



## Meeting Minutes - Draft

### Salary Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Jessica Sweet  
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**Wednesday, June 5, 2019**

**5:30 PM**

**Room 207**

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**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.