



# Meeting Agenda

## Salary Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Jessica Sweet  
360.570-3913

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**Wednesday, July 14, 2021**

**5:30 PM**

**Online and Phone Via Zoom**

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[https://us02web.zoom.us/webinar/register/WN\\_DmOGdzJ1SXu5t-4jRwaQbQ](https://us02web.zoom.us/webinar/register/WN_DmOGdzJ1SXu5t-4jRwaQbQ)

**1. CALL TO ORDER**

**1.A ROLL CALL**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

**3.A [21-0704](#) Approval of June 28, 2021 Salary Commission Meeting Minutes**

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

**4. PUBLIC COMMENT**

*During this portion of the meeting, community members 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. BUSINESS ITEMS**

**5.A [21-0703](#) Presentation and Discussion Regarding Salary Compensation Research**

**6. ADJOURNMENT**

**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.*



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

## **Salary Commission**

### **Approval of June 28, 2021 Salary Commission Meeting Minutes**

**Agenda Date:** 7/14/2021  
**Agenda Item Number:** 3.A  
**File Number:**21-0704

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

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#### **Title**

Approval of June 28, 2021 Salary Commission Meeting Minutes



## Meeting Minutes - Draft

### Salary Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Jessica Sweet  
360.570-3913

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**Monday, June 28, 2021**

**5:30 PM**

**Online or Phone Via Zoom**

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[https://us02web.zoom.us/webinar/register/WN\\_NCUBAxuYTqeltwSnROLrDw](https://us02web.zoom.us/webinar/register/WN_NCUBAxuYTqeltwSnROLrDw)

**1. CALL TO ORDER**

The meeting was called to order at 5:32 pm.

**1.A ROLL CALL**

**Present:** 4 - Commissioner Jessica Bateman, Commissioner Lela Cross,  
Commissioner Joyce Turner and Commissioner Tadeu Velloso

**Absent:** 1 - Commissioner Jim Randall

**2. APPROVAL OF AGENDA**

The agenda was approved.

**3. APPROVAL OF MINUTES - None**

**4. PUBLIC COMMENT**

Karen Messmer spoke.

**5. BUSINESS ITEMS**

**5.A [21-0655](#) Briefing by City Attorney Regarding Salary Commission Role and Duties**

City Attorney Mark Barber reviewed the roles and responsibilities of the Salary Commission members and went over the ordinance establishing the Salary Commission.

**No action required. Information only.**

**5.B [21-0658](#) Selection of Commission Officers**

**Commissioner Turner moved, seconded by Commissioner Velloso, to nominate Commissioner Batman to serve as Chair.**

**Commissioner Turner moved, seconded by Commissioner Bateman, to nominate Commissioner Velloso to serve as Vice Chair.**

**Aye:** 4 - Commissioner Bateman, Commissioner Cross, Commissioner Turner and Commissioner Velloso

**Absent:** 1 - Commissioner Randall

**5.C**     [21-0660](#)     Review 2019 Salary and Compensation Process and Discuss 2021 Approach

Staff went over the 2019 process and the data that Commissioners requested. The Commissioners asked staff to provide:

- Salary information for senior City staff
- Populations for the salary comparisons of other Washington cities close to Olympia in population
- A Survey of Councilmembers that explores:
  - Time spent on Council business
  - Responsibilities of Councilmembers
- Salary information for other state capitol cities, specifically of Idaho and Oregon

**The discussion was completed.**

**5.D**     [21-0659](#)     Review and Approve the 2021 Schedule and Work Plan for the Independent Salary Commission

**The 2021 Schedule and Work Plan for the Independent Salary Commission was approved.**

**6.     REPORTS - None**

**9.     ADJOURNMENT**

The meeting adjourned at 6:33 pm.



## Salary Commission

### Presentation and Discussion Regarding Salary Compensation Research

**Agenda Date:** 7/14/2021  
**Agenda Item Number:** 5.A  
**File Number:** 21-0703

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

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#### **Title**

Presentation and Discussion Regarding Salary Compensation Research

#### **Recommended Action**

Receive the presentation and discuss the data presented.

#### **Report**

##### **Issue:**

Whether to receive the presentation and discuss the data presented.

#### **Staff Contact:**

Linnaea Jablonski, Human Resources Director, 360.753.8309

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

Linnaea Jablonski, Human Resources Director

Nicole Camus, Senior Human Resources Analyst

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

The Independent Salary Commission was convened July 2017 to review the Olympia City Council salary and compensation package. The Commission met in 2017 and 2019.

Staff will present data the Salary Commission requested at their June 28, 2021 meeting.

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

N/A

#### **Options:**

1. Accept the information and do not request additional research. The Salary Commission will use this information to establish the compensation for the City of Olympia Council.
2. Identify additional information needed, ask staff to update the findings and present to the Salary Commission at their next scheduled meeting.

#### **Financial Impact:**

Unknown at this time.

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

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**Attachments:**

None