



Meeting Agenda

Salary Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Jessica Sweet
360.570-3913

Wednesday, June 19, 2019

5:30 PM

Room 207

1. CALL TO ORDER

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

3.A [19-0579](#) Approval of June 5, 2019 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 [19-0578](#) Discussion of the 2018 and 2019 Research Findings Requested by the Independent Salary Commission.

Attachments: [Council Benefits-Comparison](#)
[Comparison of Benefits](#)
[Councilmember Benefits-Shoreline](#)
[Shoreline Ordinance 287](#)

7. REPORTS

8. 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 5, 2019 Salary Commission Meeting Minutes

Agenda Date: 6/19/2019
Agenda Item Number: 3.A
File Number: 19-0579

Type: minutes **Version:** 1 **Status:** Passed

Title

Approval of June 5, 2019 Salary Commission Meeting Minutes



Meeting Minutes - Draft

Salary Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Jessica Sweet
360.570-3913

Wednesday, June 5, 2019

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: 3 - Chair Stephen Langer, Vice Chair Samantha Jenkins and
Commissioner Joyce Turner

Excused: 1 - Commissioner Jim Randall

2. APPROVAL OF AGENDA

The Agenda was approved.

3. APPROVAL OF MINUTES

The minutes were approved.

4. PUBLIC COMMENT

None.

5. ANNOUNCEMENTS

The Assistant City Manager, Jay Burney, greeted the Commissioners on behalf of himself and the City Manager. Commissioner Jill Severn had to resign from the Independent Salary Commission due to a conflict of interest. Therefore, there is currently a vacant Commissioner seat and the Mayor intends on appointing someone to fill that vacancy.

6. BUSINESS ITEMS

6.A [19-0505](#) Briefing by City Attorney Regarding Salary Commission Role and Duties

Mark Barber, the City Attorney, welcomed the Commissioners and advised them of their role at the meetings. He offered his legal knowledge and expertise if there were any questions or concerns pertaining to the roles and responsibilities of the Salary Commission.

The information was received.

6.B [19-0506](#) Review 2017 Salary and Compensation Process and Discuss 2019 Approach

Fiscal Services Director, Nanci Lien, presented and reviewed 2017 data requests from the Commission members. This led to a discussion with the Salary Commission members about what new data, if any, they will require in 2019 in order to establish the salary compensation for Mayor, Mayor Pro Tem, and Councilmembers. The 2017 data that was reviewed included:

- Position and Salary Information
- Budget Information
- Historical COLA information from 2008 through 2017
- Benefit value for City employees
- Benefit Opt-Out Information
- Cost of a Comparable Benefit Plan
- Not-for-Profit Comparable for Policy Makers
- Private Industry Comparable for Policy Makers
- Department of Retirement Services Information for Elected Officials
- Council FTE Status

The Salary Commission requested that some of the comparable data presented to them in 2017 be updated to include information from 2018 and 2019. They would like to review information only from comparable Council-Manager cities with a population between 40,000 and 60,000. The specific comparable data the Commissioners requested to be updated for 2018 and 2019 are:

- Salary Information for Comparable Council-Manager cities
- COLA Information for Council-Manager cities
- COLA Information for the City of Olympia
- Benefit Value for City of Olympia Employees
- Benefit Value for Comparable Council-Manager cities

The City Attorney read from the Olympia Municipal Code 2.05.060 and reviewed the roles and responsibilities of the Independent Salary Commission during the discussion about the possibility of gathering qualitative data.

Chair Stephen Langer would like to look at some kind of qualitative data as well, but said he will revisit that notion at a future meeting.

The information was provided.

6.C [19-0507](#) Review and Approve the 2019 Schedule and Work Plan for the Independent Salary Commission

There was also discussion of the 2019 schedule. The original draft schedule was presented alongside the newly proposed schedule. At this time, the City Attorney also discussed the Commission's term limits and how that may impact the schedule.

The Commission proposed the following schedule for the 2019 session:

- Second Meeting: Wednesday, June 19th, 2019 at 5:30 p.m.
- Third Meeting: Wednesday, July 10th, 2019 at 5:30 p.m.
- Final Meeting: Monday, July 15th, 2019 at 5:30 p.m.

The Commission also proposed leaving an "As Needed" meeting on the schedule and

the suggested date for that was Wednesday, June 26th, 2019 at 5:30 p.m.
The next meeting of the Independent Salary Commission will be Wednesday, June 19th at 5:30 p.m.

The discussion was completed.

7. REPORTS

None.

8. OTHER TOPICS

None.

