related to Department efforts.

This report will:

- Highlight **SIGNIFICANT ACCOMPLISHMENTS** achieved throughout the year
- Track and report **44 DATA-BASED PERFORMANCE MEASUREMENTS** broken down by Division.

# PLANNING & DESIGN

## Significant Accomplishments

- Adopted *2016 Parks, Arts and Recreation Plan*.
- Applied for five grants totaling \$3.1 million through the Washington Recreation and Conservation Office.
- One of four finalists for National Recreation and Park Association Gold Medal Award.
- Completed and dedicated the “Hub Junction” project at the intersection of the Olympia Woodland and Chehalis Western trails.
- Completed ADA Assessment for four parks.
- Hired a new Associate Director, Planning and Design Manager, and Associate Planner.
- Formed the Olympia Metropolitan Park District.
- Completed four acquisitions totaling 155 acres including half of LBA Woods.



NRPA Gold Medal Award Finalist

## Performance Measures

Measure Level of Service (LOS)	2015	2016	2017 TARGET
Total Park System Acreage	1,015.28	1,170.68	1,229.68
Percentage of Developed vs. Undeveloped Park Acreage	79.7% 20.3%	75.5% 24.5%	74.4% 25.6%
Miles of Trails	16.1	20.57	23.09
Neighborhood Park LOS* (Acres/1,000 population)	.71	.71	.71
Community Park LOS* (Acres/1,000 population)	2.30	2.30	2.23
Open Space LOS* (Acres/1,000 population)	11.63	12.52	12.78
Percentage of land within ½ mile distance of a park or open space entrance*	56.5%	58.4%	59%
Facility Condition Index 0.11 – 0.15 Fair 0.15 – 0.50 Poor	0.14 Fair	0.14 Fair	0.14 Fair
Estimate Cost of Major Maintenance Needed	\$4M	\$4.2M	\$4M

\*Level of Service (LOS) includes other jurisdiction’s parks/open spaces (not City-owned).

### Fun Olympia Park Facts:

**Priest Point Park** is Olympia’s largest park at 314 acres.

7 Olympia parks have **saltwater/freshwater shoreline** totaling over 4 miles.

**Woodruff Park** is Olympia’s oldest park – it was donated to the City by Sam Woodruff in 1892.

**Grass Lake Nature Park** has one of the largest intact wetland systems in Thurston County. Over 100 species of birds and 200 species of plants have been observed there!

# PARKS MAINTENANCE

## Significant Accomplishments

- Reduced park irrigation usage by 32%.
- Installed a new basketball court at LBA Park and restriped the upper parking lot to create a safe path to the fields.
- Hosted 495 shelter reservations for the public.
- Was the recipient of the 2016 LERN International People’s Choice Award for the Park Stewardship Program.
- Was the recipient of the Washington Recreation and Park Association Spotlight Award for Program Excellence (Environmental Stewardship).
- Was the lead agency working with Thurston County and City of Lacey to install a kiosk, a large solar light, and various seating at the intersection of the Olympia Woodland Trail and the Chehalis Western Trail.



Landscape maintenance at Percival Landing

## Performance Measures

Measure	2015	2016	2017 TARGET
Total Maintenance Hours	34,347	34,596	49,635*
Number of Volunteers	2,395**	2,420**	2,251
Volunteer Work Hours	7,275**	7,642**	7,280
Special Events Supported by Parks Stewardship	31	36	25
Total Parks Maintenance Expenditure/Acres of Park	\$2,766	\$2,540	\$3,156

\* Increase due to Olympia Metropolitan Park District (OMPD) funding

\*\*Higher than average total due to REI grant-funded positions and project

Olympia’s park system includes:

**48** parks

**11** full playgrounds

**12** dedicated baseball/softball fields

**20** miles of trails

**13** restrooms

**7** parks with **4.5** miles of shoreline

**937.1** acres of open space

Total of **1,170.68** park acres!

# RECREATION PROGRAMS

## Significant Accomplishments

- Hosted 1,882 middle school students in 8 activity nights at local middle schools.
- Accepted \$2,200 in donations, helping 22 families access recreation activities.
- Increased recreation fee revenues for the fifth consecutive year.
- 126 new recreation courses were offered.

## Performance Measures

Measure	2015	2016	2017 TARGET*
New Activity Offerings	9.11%	15%	15%
Participant Repeat Rate	40.34%	37.52%	45%
Activity Cancellation Rate	12.56%	11.1%	15%
Ratio of Brochures distributed to Participants	4:1	3.5:1	<10:1
Cost Recovery Percentage	75.6%	80%	72%
Activity Participants Quality Rating (1-5 scale)	New Metric	4.49	4.25
Customer Service Rating (1-5 scale)	New Metric	4.49	4.25

Recreation participation actuals:

**399** Sports league teams and **3,125** participants

**1,063** Summer camp participants

**4,528** Special interest class participants

**7,333** Summer nutrition meals served

**134** Garden plots reserved

\*2017 targets based on industry standards



"Thriller" volleyball tourney champs



Summer camp visit to West Bay Park



Summer camp participant

# ARTS & EVENTS

## Significant Accomplishments

- Fabrication and installation of “Scenes from Westside” by Don Freas, sculptural tree guards at Black Lake Boulevard and Harrison Ave.
- Program development and selection of Olympia’s first Poet Laureate.
- Major conservation and reinstallation of “Public Works Tribute” by Charlie Mitchell.
- Completion of historic interpretation at Kettle View Park.
- Partnered with the Olympia Heritage Commission during Heritage month to receive “Dignity in Labor” by John Vanek, from the Thurston Lewis Mason Central Labor Council.
- Project development, consultant search and selection for the Gateways Master Plan.
- Eastside Traffic Box design selection.

