



Salary Recommendation for Councilmembers

REPORT AND ORDER

DATE: September 25, 2024

Preamble

The determination of appropriate compensation levels for Councilmembers and the Mayor rests with the Salary Commission of the City of Oak Harbor by virtue of Ordinance No. 1429 passed on June 30, 2005, subsequently amended by Ordinance No. 1806 passed July 5, 2017, and codified in the Oak Harbor Municipal Code Chapter 2.02. Under OHMC 2.02.005, the Salary Commission is to consider and establish appropriate compensation for members of the Council and of other elected city officials.

Pursuant to the obligations imposed in OHMC Chapter 2.02, the Salary Commission met in regular meetings on June 14, 2024, July 2, 2024, August 19, 2024, and September 24, 2024. In addition, the Commission solicited input from various parties concerning the issues involved.

Findings of Fact

1. The Commission considered a variety of factors as relevant to setting salaries, including the need to attract candidates for office from a variety of occupations, the fact that elected officials' primary motivation is public service, comparisons to similarly situated cities and the cost-of-living changes that have occurred since the last salary adjustments. Specific information considered by the Commission included:
 - a. Association of Washington Cities (AWC) 2023 Salary Data – Cities and Towns.
 - b. Comparable cities salary and healthcare benefit data for 2024 within the population range of 15,000 to 779,200 which follow the Mayor-Council form of government included: Anacortes, Auburn, Bremerton, Edgewood, Everett, Federal Way, Issaquah, Lake Stevens, Lynnwood, Marysville, Port Orchard, Poulsbo, Redmond, Renton, Seattle, Tukwila, and Wenatchee.
2. Councilmembers currently receive a salary of \$775 per month plus health insurance benefits provided at the same levels and premium payments provided to non-represented regular part-time employees, except for the high deductible health plan (HDHP) as passed on December 3, 2013, through Resolution No. 13-36, and as passed on November 3, 2021, through Resolution No. 21-29.
3. The previous salary adjustment for the Councilmembers was effective January 1, 2024 by Report and Order passed on March 2, 2023, a cost of living adjustment of 3% was given to Councilmembers salary, comparable to the non-represented employees.



4. The Commission inquired into the average number of hours elected officials participate in City of Oak Harbor business to be equivalent to thirty (30) hours per week.
5. Effective September 25, 2024, for Councilmembers, the Salary Commission recommends a market adjustment salary increase to **\$1,200** per month to align with elected official compensation found in comparable cities.
 - a. Compensation adjustment history since 2020 is as follows:

DATE	ADJUSTMENT	SALARY
1/1/2020	2.25% COLA	\$723 per month
11/18/2021	2% COLA	\$737 per month
1/1/2022	0% COLA	\$737 per month
5/1/2023	2% COLA	\$752 per month
1/1/2024	3% COLA	\$775 per month
9/25/2024	43.038% market	\$1,200 per month

6. Compensation shall be so determined and incorporated into the City budget without further action of the City Council or the commission (OHMC 2.02.040).
7. The Salary Commission will meet at least one (1) time annually per calendar year to review the Mayor and Councilmember salary and benefits. The Commission meeting will be scheduled to occur before October or no later than December 31st of each calendar year.
8. In the case the City form of government changes from Mayor-Council or the employment type of the Mayor position is adjusted from part-time to full-time, the Salary Commission will reconvene to meet immediately within thirty (30) days to readdress the salary and benefits.

Now, therefore, it is hereby ordered and directed that the City of Oak Harbor provide compensation for its elected officials as follows:

Section One. Councilmembers. Effective September 25, 2024, the salary of the Councilmembers shall be \$1,200 per month, together with benefits as follows: health insurance benefits for medical, dental and vision insurance provided at the same levels and premium payments provided to non-represented regular part-time City employees, except for the high deductible health plan (HDHP) as passed through Resolution No. 13-36 and Resolution No. 21-29.

Section Three. Adjustments. Prior to December 31st of each year, the Salary Commission shall meet to determine whether the Mayor and Councilmember salaries will be adjusted using the bargaining unit and non-represented cost-of-living adjustment as a guiding principle.



The Commission further requests that a copy of this report and copies of the minutes from the Commission meetings also be filed with the City Clerk.

Passed by motion this 24th day of September, 2024.

Tiffany Scribner, Chairperson Date

Mary Elizabeth Himes, Vice Chairperson Date

Jason McFadyen, Commissioner Date

Melissa McCumber, Commissioner Date

Attest:

Julie Nester, City Clerk Date