9. ADJOURNMENT

Chair Langer adjourned the meeting at 6:44 p.m.

Upcoming

The next meeting of the Independent Salary Commission will be Wednesday, June 19th at 5:30 p.m.

Accommodations

None.



Salary Commission

Discussion of the 2018 and 2019 Research Findings Requested by the Independent Salary Commission.

Agenda Date: 6/19/2019
Agenda Item Number: 6.A
File Number: 19-0578

Type: discussion **Version:** 1 **Status:** Filed

Title

Discussion of the 2018 and 2019 Research Findings Requested by the Independent Salary Commission.

Recommended Action

Information only. No action requested.

Report

Issue:

Whether to discuss the 2018 and 2019 research findings requested by the Independent Salary Commission.

Staff Contact:

Debbie Sullivan, Administrative Services Director, Administrative Services, 360.753.8499

Presenter(s):

Debbie Sullivan, Administrative Services Director, Administrative Services

Background and Analysis:

On June 5, the Independent Salary Commission directed City staff to contact seven Council-Manager municipalities regarding compensation for their elected officials for the years 2018 and 2019. The Cities contacted have a population range of 40,000 and 60,000. Staff requested the following information as directed by the Salary Commission:

- Elected official's salary for comparable council-manager cities
- 2018 and 2019 COLA adjustments for council-manager cities
- Elected official's benefit value for comparable council-manager cities
- 2018 and 2019 COLA adjustments for City of Olympia employees
- Benefit value for City of Olympia employees

Staff will present the findings to the Salary Commission on June 19, 2019. This information will be used to establish the compensation for the Mayor, Mayor Pro Tem and Council for the City of Olympia.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Accept the information and discuss the findings.
2. Direct staff to research additional information and present at the next scheduled Salary Commission meeting.

Financial Impact:

Unknown at this time.

Attachments:

1. Council Benefits-Comparison
2. Comparison of Benefits
3. Councilmember Benefits-Shoreline
4. Shoreline Ordinance 287

Council Benefits – Comparison

CURRENT CITY PAID BENEFITS:

Stipend	\$260 for medical and \$15 for dental in lieu of the City medical/dental plan	
		Additional Available
EAP	No Cost	No
Life Insurance \$10,000	No Cost	Yes
LTD	No Cost	Yes

OPTIONAL BENEFITS:

Department of Retirement Systems (DRS)

Deferred Compensation

Roth IRA

Flexible Spending Account

COMPARISON OF BENEFITS:

AWC – Medical, Dental & Vision - 50% Council participation per AWC Employee Benefit Trust policy

HSA – Unavailable

VEBA – 100% Council participation

Other Cities - Richland – 50% council agreed and they participate in the AWC Employee Benefit Trust plan

Shoreline – 50% of council did not agree to participate and they receive a monthly stipend in lieu of

Edmonds – Salary Commission approved and they were given AWC medical benefits. They were audited by AWC and re not in compliance with AWC's participation criteria.

Rates for plans similar to the City's medical plans:

Health Exchange – average monthly cost \$950.00 – 52% PT cost \$495.00

Part time city employee cost (50%) Regence \$454.52 Kaiser \$319.00

COUNCILMEMBER BENEFITS FACT SHEET

CITY OF SHORELINE 2019

Our 2019 budget proposes to allocate to each councilmember \$1,017 per month to buy benefits, in keeping with the formula in Ordinance 287 (page 3). If the councilmember does not use the entire \$1,017, the remaining amount goes into a deferred compensation plan. If the cost is greater than \$1,017, the councilmember will pay any additional costs.

MEDICAL: (Only available if 4 or more Councilmembers participate*)

		<u>2018**</u>	<u>2019**</u>
Regence HealthFirst 250	Employee	719.48	743.23
	Spouse	725.51	749.46
	1 st dep	357.41	369.21
	2 nd & all others	295.47	305.23
Kaiser Permanente \$20 Co-Pay/\$200 Deductible	Employee	566.44	607.80
	Spouse	556.99	597.66
	1 st dep	284.22	304.98
	2 nd & all others	284.22	304.98

DENTAL and VISION: (Only available if 5 or more Councilmembers participate*)

Delta Dental Plan F	Employee	54.79	54.79 No Change
	Employee + 1 dep	103.63	103.63
	Emp. + 2 or more	162.21	162.21
Willamette Dental – \$10 Copay Plan	Employee	60.79	65.64
	Employee + 1 dep	113.87	123.00
	Emp. + 2 or more	181.43	195.94
Vision Services Plan (VSP)	Employee	7.96	7.72
	Employee + 1 dep	15.92	15.44
	Emp. + 2 more	23.88	23.16

*The AWC Elected Official Benefit Participation criteria was adopted by the Board of Trustees and includes certain rules and underwriting requirements which are reproduced on page 2.