## Performance Measures

Measure	2015	2016	2017 TARGET
Artworks in Public Collection	100	109	112
Percentage of the 60 artworks annually reviewed whose condition is rated “good or better.”	90%	90%	>80%
Businesses and Artists Registered in Spring Arts Walk	379	397	400
Businesses and Artists Registered in Fall Arts Walk	174	168	200
Participants in Art Classes Offered by OPARD	1,219	1,278	1,280
Number of Arts Digest Recipients	961	983	1,000
Arts Maintenance Hours	106	40	520*

\*Increase due to Olympia Metropolitan Park District (OMPD) funding

Public participation in the Arts:

**30,737** Facebook votes for Eastside Traffic Box Mural Wraps

**269** Votes for People’s Choice Sculpture Award



“Dignity in Labor” by John Vanek.



“Scenes from Westside” by Don Freas

# FACILITY OPERATIONS

## Significant Accomplishments

- Upgraded one new park shelter for reservation at Priest Point Park.
- Increased the total number of hours of events at the Artesian Commons by 57.
- Increased staffing hours at Artesian Commons by 356 hours, for a total of 540 hours.
- Overall facility rental hours and revenues were increased by 12%.

## Performance Measures

Measure	2015	2016	2017 TARGET
Games Annually Scheduled on City Fields	1,554	1,797	1,800
Community Use on Olympia School District (OSD) Fields (hours)	7,668	7,770	8,000
Community Rentals at The Olympia Center (hours)	2,817	3,203	3,000
Transient Moorage at Percival Landing (nights)	378	496	525
Park Shelter Rentals (hours)	2,553	2,486	2,600
Harbor House Rentals (hours)	825	958	975

Facilities available to rent:

**16** Community rooms at The Olympia Center and Harbor House

**12** City-owned athletic fields

**6** shelters

**35** Percival Landing moorage slips



Chess match at Artesian Commons



Ultimate Frisbee at Yauger Park



# GRANTS & DONATIONS

## Significant Accomplishments

- Grants received:
  - REI grant for Priest Point Park Mission Creek trail project.
  - Nisqually Indian Tribe grant for annual kids canopy climb offered through the Park Stewardship Program.
  - Department of Ecology reimbursement grant for Percival Landing clean-up.
  - Olympia Federal Savings and Parking and Business Improvement Area (PBIA) grant to support The Bridge Music Program at the Artesian Commons.

## Business Metrics

Measure	2015	2016
Grants Applications Submitted*	5	11
Grants Received*	5	5
Acres of Land Donated	5.58	0
Total Value of Grant Funds and Donations Received	\$1,284,883	\$322,900

\*The Washington State Recreation and Conservation Office (RCO) grant cycle is a two year process. Applications were submitted in 2016 and any successful funds will be awarded in 2017.

Applied for \$3.1M in RCO grant funding for:

- Morse-Merryman Road Parcel Acquisition (portion of LBA Woods)
- Kaiser Woods Parcel Acquisition
- Grass Lake Nature Park Trail
- Woodruff Park Sprayground and Picnic Shelter
- West Bay Woods Parcels Acquisition



Trail Volunteers



New trail at Priest Point Park



Kids Canopy Climb

# SAFETY & SECURITY

## Significant Accomplishments

- Hired a seasonal Park Ranger and Well Host for Artesian Commons Park (Jun-Oct).
- Installed additional security cameras at Artesian Commons Park and Percival Landing.
- Installed a sharps container at Artesian Commons to collect used needles.
- Increased security checks to 24-hour restroom, The Olympia Center and Percival Landing.
- Applied CPTED standards to numerous parks that resulted in vegetation removals at Madison Scenic Park, Sunrise Park, Yauger Park and the Olympia Woodland Trail.
- Added additional fencing to LBA, Friendly Grove, 8th Avenue and Springwood.
- Made various security improvements to Priest Point Park Maintenance Center.
- Installed additional lighting at Lions Park and Artesian Commons.
- Recruited a graffiti removal volunteer for the Yauger Park skate court.
- Co-hosted, with City of Everett, a Ranger Roundtable bringing together 26 Washington cities.



