



# Meeting Agenda

## 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**

**1.A ROLL CALL**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES - None**

**4. PUBLIC COMMENT**

*During this portion of the meeting, citizens may address the Advisory Committee or Commission regarding items related to City business, including items on the Agenda. In order for the Committee or Commission to maintain impartiality and the appearance of fairness in upcoming matters and to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Committee or Commission in these two areas: (1) on agenda items for which the Committee or Commission either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or (2) where the speaker promotes or opposes a candidate for public office or a ballot measure.*

**5. ANNOUNCEMENTS**

**6. BUSINESS ITEMS**

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

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

**Attachments:** [Ordinance](#)

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

**Attachments:** [Hyperlink to Training Videos](#)

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

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

**7. REPORTS**

**8. OTHER TOPICS**

## 9. ADJOURNMENT

### Upcoming - Set Future Meeting Dates

#### Accommodations

*The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.*



## Salary Commission Selection of Commission Officers

**Agenda Date:** 8/3/2017  
**Agenda Item Number:** 6.A  
**File Number:** 17-0805

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

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**Title**

Selection of Commission Officers

**Recommended Action**

Move to select Commission Chair and Vice Chair.

**Report**

**Issue:**

Whether to nominate and select a Chair and Vice Chair for the Commission.

**Staff Contact:**

Debbie Sullivan, Deputy Director, Administrative Services, 360.753.8494

**Presenter(s):**

None.

**Background and Analysis:**

Nominate and select officers for the Commission.

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

N/A

**Options:**

1. Nominate and select a Chair and Vice Chair.
2. Postpone selection of officers and defer to the Staff Liaison to run the meeting.

**Financial Impact:**

None.

**Attachments:**

None.



## Salary Commission

### Briefing by City Attorney Regarding Salary Commission Role and Duties

**Agenda Date:** 8/3/2017  
**Agenda Item Number:** 6.B  
**File Number:** 17-0806

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

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**Title**

Briefing by City Attorney Regarding Salary Commission Role and Duties

**Recommended Action**

No action required. Information only.

**Report**

**Issue:**

Whether to receive briefing from City Attorney.

**Staff Contact:**

Mark Barber, City Attorney, Legal Department, 360.753.8223

**Presenter(s):**

None.

**Background and Analysis:**

The City Attorney will review the ordinance passed by the City Council on July 18, 2017 and provide guidance related to the Commission's advisory role and decision timelines.

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

N/A

**Options:**

N/A.

**Financial Impact:**

None.

**Attachments:**

Ordinance establishing the Salary Commission

Ordinance No. \_\_\_\_\_

**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 that 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:**



## Salary Commission

### Open Public Meetings Act and Public Records Act Training

**Agenda Date:** 8/3/2017  
**Agenda Item Number:** 6.C  
**File Number:** 17-0807

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

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**Title**

Open Public Meetings Act and Public Records Act Training

**Recommended Action**

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

**Report**

**Issue:**

Whether to watch training videos during the first meeting of the Commission.

**Staff Contact:**

Debbie Sullivan, Deputy Director, Administrative Services, 360.753.8494

**Presenter(s):**

None.

**Background and Analysis:**

In 2014 The State of Washington passed legislation that requires members of advisory committees, commissions, boards, and staff liaisons to complete training related to properly conducting open public meetings and managing records created by the advisory bodies.

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

Unknown.

**Options:**

1. Watch training videos during the meeting.
2. Discuss and choose another option for meeting the training requirement.

**Financial Impact:**

N/A

**Attachments:**

Hyperlink to training Open Public Meetings Act and Public Records Act videos.

## Open Government Training

### Navigation

- [Advisory Committees](#)
- [Arts Commission](#)
- [Bicycle & Pedestrian Advisory Committee](#)
- [Civil Service Commission](#)
- [Design Review Board](#)
- [Heritage Commission](#)
- [Health & Human Services Council](#)
- [LEOFF Disability Board](#)
- [Lodging Tax Advisory Committee](#)
- [Parking & Business Improvement Area Board](#)
- [Parks & Recreation Advisory Committee](#)
- [Planning Commission](#)
- [Police Relations Committee](#)
- [TCTV Board](#)
- [Utility Advisory Committee](#)

### Training Requirements

The [Washington State Open Government Training Act \(ESB 5964\)](#) requires records officers and many public officials to receive open government training within 90 days of assuming office.

The City of Olympia requires the same training for all appointed members of advisory committees, commissions, and boards and the staff who serve as liaisons to those groups. The training covers public meetings, public records, and records retention.

#### [State Law Requirements](#)

According to the Open Government Training Act, every member of the *governing body* of a *public agency* must complete training no later than 90 days after the date the member:

- Takes the oath of office, if required to take an oath, or
- Otherwise assumes his/her duties as a public official.

In addition, every member of the governing body must complete training every four years.

Training may be completed at an in-person session or remotely with technology, including internet-based training.

#### Related State Laws:

- [Open Public Meetings Act \(RCW 42.30\)](#)
- [Public Records Act \(RCW 42.56\)](#)
- [Records Retention \(RCW 40.14\)](#)

#### [City of Olympia Requirements](#)

The City Council's General Government Committee amended the *Rules of Procedure* for Olympia's appointed committee, commission, and board members to apply the training requirements to all members of those groups.

All staff liaisons to the appointed groups and Council Committees are required to receive the training per administrative action of the City Manager.

