



Salary Recommendation for Mayor and Councilmembers

REPORT AND ORDER

DATE: November 18, 2021

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 a regular meeting on November 18, 2021, and a special meeting on December 2, 2021. 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) 2021 Salary Data – Cities and Towns
 - b. Comparable cities salary and healthcare benefit data for 2021 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 2021 within geographic location which included: Anacortes, Arlington, Coupeville, Langley, Mount Vernon, Mukilteo, and Sedro-Woolley.
 - d. Previous 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.
 - g. September 1, 2019, based on the re-establishment of the Salary Commission, a market adjustment increase of 5% was given to the Mayor and a market adjustment increase of 10% was given to Councilmembers.
 - h. January 1, 2020, the cost-of-living adjustment was 2.25% for the Mayor and Councilmembers which was set in 2019 and matched the non-represented employees of the City, outside of uniformed services or bargaining units.
 - i. November 18, 2021, the cost-of-living adjustment was 2% for the Mayor and Councilmembers which was set in 2021 and matched the non-represented employees and the uniformed services or bargaining units of the City.
2. The Mayor currently receives a salary of \$4,822 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 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 November 18, 2021, a cost-of-living salary adjustment is recommended for the Mayor by an increase of 2% to \$4,918 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.

b. Compensation adjustments since 2019 are as follows:

2018	1/1/2019	9/1/2019	1/1/2020	11/18/2021
	2.25%	5% market	2.25%	2%
\$4392	\$4,491	\$4,716	\$4,822	\$4,918

4. The Councilmembers currently receive a salary of \$723 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 21-29.
- a. Effective as of November 18, 2021, a cost of living salary adjustment is recommended for the Councilmembers by an increase of 2% to \$737 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.

b. Compensation adjustments since 2019 are as follows:

2018	1/1/2019	9/1/2019	1/1/2020	11/18/2021
	2.25%	10% market	2.25%	2%
\$629	\$643	\$707	\$723	\$737

5. The cost-of-living salary adjustment increase for Mayor and Councilmembers should be effective November 18, 2021 and continue thereafter.
6. Effective January 1, 2022, the salary for Mayor and Councilmembers may be increased by the cost-of-living adjustment as provided to the non-represented employees and the uniformed services or bargaining units of the City.
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 October or no later than December 31st 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 \$4,918 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 Two. Councilmember. The salary of Councilmembers shall be \$737 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.

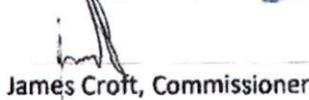


Section Three. Adjustments. Prior to December 31st of each year, the Salary Commission shall meet and the Mayor and Councilmember salaries may be adjusted using the bargaining unit and non-represented cost-of-living adjustment as a guiding principle. On November 18, 2021, the salary of the Mayor and City Councilmembers shall be adjusted by the cost of living adjustment of two percent (2%) as provided to other regular non-represented employees and the uniformed services or 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 and Resolution No. 21-29.

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 2nd day of December, 2021.


Hal Hovey, Chairperson 12/03/2021
Date


James Croft, Commissioner 12/3/2021
Date

Nora Daniel, Commissioner Date

Cheryl Lawler, Commissioner 12/03/2021
Date


Melissa McCumber, Commissioner 12/3/2021
Date

Attest:

Julie Lindsey, City Clerk 12/6/2021
Date

Signature: 
Email: halhovey@gmail.com

Signature: 
Email: clawler@savibank.com

Signature:
Email: norakat1@yahoo.com

Signature: 
Email: melissa.mccumber@heritagebanknw.com

Signature: 
Email: lbleedorange20@yahoo.com