Artesian Commons Well Host and Park Ranger

## Business Metrics

Measure*	2015	2016
Loose Needles Collected from Olympia Park Property	1,794	3,201
Needles collected from Sharps containers	2,019	2,351
Verbal Notifications given for code violations	39	47
Encampment Notifications Served	37	77
Number of Encampments Removed	124	130
Number of Days Patrolled	96	137

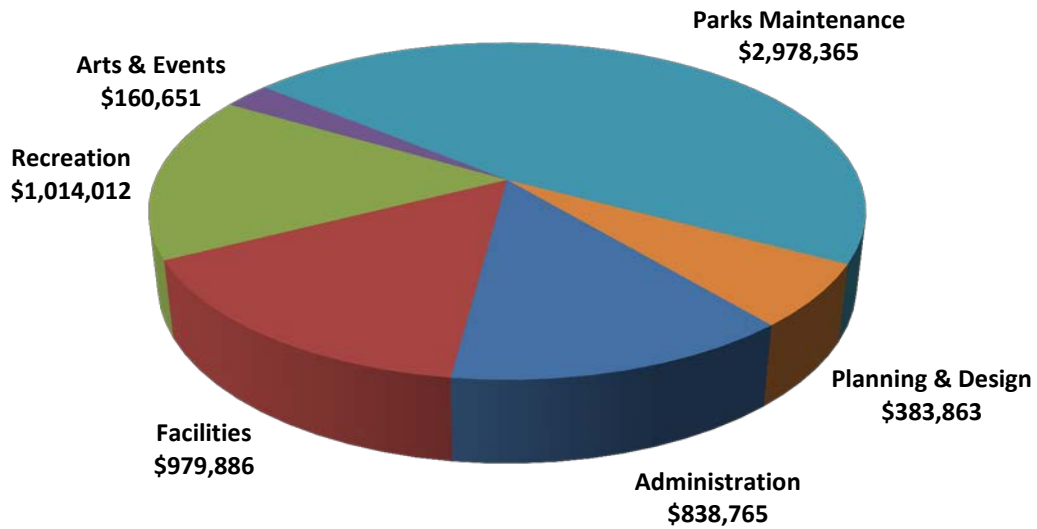


Improved visibility at Yauger Park

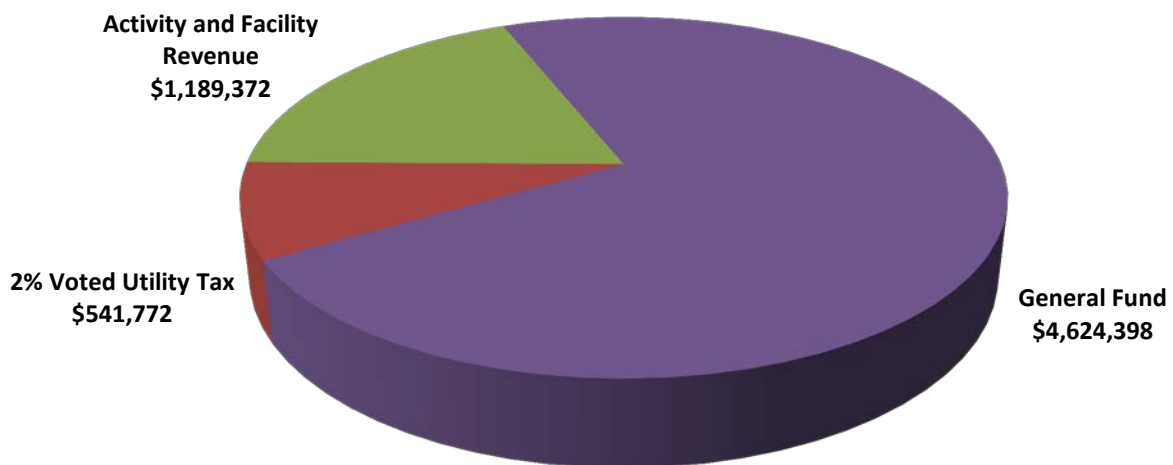
\*While our goal for illegal behavior in parks is zero, we recognize that it does exist. Our Department is committed to tracking and evaluating data related to illegal behaviors, such as drug use, to guide strategies designed to make parks safer for everyone.

