



## Salary Recommendation for Mayor and Councilmembers

**REPORT AND ORDER**

**DATE: August 1, 2019**

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### 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 Chapter 2.02, the Salary Commission is to consider and establish appropriate compensation for the City Councilmembers and the Mayor of the City of Oak Harbor.

Pursuant to the obligations imposed in OHMC Chapter 2.02, the Salary Commission met in regular meetings on the following dates: December 6, 2018, February 7, 2019, May 2, 2019, and August 1, 2019; special meetings on March 28, 2019 and June 13, 2019; and a public hearing on August 1, 2019. 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) 2018 Salary Data – Cities and Towns
  - b. Comparable cities salary and healthcare benefit data for 2018 and 2019 within the population range of 15,000 to 29,999 which follow the Mayor-Council form of government included: Aberdeen, Anacortes, Arlington, Camas, Bonney Lake, Monroe, Mukilteo, Tukwila, Tumwater, and West Richland.
    - i. Oak Harbor was the only City among the cities compared that provides healthcare benefits to Councilmembers or a part-time Mayor.
  - c. Comparable cities salary data for 2018 and 2019 within geographic location which included: Anacortes, Arlington, Coupeville, Langley, Mount Vernon, Mukilteo, and Sedro-Woolley.
  - d. Survey results from current and former Mayors and Councilmembers on the City provided salary and benefits.
  - e. Since 2005, approximately 1.90% has been the annual average cost of living increase provided to the non-represented employees of the City outside of uniformed services or bargaining units.



- f. January 1, 2019, the cost of living adjustment was 2.25% for the Mayor and Councilmembers which was set in 2018 and matched the non-represented employees of the City outside of uniformed services or bargaining units.
2. The Mayor currently receives a salary of \$4,491 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.
3. The previous salary adjustment for the Mayor was in 2006 by Ordinance 1429 and the Mayor's salary has received cost of living adjustments comparable to the non-represented employees.
  - a. Effective as of September 1, 2019, a market salary adjustment is recommended for the Mayor by an increase of 5% to \$4,716 per month to align with the average of the comparable cities in accordance with the City compensation philosophy of +/-2% of the applicable market range.
4. The Councilmembers currently receive a salary of \$643 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.
  - a. Effective as of September 1, 2019, a market salary adjustment is recommended for the Councilmembers by an increase of 10% to \$707 per month to align with the average of the comparable cities in accordance with the City compensation philosophy of +/-2% of the applicable market range.
5. The market salary adjustment for Mayor and Councilmembers should be effective September 1, 2019 and continue thereafter.
6. Effective January 1, 2020, the salary for Mayor and Councilmembers shall be increased by the cost of living adjustment provided to the non-represented employees of the City outside of uniformed services or bargaining units.
7. 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).
8. 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 May 1<sup>st</sup> of each calendar year.



9. 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. Mayor.** The salary of the Mayor of Oak Harbor shall be \$4,716 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.

**Section Two. Councilmember.** The salary of Councilmembers shall be \$707 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.

**Section Three. Adjustments.** On January 1, 2020 and each January 1 thereafter, the salary of the Mayor and City Councilmembers shall be adjusted by the cost of living adjustment provided to other regular non-represented employees of the City outside of uniformed services or any bargaining units, together with any change to health care benefits provided at the same levels and premium payments provided to non-represented regular part-time employees for medical, dental and vision, except for the high deductible health plan (HDHP) as passed through Resolution No. 13-36.

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 1<sup>st</sup> day of August, 2019.



*Hal Hovey*  
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Hal Hovey, Chairperson 08-05-2019  
Date

*James Croft*  
\_\_\_\_\_  
James Croft, Commissioner 08-07-2019  
Date

*Nora Danjel*  
\_\_\_\_\_  
Nora Danjel, Commissioner 08-05-2019  
Date

*Cheryl L. Lawler*  
\_\_\_\_\_  
Cheryl Lawler, Commissioner 08-14-2019  
Date

*Melissa McCumber*  
\_\_\_\_\_  
Melissa McCumber, Commissioner 08-5-2019  
Date

Attest:

*Carla Strawn*  
\_\_\_\_\_  
City Clerk 08-16-2019  
Date