



COMPENSATION COMMITTEE MEETING

DATE: February 25, 2025
TIME: 9:30 a.m.
PLACE: Polk County Courthouse, Dallas, Oregon

THE LOCATION OF THIS MEETING IS ADA ACCESSIBLE. PLEASE ADVISE THE BOARD OF COMMISSIONERS (503-623-8173), AT LEAST 24 HOURS IN ADVANCE, OF ANY SPECIAL ACCOMMODATIONS NEEDED TO ATTEND OR PARTICIPATE IN THE MEETING.

AGENDA ITEMS

1. CALL TO ORDER AND NOTE OF ATTENDANCE
2. SELECTION OF CHAIRPERSON
3. APPROVAL OF MINUTES – February 6, 2024
4. ELECTED OFFICIALS SALARY MEMO FOR 2025-2026
5. ACTION: RECOMMENDATION TO BUDGET COMMITTEE
6. ADJOURNMENT

2024-2025 POLK COUNTY COMPENSATION COMMITTEE
February 6, 2024

CALL TO ORDER AND NOTE OF ATTENDANCE

9:30 a.m. David Johnson called the 2024-2025 Polk County Compensation Committee Hearing to order. Blair Wasson and Norbert Hartmann were present.

Staff Present: Greg Hansen, Budget Officer
 Nicole Pineda, Recording Secretary

The following minutes refer to the 2023-2024 Proposed Compensation Committee document and to the audio where the corresponding discussion was recorded. Audio record of the proceedings are on file in the Board of Commissioners' Office.

SELECTION OF CHAIRPERSON

MOTION: BLAIR WASSON MOVED TO NOMINATE DAVID JOHNSON AS CHAIRPERSON, NORBERT HARTMANN SECONDED, TO NOMINATE DAVID JOHNSON AS CHAIRPERSON.

MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES – FEBRUARY 8, 2023

MOTION: BLAIR WASSON MOVED, NORBERT HARTMANN SECONDED, TO APPROVE THE MINUTES FROM FEBRUARY 8, 2023.

MOTION PASSED UNANIMOUSLY.

ELECTED OFFICIALS SALARY MEMO FOR 2024-2025

Greg Hansen, Administrative Officer, presented a memo summarizing his recommendations for the salaries of the Elected Officials. Mr. Hansen is recommending the following salary and stipend increases:

	Proposed Salary Increase
Clerk	3.0%
Sheriff	4.0%
Assessor	3.5%
Commissioner	3.5%
Treasurer	No change (\$1,000/month – Treasurer Duties Only)
District Attorney	\$1,600/month Supplement (\$100 increase)

Mr. Hansen went over a spreadsheet that showed the salaries for the elected from 5 other local counties compared to the elected salaries for Polk County. Mr. Hansen's recommendations have a total fiscal impact of \$20,000.

MOTION: NORBERT HARTMANN MOVED, BLAIR WASSON SECONDED, TO RECOMMEND THE ELECTED OFFICIALS SALARIES FOR 2024-2025 AS PRESENTED: A COLA OF 3.0% FOR THE CLERK, 3.5% FOR THE ASSESSOR AND COMMISSIONERS AND 4.0% FOR THE SHERIFF. INCREASING THE DISTRICT ATTORNEY STIPEND TO \$1,600/MONTH AND NO CHANGE TO THE TREASURER'S SALARY.

MOTION PASSED UNANIMOUSLY.

Chairman Johnson adjourned the meeting at 9:40 a.m.