# 2016 OPERATING BUDGET – \$6,355,542

## Department Budget by Division



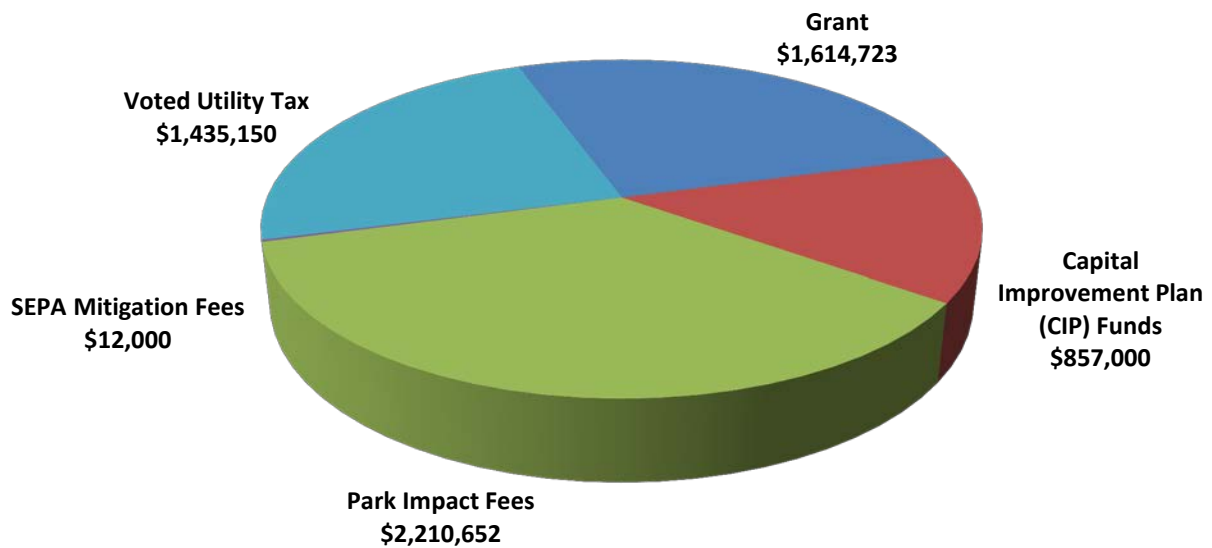
## Department Budget by Funding Source



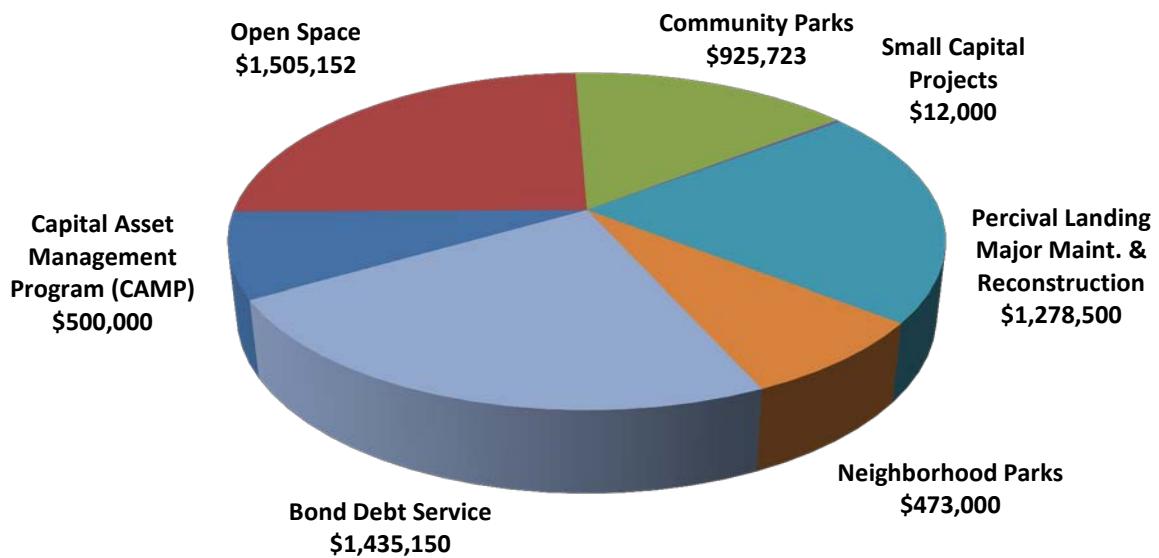
\*Numbers based on 2016 actual expenditures and revenues.

# 2016 CAPITAL BUDGET - \$6,129,525

## 2016 Project Funding Sources



## 2016 Project Categories



\*Numbers based on funds budgeted to projects in the 2016-2021 Capital Facilities Plan.

Updated May 31, 2017

## BUILDING A PARK SYSTEM FOR THE FUTURE

In 2015, Olympia voters took a historic step and approved the formation of the Olympia Metropolitan Parks District (OMPD) for the purpose of increasing funding for parks acquisition, maintenance, development, and safety. The funding from this voted measure began in 2017 and is anticipated to generate \$3.3 million annually to support Olympia parks. These funds will enhance existing funding sources such as the general fund, utility taxes, program revenue, impact fees, and grants.

This new funding mechanism will allow the department to catch up on several years of deferred maintenance, while simultaneously building a staff structure and acquisition strategy to support the parks, arts, and recreation needs of our growing community.

These are some of the recent accomplishments and projects that are underway as a result of the passage of the OMPD:

### **Parks Acquisition - Over 216 Acres**

- The City of Olympia has acquired over 216 acres of new park land, most notably LBA Woods (133 acres) and Kaiser Heights (75 acres).
- The City secured the acquisition of two parcels located above West Bay Drive near a heron rookery, preserving critical habitat while also securing future neighborhood connections to the waterfront (2 acres).
- In our effort to preserve critical habitat, the City has acquired the property that surrounds the headwaters of Mission Creek (3 acres).
- The City has also secured two donations of parcels along the Olympia Woodland Trail (4 acres).



