



# Meeting Minutes

## Salary Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Joan Lutz  
360.753.8760

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**Thursday, August 3, 2017**

**5:30 PM**

**Room 207**

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**1. CALL TO ORDER**

City Manager Steve Hall called the meeting to order at 5:35 p.m.

**1.A ROLL CALL**

**Present:** 5 - Commissioner Samantha Jenkins, Commissioner Stephen Langer, Commissioner Jim Randall, Commissioner Joyce Turner and Commissioner Jill Severn

**OTHERS PRESENT**

City of Olympia:  
City Manager Steve Hall  
City Attorney Mark Barber  
Administrative Services Director Dean Walz  
Administrative Services Deputy Director Debbie Sullivan

**2. APPROVAL OF AGENDA**

Item 6.C was moved to follow Item 6.E.

**The agenda was approved.**

**3. APPROVAL OF MINUTES - None**

**4. PUBLIC COMMENT - None**

**5. ANNOUNCEMENTS**

Ms. Sullivan gave a brief overview of the contents of the packet provided to each Commissioner. Contact information for the Commission was updated.

**6. BUSINESS ITEMS**

**6.A [17-0805](#) Selection of Commission Officers**

Commissioner Langer was nominated as Chair and Commissioner Jenkins was nominated as Vice Chair.

**Commissioner Severn moved, seconded by Commissioner Turner, to appoint Commissioner Langer as Chair and Commissioner Jenkins as Vice Chair. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Jenkins, Commissioner Langer, Commissioner Randall, Commissioner Turner and Commissioner Severn

**6.B** [17-0806](#) Briefing by City Attorney Regarding Salary Commission Role and Duties

Mr. Barber briefed the Commission on the roles and duties of the Commission:

- To study the relationship of salaries to the duties of the Mayor, Mayor Pro-Tem and Councilmembers; and costs personally incurred by performing those duties.
- To study the relationship of Olympia City Councilmember salaries and benefits to those salaries and benefits of councilmembers in other jurisdictions of a comparable nature; and other current market conditions.
- Establish salaries and benefits by either increasing or decreasing existing salaries and benefits for each position (Mayor, Mayor Pro-Tem and Councilmember) by an affirmative vote of not less than three members.
- Review and file a salary and compensation schedule with the City, not later than October 1, 2017.

**The information was provided.**

**6.C** [17-0807](#) Open Public Meetings Act and Public Records Act Training

Commissioners watched training videos to satisfy Washington State's open government training requirement.

**The training was completed.**

**6.D** [17-0804](#) Organization, Duties and Responsibilities of the Salary Commission

Mr. Hall discussed the organization of the Commission as well as the duties and responsibilities of the Commissioners:

- Joan Lutz will be the primary staff contact for the Commission.
- The Commission will address both salaries and benefits for City Council.
- The Commission has a responsibility to solicit public input.

The Commission determined a press release inviting the public to participate in public comment at future meetings is the best way to gather public input.

**The discussion was completed.**

**6.E** [17-0808](#) Discussion of Process and Research Data Needed for Future Meetings Work

The Commission deliberated on the data and criteria to be used to determine Council compensation. The Commission will look at a wide range of data to be gathered from cities comparable to Olympia. City staff will gather the requested data to be available for review and discussion at the next meeting.

**The discussion was completed.**

**7. REPORTS**

The Commission decided on future meeting dates. Future meetings will be held at 5:30 p.m. at City Hall. The future meeting dates are:

- Tuesday, August 29, 2017
- Wednesday, September 13, 2017
- Tuesday, September 19, 2017

**8. OTHER TOPICS - None**

**9. ADJOURNMENT**

The meeting was adjourned at 7:37 p.m.