



Salary Recommendation for Mayor and Councilmembers

REPORT AND ORDER

DATE: March 2, 2023

Preamble

The determination of appropriate compensation levels for Councilmembers and the Mayor rests with the Salary Commission of the City of Oak Harbor pursuant to:

- Ordinance No. 1429 passed on June 30, 2005
- Amended by Ordinance No. 1806 passed July 5, 2017
- Report and Order passed August 1, 2019
- Report and Order passed November 18, 2021
- Oak Harbor Municipal Code (OHMC) Chapter 2.02; and
- RCW 35.21.015

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 March 2, 2023. 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 presumption that elected officials' primary motivation is public service; comparisons to similarly situated cities; and the cost-of-living changes that have occurred since the previous salary adjustments as follows:
 - a. In 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.
 - b. In September 1, 2019, following 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.
 - c. In 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.



- d. In 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 \$4,918 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 2021 by Report and Order passed on November 18, 2021, a 2% cost-of-living adjustment was given to the Mayor's salary, comparable to the non-represented employees.
 - a. For the Mayor, the Salary Commission recommends a cost-of-living salary increase in the amount of 2% effective May 1, 2023. This increase results in a salary of \$5,016 per month and aligns with and matches the increases provided to non-represented employees and the uniformed services or bargaining units of the City. In addition, the increase is in accordance with the City compensation philosophy of +/-2% of the applicable comparable market range.
 - b. For the Mayor, the Salary Commission recommends a cost-of-living salary increase in the amount of 3% effective January 1, 2024. This increase results in a salary of \$5,166 per month and aligns with and matches the increases provided to non-represented employees in accordance with the City compensation philosophy of +/-2% of the applicable comparable market range.
 - c. Compensation adjustment history is as follows:

DATE	ADJUSTMENT	SALARY
2018	Re-established commission	\$4,392
1/1/2019	2.25% COLA	\$4,491
9/1/2019	5% market	\$4,716
1/1/2020	2.25% COLA	\$4,822
11/18/2021	2% COLA	\$4,918
1/1/2022	0% COLA	\$4,918
5/1/2023	2% COLA	\$5,016
1/1/2024	3% COLA	\$5,166



4. Councilmembers currently receive a salary of \$737 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.
5. The previous salary adjustment for the Councilmembers was in 2021 by Report and Order passed on November 18, 2021, a 2% cost-of-living adjustment was given to the Councilmembers salary, comparable to the non-represented employees.
 - a. For Councilmembers, the Salary Commission recommends a cost-of-living increase in the amount of 2% effective May 1, 2023. This increase results in a salary of \$752 per month and aligns with and matches the increases provided to non-represented employees and the uniformed services or bargaining units of the City. In addition, the increase is in accordance with the City compensation philosophy of +/-2% of the applicable comparable market range.
 - b. For Councilmembers, the Salary Commission recommends a cost-of-living salary increase of 3% effective January 1, 2024. This increase results in a salary of \$775 per month and aligns with and matches the increases provided to non-represented employees and is in accordance with the City compensation philosophy of +/-2% of the applicable comparable market range.

- c. Compensation adjustment history is as follows:

DATE	ADJUSTMENT	SALARY
2018	Re-established commission	\$629
1/1/2019	2.25% COLA	\$643
9/1/2019	10% market	\$707
1/1/2020	2.25% COLA	\$723
11/18/2021	2% COLA	\$737
1/1/2022	0% COLA	\$737
5/1/2023	2% COLA	\$752
1/1/2024	3% COLA	\$775

6. The 2% cost-of-living salary adjustment increase for Mayor and Councilmembers shall be effective May 1, 2023 and continue thereafter.
7. The 3% cost-of-living salary adjustment increase for Mayor and Councilmembers shall be effective January 1, 2024, and continue thereafter.



8. Effective January 1, 2024, the salary for Mayor and Councilmembers shall be increased by the 3% cost-of-living adjustment provided to the non-represented employees of the City.
9. 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).
10. 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.
11. If the form of government changes from Mayor-Council to Council-Manager, or if the Mayor's position changes from part-time to full-time, the Salary Commission will reconvene no more than thirty (30) days following the change in government or the change in the Mayor's position 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. Effective May 1, 2023, the salary of the Mayor of Oak Harbor shall be \$5,016 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.

Effective January 1, 2024, the salary of the Mayor of Oak Harbor shall be \$5,166 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. Councilmembers. Effective May 1, 2023, the salary of Councilmembers shall be \$752 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.

Effective January 1, 2024, the salary of Councilmembers shall be \$775 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 Commission may adjust the Mayor and Councilmember salaries using the bargaining unit and non-represented cost-of-living adjustment as a guiding principle.

On May 1, 2023, the salary of the Mayor and Councilmembers shall be adjusted by the cost of living adjustment of two percent (2%) as provided to 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.

On January 1, 2024, the salary of the Mayor and Councilmembers shall be adjusted by the cost of living adjustment of two percent (3%) as provided to regular non-represented employees, 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 March, 2023.

Cheryl L. Lawler
Cheryl Lawler, Chairperson

3/22/2023
Date

Hal Hovey
Hal Hovey, Commissioner

3/22/2023
Date

James Croft
James Croft, Commissioner

3/30/2023
Date

A. Mendel
Anthony Mendel, Commissioner

3/30/23
Date

Attest:

Julie Nester
Julie Nester, City Clerk

4/7/2023
Date