### **Parks Maintenance**

- Our Capital Asset Management Program (CAMP) has identified a \$4.2 million deferred maintenance backlog; the OMPD is providing funds to address that backlog over a six-year timeframe.
- Our department has rebuilt the parks maintenance service levels to where they were prior to the recession. This includes restoration of a weekend supervisor, an arborist, and increased presence of parks staff in evenings and weekends.
- In preparing for growth of the park system, the department is creating additional seasonal staff positions.

- The City’s art collection has grown to include 110 works of art that are aging and require regular maintenance. The OMPD is providing funds to staff a seasonal arts maintenance position.

### **Parks Development**

- The department upgraded the existing softball infield at Stevens Field with the City’s first synthetic turf infield.
- An expanded Rose Garden shelter opened at Priest Point Park, replacing a popular facility that was both outdated and had reached the end of its design life.
- Yauger Park ballfield lights on fields two and three will be fully replaced.
- The department is working to develop a new playground and pathway at Margaret McKenny Park.
- After twenty years of operation, the Heritage Fountain mechanical system has been fully replaced.
- The West Bay Park & Restoration Master Plan process is underway and is estimated to be completed in early 2019.
- The department continues to make ongoing investments in Percival Landing, most recently completing \$300,000 of repairs to keep the Landing safe and open.
- As a component within the next phase of the rehabilitation of Percival Landing, the department is underway with the design and permitting of a \$3 million bulkhead replacement project.

### **Parks Safety**

- In 2017, the department has created two full-time and two seasonal Park Ranger positions, to provide over 7,000 hours annually of pro-active patrolling in Olympia Parks.
- The OMPD has provided ongoing funding for the successful Artesian Well Host & Ranger positions.
- The Olympia Center and Percival Landing have expanded security guard support during all community center operating hours.

## **PERFORMANCE REPORT**

The department recently began using performance measures to determine and to communicate levels of success in delivering services to the community. This data-based approach measures whether the department is meeting expectations in many different areas including park acres, park condition, recreation activities, and park asset management. This report is available on the City website.



## Finance Committee

### Consideration of a Salary Commission to Review City Council Compensation

**Agenda Date:** 6/7/2017  
**Agenda Item Number:** 5.C  
**File Number:** 17-0627

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**Type:** discussion   **Version:** 1   **Status:** In Committee

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#### **Title**

Consideration of a Salary Commission to Review City Council Compensation

#### **Recommended Action**

##### **Committee Recommendation:**

Referred to Finance Committee for June 7, 2017

##### **City Manager Recommendation:**

Provide direction to City staff about a salary commission to review City Council compensation.

#### **Report**

##### **Issue:**

Whether to direct City staff to develop a salary commission for consideration of Council compensation.

##### **Staff Contact:**

Steve Hall, City Manager, Executive Department, 360.753.8447  
Mary Verner, Administrative Services Director, 360.753.8499  
Mark Barber, City Attorney, 360.753.8223

##### **Presenter(s):**

Steve Hall, City Manager  
Mary Verner, Administrative Services Director  
Mark Barber, City Attorney

##### **Background and Analysis:**

Currently, Council members receive a stipend to account for some of the costs and time related to service on the City Council. The amount of this stipend has not changed since 2008.

The City Council has the authority to change the amount of the stipend for newly elected Council members or it can appoint a salary commission to review the stipend for all current and future members. At its February 2, 2017 meeting, the City Council directed the Finance Committee to work with City staff on development of a proposed salary commission.

City staff have researched salary commissions in other cities. According to the Municipal Research and Services Center, 35 cities have ordinances to establish salary commissions. Of those, City staff inquired about the experience of those more recent cities, which have similar forms of government. Several appear to be dormant or the staff from those cities have not returned calls about the commission.

Also attached is a draft ordinance to create a framework for a salary commission.

**Neighborhood/Community Interests (if known):**

N/A

**Financial Impact:**

Unknown

**Attachments:**

List of Cities with Ordinances to Create Salary Commissions  
Summary of Other Washington Cities with Salary Commissions History  
Draft Ordinance  
2015 General Government Staff Report



## **MSRC List of Cities That Have Passed Ordinances Establishing Salary Commissions**

- Bainbridge Island
- Bellevue
- Bonney Lake
- Bothell
- Bremerton
- Buckley
- Connell
- Dupont
- Edmonds
- Everett
- Federal Way
- Fife
- Gig Harbor
- Issaquah
- Kenmore
- Kent
- Kirkland
- LaCenter
- La Conner
- Mukilteo
- Oak Harbor
- Longview
- Lynnwood
- Marysville
- Mercer Island
- Mountlake Terrace
- Puyallup
- Redmond
- Spokane
- Spokane Valley
- Stanwood
- Sumner
- Sunnyside
- Vancouver
- Washougal

## Other Washington Cities' Salary Commission Experiences

MV Notes up to 5/23/17

### **MRSC lists 35 cities with ordinances establishing a salary commission.**

#### **Kirkland** Non-charter Council-Manager

Commission established 2005; no problem appointing 3 members; meetings publicized but little public interest; staffed by HR and Finance Directors, City Attorney, City Clerk takes minutes; meetings typically only @15 minutes, few if any comments; no controversies over commission's decisions.

