



Meeting Agenda

Salary Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Joan Lutz
360.753.8760

Tuesday, September 19, 2017

5:30 PM

Room 207

1. CALL TO ORDER

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

- 3.A** [17-0972](#) Approval of September 13, 2017 Independent Salary Commission Meeting Minutes

Attachments: [Minutes](#)

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** [17-0973](#) Independent Salary Commission's Proposed Salary and Compensation Schedule

Attachments: [2017 Salary and Compensation Schedule](#)

7. REPORTS

8. OTHER TOPICS

9. 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 September 13, 2017 Independent Salary Commission Meeting Minutes

Agenda Date: 9/19/2017
Agenda Item Number: 3.A
File Number: 17-0972

Type: minutes **Version:** 2 **Status:** In Committee

Title

Approval of September 13, 2017 Independent Salary Commission Meeting Minutes



Meeting Minutes - Draft

Salary Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Joan Lutz
360.753.8760

Wednesday, September 13, 2017

5:30 PM

Room 207

1. CALL TO ORDER

Chair Stephen Langer called the meeting to order at 5:33 p.m.

1.A ROLL CALL

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

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

3.A [17-0932](#) Approval of August 24, 2017 Salary Commission Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT

None

5. ANNOUNCEMENTS

Debbie Sullivan, Deputy Director of Administrative Services announced that Commission Jim Randall will be unable to attend in person the September 19, 2017 meeting.

6. BUSINESS ITEMS

6.A [17-0931](#) Presentation and Discussion of City Council Salary Compensation Research

Administrative Services Deputy Director Debbie Sullivan presented information the Commission requested during the August 24, 2017 meeting. Ms. Sullivan reviewed the notification methods to the public regarding the Independent Salary Commission meeting, City operating and capital budget information, City job classification including salary and City employee benefit programs. She shared information on the costs for a medical plan that could be purchased by individual Council members. She also

summarized the complete list of information the Commission received over the three public meetings.

After significant discussion, the Commission determined that a salary increase along with benefits or stipend was warranted. Further discussion revealed the Commission's desire for a rational, measured approach to determining the salary and compensation schedule. The consensus is that the City Council should receive the cost of living adjustments that non-represented City employees received from 2008 to 2017 as well as a cash stipend equivalent to that of a 52% non-represented City employee would receive. The Commission also proposed that the AWC benefit package offered to employees continue to be available to the City Council if they meet the plan eligibility requirements.

The Commission directed staff to draft the Salary and Compensation Schedule to reflect the consensus. They also directed staff to draft a news release for the Commission's review. They asked that the release explain the rationale, the level of time and effort to serve, and the value of the positions to the community.

The discussion was discussed and closed.

7. REPORTS

None

8. OTHER TOPICS

Commissioner Randall is unable to attend the September 19, 2017 meeting in person. We will establish a conference call to include him in the meeting.

City attorney Mark Barber clarified that this meets the Open Public Meeting Act.

9. ADJOURNMENT

Chair Langer adjourned the meeting at 7:23 p.m.



Salary Commission

Independent Salary Commission's Proposed Salary and Compensation Schedule

Agenda Date: 9/19/2017
Agenda Item Number: 6.A
File Number: 17-0973

Type: decision **Version:** 2 **Status:** In Committee

Title

Independent Salary Commission's Proposed Salary and Compensation Schedule

Report

Issue:

Whether to approve the Salary and Compensation Schedule proposed by the Independent Salary Commission

Staff Contact:

Debbie Sullivan, Deputy Director, Administrative Services, 360.753.8499

Background and Analysis:

The Independent Salary Commission was convened July 2017 to review the Olympia City Council salary and compensation package. The Commission held three public meetings to discuss the issues and review data. The Commission met on August 3, August 24, and September 13. The following information was used to inform the Commission's proposal:

- Compensation from 24 cities with a City-Manager form of government
- Workload indicators
- City job classifications including salary
- Historical cost of living adjustments provided to City employees from 2008 through 2017
- Cash value of medical benefits offered to independent City employees, including "opt-out" incentives.
- Cost of comparable medical plans to plans offered to City employees.
- Department of Retirement Services information for Elected officials
- Full Time Equivalent (FTE) calculation for current City Council

The Commission is proposing a salary and compensation adjustment per the attachment.

Options:

1. Approve the Salary and Compensation Schedule proposed by the Independent Salary Commission. The salary and compensation schedule will go into effect 30 days after filing with the City Clerk subject to a referendum petition.
2. Modify or change the proposed Salary and Compensation Schedule.

Attachments:

2017 Salary and Compensation Schedule

Independent Salary Commission

Salary and Compensation Schedule

Position	Annual Salary	Benefit Stipend	Total Compensation
Mayor	\$ 25,034.87	\$ 3,300.00	\$ 28,334.87
Mayor Pro-Tem	\$ 22,948.56	\$ 3,300.00	\$ 26,248.56
Council	\$ 20,862.37	\$ 3,300.00	\$ 24,162.37

Association of Washington Cities (AWC) City benefit package is available to the City Council if they meet the plan eligibility requirements.

Signature: _____

Stephen Langer, Chair

Date: _____

Commissioners:

Stephen Langer, Chair

Samantha Jenkins, Vice-Chair

Jim Randall

Jill Severn

Joy Turner

File Date: _____