**These rates reflect a 2% discount for achieving the Well City status with the AWC Benefits Trust.

Employee Benefit Trust

Elected official benefit participation criteria

The Board of Trustees elected officials participation policy was created to avoid the possibility of adverse selection. The following items are participation rules and underwriting requirements which pertain specifically to elected officials:

1. Elected officials may participate in the health plans currently being offered by their city (medical, dental, vision, life and LTD).
2. For a city to offer medical coverage, 50% of all elected officials must be enrolled on a Trust-sponsored plan. For example, if a city has a mayor and seven council members, at least four individuals must enroll in the medical program. There is no contribution requirement, the city can choose to pay 0-100% of premium. With regard to all other benefit programs, the established participation levels and contribution requirements will be applicable.
3. If authorized by your city council, mayors in a strong mayor form of government can participate in the Trust.
4. **All carriers' specific underwriting requirements must be followed** once the 50% participation level on the medical program is satisfied. These include dependent enrollment, participation requirements and premium contribution guidelines.
5. Elected officials who do not enroll in the medical plan when initially offered may do so only during the open enrollment period.
6. As is applicable to all participants, 75% participation of elected officials is required on the dental and vision, 100% participation is required on the life and LTD insurance programs. (75% of the premium must be paid by the employer for dental and vision; 100% must be paid for life and LTD.)
7. Life and LTD insurance may be provided at the same level as being provided to city employees, but only if 100% of **all** elected officials are enrolled.
8. Elected officials are eligible for COBRA continuation coverage rights.
9. Should participation by the elected officials group drop below the minimum enrollment levels for elected officials during the year, coverage for all officials will be terminated the first of the month following non-compliance (this is not considered a COBRA qualifying event). An exception will be made to this policy termination rule should the elected official terminate his/her elected position mid-term. The city/town will be required to come into compliance the first of the month following the newly-appointed or newly-elected official's placement in office.
10. Newly elected officials will be allowed to join the plan(s) when they assume their position as mayor or council member. Re-elected officials initially offered the plan may only enroll during the carrier's open enrollment period (if one exists).

If you or the elected official group have any questions regarding the benefit programs, or the underwriting policies specific to the elected group, contact Trust staff at benefitinfo@awcnet.org, (360) 753-4137 or toll-free at 1-800-562-8981.

ORDINANCE NO. 287

AN ORDINANCE OF THE CITY OF SHORELINE,
WASHINGTON ESTABLISHING BENEFITS FOR CITY
COUNCILMEMBERS

WHEREAS, RCW 35A.13.040 establishes the minimum salary for the first City Councilmembers of a newly incorporated code city until a salary ordinance can be passed; and

WHEREAS, on June 9, 1997, the City Council adopted Ordinance No. 122 which established Council salaries at the level of \$700 for all Councilmembers and \$875 for the Mayor, a motion for benefits was rejected at that time and no ordinance establishing benefits for these positions has been enacted; and

WHEREAS, it is appropriate that Shoreline City Council benefits be established at a level consistent with City benefits in some other Puget Sound cities of comparable size; and

WHEREAS, under state law, any increase or reduction in the compensation of councilmembers shall not become effective until the expiration of the term then being served by the incumbent;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF
SHORELINE DO ORDAIN AS FOLLOWS:

Section 1. Benefit Plan Adopted. The Association of Washington Cities (AWC) benefit plan available for Washington city councilmembers is approved as the Shoreline City Council Benefit Plan, and election of benefits under this plan shall be available to councilmembers according to this plan's terms and conditions.

Section 2. Benefit Levels Established. Beginning January 1, 2002, City Councilmembers elected after the effective date of this ordinance shall be entitled to receive, in addition to salaries established by Ordinance No. 122, medical or retirement benefits equal to sixty percent (60%) of minimum premiums for enrollment of a city employee, spouse and one child in Association of Washington Cities (AWC) medical, dental and vision plans approved for employees (Group Health Copay Plan 2 or Regence/BlueShield Preferred Provider, WDS Plan F, and VSP with \$25 deductible for materials) as may be revised by the Association of Washington Cities. Any amount not used for medical benefits may be used for retirement benefits by contribution to a \$457 plan adopted by the City. Benefits shall be paid in the same manner as benefits for other City employees.

Section 3. Publication. This ordinance or a summary thereof, shall be published in the official newspaper of the City and shall become effective five days after publication.