*Considerations:* comparable salaries (per AWC survey) in 10 cities in Kirkland vicinity, use same 10 cities each time; spend more time on benefits than salaries.

*Decision:* Prior to salary commission, Council salaries were lower, now tend to track with staff COLAs.

#### **Mercer Island** Non-charter Council-Manager

Website most recent postings 2004

#### **DuPont** Council-Manager

Commission meets every 5 years; having trouble filling seats on commission; current salaries in effect through 2016 (previously not increased since 2005).

*Considerations:* increased responsibility as reflected in increased property values, population, and total budget; change and growth within the city; isolated geography of the city; qualitative and quantitative comparisons of salary schedules for other cities.

*Decision:* increased salaries Mayor by \$100/month, Council Members by \$75/month.

#### **Bellevue**

Commission last met Dec 2016.

*Considerations:* city population, employees, budget, salaries in comparable cities, any significant changes in councilmembers' roles, time spent in council role, whether job has become more complex in nature.

*Options considered:* straight comparable to other cities; straight COLA; blend of comparables and COLA.

*Decision:* COLA

#### **Tacoma**

Commission met Sept 2015.

*Considerations:* salaries in other cities; city's economic and geographic uniqueness; potential that low salary would deter candidates from running for office weighted against component of volunteerism to serve in elected office; amount of time council members devote to council work (90% almost full time); equitable salary based on median household income.

*Decision:* significant *decreases* in salaries effective Jan 1, 2018: mayor - 25,476; council – 12,749; eliminated annual 2.75% salary increase for all future years.

**Bainbridge Island**

Per website, commission appears dormant; members' terms expired 2012-13; no details

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING OLYMPIA MUNICIPAL CODE SECTIONS 2.00.000 AND 2.04.100 ON COMPENSATION AND ADDING A NEW CHAPTER 2.05 ENTITLED INDEPENDENT SALARY COMMISSION TO THE OLYMPIA MUNICIPAL CODE**

**WHEREAS**, the salaries of the mayor, mayor pro-tem and city council have been adjusted from time to time by Council ordinance as provided in RCW 35A.13.040; and

**WHEREAS**, the current salaries for the mayor, mayor pro-tem and city council have not been adjusted in almost ten years; and

**WHEREAS**, the effects of inflation and cost of living have escalated and grown over the last decade; and

**WHEREAS**, RCW 35.21.015 authorizes the City to establish an independent salary commission by ordinance with authority to set the salary of the members of the Olympia City Council; and

**WHEREAS**, the City Council desires to have a comparative salary study conducted and recommendations for future salary adjustments provided by an independent salary commission composed of citizens and residents from the community;

**NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES ORDAIN AS FOLLOWS:**

**Section 1. Amendment of OMC 2.04. Olympia Municipal Code Chapter 2.04 is hereby amended to read as follows:**

**Chapter 2.04  
CITY COUNCIL**

2.04.000 Chapter Contents

Sections:

- 2.04.010 Composition.
- 2.04.020 Powers.
- 2.04.030 Forfeiture of office.
- 2.04.040 Vacancies—Filling
- 2.04.050 Meetings.
- 2.04.060 Mayor--Powers and duties--Election--Term.
- 2.04.070 Mayor pro tem--Designation--Alternate appointments.
- 2.04.080 Mayor--Powers to proclaim emergency.
- 2.04.090 Mayor--Powers during emergency.
- 2.04.100 Compensation.

Section 2.04.100 Compensation.

Effective upon the commencement of terms January 1, 2008 and following election and qualification, the annual salary of the mayor of the city shall be Nineteen Thousand Nine Hundred Sixty-Eight and no/100 Dollars (\$19,968); the annual salary of the mayor pro-tem shall be Eighteen Thousand Three Hundred Four and no/100 Dollars (\$18,304); the annual salary of councilmember positions two and three shall be

Sixteen Thousand Six Hundred Forty and no/100 Dollars (\$16,640) unless a councilmember serves in either of said positions is the mayor pro-tem, in which case the salary shall be as provided for the mayor pro-tem. The annual salary of the remaining councilmember positions shall be increased to Sixteen Thousand Six Hundred Forty and no/100 Dollars (\$16,640) upon commencement of the terms January 1, 2010, following election and qualification.

Notwithstanding the foregoing, this section shall not be applicable to any individual councilmember to the extent that the salaries provided for above are deemed by a court of competent jurisdiction to be an increase of compensation after a councilmember's election contrary to RCW 35A.13.040, Article II, §25, and/or Article XI, §8 of the Washington State Constitution.

Effective from and after passage and publication of an ordinance creating an independent salary commission, the salaries for city elected officials shall be set by the independent salary commission in accordance with § 1, Article XXX of the Washington State Constitution, RCW 35.21.015 and OMC Chapter 2.05.