#### Definitions

RCW 42.30 defines "public agency" and "governing body" as follows:

(1) "Public agency" means:

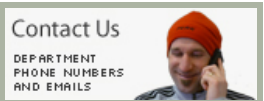
(a) Any state board, commission, committee, department, educational institution, or other state agency which is created by or pursuant to statute, other than courts and the legislature;

(b) Any county, city, school district, special purpose district, or other municipal corporation or political subdivision of the state of Washington;

(c) Any subagency of a public agency which is created by or pursuant to statute, ordinance, or other legislative act, including but not limited to planning commissions, library or park boards, commissions, and agencies;

(d) Any policy group whose membership includes representatives of publicly owned utilities formed by or pursuant to the laws of this state when meeting together as or on behalf of participants who have contracted for the output of generating plants being planned or built by an operating agency.

(2) "Governing body" means the multimember board, commission, committee, council, or other policy or rule-making body of a public agency, or any committee thereof when the committee acts on behalf of the governing body, conducts hearings, or takes testimony or



### City Calendar

- 08/08**  
[No City Council Meeting](#)
- 08/09** - 09:00 a.m.  
[Site Plan Review Committee](#)
- 08/09** - 09:30 a.m.  
[Watershed Park Volunteer Work Party](#)
- 08/09** - 5:00 p.m.  
[Finance Committee](#)
- 08/10** - 6:00 p.m.  
[Olympia Arts Commission](#)

→ [View full calendar...](#)

### City Updates

**2018-2023 PRELIMINARY CFP.** The [2018-2023 Preliminary Capital Facilities Plan](#) is now available to view online. For more information on Olympia's Budget process or how you can be involved please see our [Budget 365 page](#).

**OLYMPIA ONWARD!** The first Annual Community Report on the Action Plan is available now. The Report highlights our priorities, shares stories of success, reports on our indicators, and tells the story of our community's commitment to making our vision for Olympia real. [More...](#)

**2017 ADOPTED OPERATING BUDGET.** The [2017 Adopted Operating Budget](#) is available for viewing.

**2017-2022 ADOPTED CAPITAL FACILITIES PLAN.** The [2017-2022 Adopted Capital Facilities Plan](#) is available for viewing.

**OLYMPIA MUNICIPAL CODE.** Quick link to codes and standards including [Olympia Municipal Code](#).

**MEETINGS.** [Agenda and Minutes](#) for City Council and most advisory committees.

public comment.

## Training Resources

### Open Public Meetings Act Training



### Public Records Act Training



You can find additional information on the Washington State Attorney General's Office [Open Government Training Web Page](#).

### Questions?

For general information about Olympia's advisory committees, contact Strategic Communication Director Kellie Purce Braseth at 360.753.8361 or [kbraseth@ci.olympia.wa.us](mailto:kbraseth@ci.olympia.wa.us).

For information about a specific committee, please contact that committee's staff liaison.

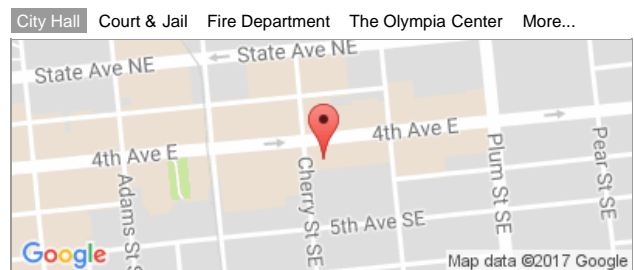
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## Salary Commission

### Organization, Duties and Responsibilities of the Salary Commission

**Agenda Date:** 8/3/2017  
**Agenda Item Number:** 6.D  
**File Number:** 17-0804

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

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#### **Title**

Organization, Duties and Responsibilities of the Salary Commission

#### **Recommended Action**

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

Briefing only. No action requested.

#### **Report**

##### **Issue:**

Whether to establish a work plan for Salary Commission.

#### **Staff Contact:**

Joan Lutz, Accountant 360.753.8760

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

Steve Hall, City Manager  
Mark Barber, City Attorney

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

The City Council created the Salary Commission on July 18, 2017 and appointed members on July 25, 2017.

The task before the Commission is to study and review issues related to salaries and benefits for City Council and to establish a salary schedule of salary compensation to file with the City Clerk by October 1, 2017. A work plan needs to be established with the goal to present a decision to the Olympia City Council by October 1, 2017.

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

Unknown.

#### **Options:**

To be established by the Commission.

#### **Financial Impact:**

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

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Unable to determine at this time.

**Attachments:**

None.



## Salary Commission

### Discussion of Process and Research Data Needed for Future Meetings Work

**Agenda Date:** 8/3/2017  
**Agenda Item Number:** 6.E  
**File Number:** 17-0808

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

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#### **Title**

Discussion of Process and Research Data Needed for Future Meetings Work

#### **Recommended Action**

Provide staff direction on data to compile for evaluation at the next meeting.

#### **Report**

##### **Issue:**

Determine criteria on which to evaluate Council compensation.

#### **Staff Contact:**

Debbie Sullivan, Deputy Director, Administrative Services, 360.753.8494

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

None.

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

Staff has begun a preliminary list of possible data for the Commission to consider in its analysis, including:

- Population
- Square miles
- Government type
- Number and duration of Council meetings
- Number of interjurisdictional assignments
- Number and duration of Council committees
- Compensation comparisons

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

N/A

#### **Options:**

1. Add to criteria list.

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

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**Financial Impact:**  
Unknown at this time.

**Attachments:**  
None.