**Section 2. Amendment of OMC Title 2. A NEW CHAPTER 2.05, Independent Salary Commission, is hereby added to Title 2 of the Olympia Municipal Code, to be codified as follows:**

## **Chapter 2.05 INDEPENDENT SALARY COMMISSION**

2.05.000 Chapter Contents

Sections:

2.05.010 Established.  
2.05.020 Purpose – Function.  
2.05.030 Membership.  
2.05.040 Qualifications.  
2.05.050 Operation.  
2.05.060 Responsibilities and Duties.  
2.05.070 Vacancies.  
2.05.080 Removal.  
2.05.090 Effective Date – Salaries.

Section 2.05.010 Established.

There is created and established an independent salary commission.

Section 2.05.020 Purpose – Function.

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

Section 2.05.030 Membership.

A. The independent salary commission shall consist of five members appointed by the mayor and approved by the city council.

B. The independent salary commission shall serve without compensation.

C. Each member of the independent salary commission shall serve a term of two years commencing upon appointment and terminating 24 months thereafter.

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

Section 2.05.040 Qualifications.

A. No person shall be appointed to serve as a member of the independent salary commission unless that person is a citizen of the United States, a resident of the city for at least one year immediately preceding such appointment, and an elector of Thurston County.

B. No city officer, official, or employee of the city or any of their immediate family members may serve on the commission. "Immediate family member" as used in this subsection means the parents, spouse, siblings, children, or dependent relatives of an officer, official, or employee, whether or not living in the household of the officer, official, or employee.

Section 2.05.050 Operation.

A. The city manager will appoint appropriate city staff to assist the independent salary commission for clerical and support purposes.

B. The independent salary commission shall keep a written record of its proceedings, which shall be a public record in accordance with state law.

C. All meetings of the commission shall be open to the public pursuant to the Open Public Meetings Act, Chapter 42.30 RCW. The commission shall actively solicit public comment at all meetings, either verbally or in writing.

D. The independent salary commission shall meet as often as necessary in 2017 in order to file a salary schedule with the city clerk on or before October 1, 2017. Once a salary schedule has been filed, the commission will not meet again until at least one year following the date of filing. Thereafter, the commission shall meet no less than one time per year, during the months of June or July.

E. Three members of the commission shall constitute a quorum and the votes of three members shall be sufficient for the decision of all matters and the transaction of all business to be decided or transacted by the independent salary commission.

Section 2.05.060 Responsibilities and Duties.

The independent salary commission shall have the following responsibilities:

A. To study the relationship of salaries to the duties of the mayor, mayor pro-tem, and the city council, and to study the costs personally incurred by council members in performing such duties;

B. To study the relationship of Olympia City Council members' salaries and benefits to those salaries and benefits of council members in other city jurisdictions of a comparable nature and other current market conditions.

C. To establish salary and benefits by either increasing or decreasing the existing salary and benefits for each position of mayor, mayor pro-tem, and council members by an affirmative vote of not less than three members.

D. To review and file a salary and compensation schedule with the city clerk not later than October 1, 2017, and when a salary commission is convened thereafter, by October 1 in any subsequent year.

Section 2.05.070 Vacancies.

In the event of a vacancy in the independent salary commission due to resignation or removal, the Mayor shall appoint, subject to approval of the city council, a person to serve the unexpired portion of the term of the former commissioner's position.

Section 2.05.080 Removal.

A member of the independent salary 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.

Section 2.05.090 Effective Date – Salaries.

A. The city clerk will publish the salary commission's schedule of salary and compensation which shall not become effective until thirty days after publication. Such salary schedule shall be subject to referendum petition filed in accord with OMC Chapter 1.16 within thirty days after filing 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. Referendum measures shall be submitted to the voters of the city at the next following general or municipal election occurring thirty days or more after the referendum petition is filed and shall be governed by the provisions of the state Constitution or laws generally applicable to referendum measures.

B. Any salary increase or decrease shall become effective and incorporated into the city budget without further action of the city council or salary commission.

C. Salary increases established by the commission shall be effective as to all members of the city council, regardless of their terms of office.

D. Salary decreases established by the salary commission shall not be effective as to incumbent city council members until commencement of their next term of office.

E. Any adjustment of salary by the commission shall supersede any city ordinance related to the budget or fixing of salaries, but only to the extent there is a conflict.

F. Existing salaries for the mayor, mayor pro-tem, and council members established by city ordinance shall remain in effect unless and until changed in accordance with the provisions of this chapter.

**Section 3. Amendment of OMC 2.00.000. Olympia Municipal Code Section 2.00.000 is hereby amended to read as follows:**

2.00.000 Title Contents

**Title 2  
ADMINISTRATION AND PERSONNEL**

Chapters:

2.04 City Council

2.05 Independent Salary Commission

- 2.06 Council Committees
- 2.08 City Manager
- 2.12 Officers
- 2.14 Municipal Court
- 2.24 Department of Emergency Services
- 2.28 Fire Department
- 2.32 Fire Protection Agreements
- 2.36 Police Department
- 2.38 Police Auditor
- 2.40 Police Reserve Force
- 2.44 Civil Service Commission
- 2.64 Officers' Compensation
- 2.68 City Office Hours
- 2.70 Legal Defense for Acts or Omissions
- 2.72 Defense of Elected Officials in Recall Proceedings
- 2.74 Miscellaneous, Administration
- 2.82 Domestic Partnership Registry Program
- 2.100 Citizen-Member Boards, Commissions and Advisory Committees

**Section 4. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

**Section 5. Corrections.** The City Clerk and codifiers of this 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 6. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

**Section 7. Effective Date.** This Ordinance shall take effect five days after passage and publication, as provided by law.

\_\_\_\_\_  
MAYOR

**ATTEST:**

\_\_\_\_\_  
CITY CLERK

**APPROVED AS TO FORM:**

\_\_\_\_\_  
CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**





## General Government Committee

### Discussion of Council Salaries

**Agenda Date:** 11/18/2015  
**Agenda Item Number:** 4.D  
**File Number:** 15-1043

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**Type:** information **Version:** 1 **Status:** Filed

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**Title**

Discussion of Council Salaries

**Recommended Action**

**Committee Recommendation:**

Not referred to a Committee.

**City Manager Recommendation:**

Review and discuss information presented on Council salaries. Briefing only; no action requested.

**Report**

**Issue:**

Consider how Olympia City Council salaries compare to similar sized cities; and what is a "salary commission?"

**Staff Contact:**

Joe Olson, Human Resources Director, Administrative Services Department 360.753.8309

**Presenter(s):**

Joe Olson, Human Resources Director

**Background and Analysis:**

1) Council requested information on how its salary compares to similar sized cities.

Background: The attached table compares salaries from AWC member cities that have a council/city manager form of government and a population 10,000 more or less than Olympia's. (The City is a member of the Association of Washington (AWC). Every year AWC does a salary survey of member cities on certain classifications including city council salaries.)

Analysis: Of the cities surveyed, Olympia has the highest rate of pay for council members.

2) Council requested information on how the City of Tumwater formed a salary commission which determines council salaries.

Background: The State Constitution prohibits elected officials from raising their own salaries during

their term in office. However, the state Constitution does permit mid-term salary increases for municipal officers who do not fix their own compensation.

The legislature passed RCW 35.21.015 which allows cities to establish a salary commission by ordinance. Such a commission is empowered to raise salaries of city elected officials at the time set by ordinance (including mid-term) as long as the commission is:

- Appointed by the mayor with approval of the city council;
- Not appointed for more than two terms;
- Only removed during their terms of office for cause of incapacity, incompetence, neglect of duty, or malfeasance in office or for a disqualifying change of residence; and
- Not composed of any officer, official, or employee of the city or town or any of their immediate family members.

Salary increases established by the commission shall be effective as to all city or town elected officials, regardless of their terms of office.

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

Salary increases and decreases shall be subject to referendum petition by the people of the City.

The action fixing the salary by a commission established in conformity with this section shall supersede any other provision of state statute or city or town ordinance related to municipal budgets or to the fixing of salaries.

Analysis: Council can pass an ordinance establishing a salary commission. The commission can set salaries for elected officials at the time identified in the ordinance, including during the mid-term of a city council member.

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

- 1) Create a salary commission.
- 2) Do not create a salary commission.

**Financial Impact:**

Unknown.

## City Council Salary Survey Results

CITY	POP.	MAYOR'S COMPENSATION	MAYOR PRO TEM'S COMPENSATION	COUNCIL'S COMPENSATION
Lakewood	58,400	\$1,400	\$1,300	\$1,200
Shoreline	54,500	\$1,250	\$1,100	\$1,000
Richland	53,080	\$1,362	-	\$1,112
<b>Olympia</b>	<b>51,020</b>	<b>\$1,664</b>	<b>\$1,525</b>	<b>\$1,386</b>
Sammamish	49,980	\$950	-	\$850
Burien	48,810	\$750	\$600	\$600
Lacey	46,020	\$1,550	\$1,440	\$1,325
Bothell	42,640	\$1,200	\$1,050	\$1,000



## Finance Committee

### Discussion on a Sustainable Budget for 2018

**Agenda Date:** 6/7/2017  
**Agenda Item Number:** 5.D  
**File Number:** 17-0626

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**Type:** discussion **Version:** 1 **Status:** In Committee

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**Title**

Discussion on a Sustainable Budget for 2018

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Discuss the unfunded critical needs and 2018 revenue estimates. No action requested.

**Report**

**Issue:**

Whether to consider unfunded critical needs and 2018 revenue estimates.

**Staff Contact:**

Mary Verner, Administrative Services Director, 360.753.8499

**Presenter(s):**

Mary Verner, Administrative Services Director  
Dean Walz, Fiscal Services Director

**Background and Analysis:**

To be consistent with the City's financial policies and principles, budget decisions should be made on a foundation of sustainability. As programs begin compiling 2018 budgets, Councilmembers will be equipped with updates from staff about unfunded budget needs and current 2018 revenue estimates. With this information, Council can make well-informed decisions to support a long-term sustainable budget.

**Neighborhood/Community Interests (if known):**

None identified.

**Options:**

N/A

**Financial Impact:**

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**Type:** discussion **Version:** 1 **Status:** In Committee

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N/A

**Attachments:**

None