POLK COUNTY

POLK COUNTY COURTHOUSE * DALLAS, OREGON 97338-3177
(503) 623-8173 * FAX (503) 623-0896

BOARD OF COMMISSIONERS

Commissioners

CRAIG A. POPE

JEREMY GORDON

LYLER MORDHORST

GREGORY P. HANSEN

Administrative Officer

TO: County Compensation Board

FROM: Greg Hansen, Administrative Officer

DATE: February 19, 2025

SUBJECT: Elected Officials' Salaries for 2025-2026

RECOMMENDATION:

The Polk County Compensation Board makes the following recommendations to elected officials compensation:

1. On July 1, 2025, increase/modify Elected Officials' salaries by the following amounts:

Clerk	3.0%
Sheriff	4.0%
Assessor	3.0%
Commissioners	3.0%
Treasurer	no change
District Attorney	\$1,700/month supplement (\$100 increase)

2. The only exception to the recommendation is if the Sheriff's salary needs to be modified to meet ORS requirements for his office.
3. Language stating that the elected official's compensation shall include the services of the County's Attorney for personal legal issues that arise from their role as County elected officials

ISSUE:

What is the appropriate salary increase for elected officials for fiscal year 2025-2026?

BACKGROUND:

The Oregon Legislature enacted Chapter 941 in 1989 requiring the governing body of each county to appoint a three to five member compensation board. Through Resolution No. 89-49 approved on 9/20/89, the County Board appointed the three citizen members of the Budget Committee to the Compensation Board.

Attached is the 2024-25 survey for elected officials. The survey results show a slight increase in the degree that our salaries lag behind the surrounding counties. For 2024-2025 Polk County officials fall below the county average by a low of -0.91 % to a high of -5.88 % (excludes District Attorney and Treasurer positions).

It should be noted that a 4% range above or below the county average salary is a goal that the County attempts to utilize for its salary/market competitiveness analysis for AFSCME and non-represented employees. When a range falls outside of 10% we either freeze the salary (when it is above) or do one time salary adjustments to correct the inequity (when it is below).

PAST COMPENSATION BOARD RECOMMENDATIONS:

In 2014-15, the Compensation Board recommended no salary increases for elected officials with the exception of the ORS which governs the Sheriff's salary. All stipends and other benefits were maintained at their current levels.

In 2015-16, the Compensation Board recommended a COLA adjustments for the Clerk & Treasurer in the amount of 6.0% and the Assessor an amount of 2.5%. The Sheriff received the statutory requirement to maintain his status as the highest paid individual in his office.

In 2016-17, the Compensation Board recommended COLA adjustments for the Clerk, Assessor and Commissioners in the amount of 4%, a COLA for the Sheriff to meet ORS requirements and set the Treasurer salary at \$1,000/month. Stipends/expenses allowances increased for \$150 for the Clerk and Assessor, \$100 for the Commissioners and \$5,500 for the Treasurer position for Finance Officer/Tax Collector duties.

In 2017-18, the Compensation Board recommended COLA adjustments for the Clerk, Assessor and Commissioners in the amount of 3%, a COLA for the Sheriff to meet ORS requirements, maintained the Treasurer salary at \$1,000/month and added for the a first a supplement to the District Attorney's salary of \$750/month. The only supplement/stipend that was increased was the Treasurer for associated Finance duties.

In 2018-19, the Compensation Board recommended COLA adjustments for the Clerk, Assessor and Commissioners in the amount of 4%, a 3.0% COLA for the Sheriff to meet ORS requirements, and maintained the Treasurer salary at \$1,000/month. Supplements/stipends that were increased were the Treasurer for associated Finance duties \$1,000, the District Attorney \$250, the Assessor \$50 and the Board of Commissioners \$100.

In 2019-20, the Compensation Board recommended COLA adjustments for the Clerk, Assessor, Sheriff and Commissioners in the amount of 3.04%, and maintained the Treasurer salary at \$1,000/month. Supplements/stipends that were increased were the Treasurer for associated Finance duties \$200, the District Attorney \$250, and the Clerk \$50.

In 2020-21, the Compensation Board met twice as a result of COVID. The Committee ended up recommending COLA adjustments for the Clerk and Assessor in the amount of 2.0%, the Sheriff in the amount of 3.0%, the Commissioners were given no increase in salary per their request and maintained the Treasurer salary at \$1,000/month. Supplements/stipends that were increased were

the Treasurer for associated Finance duties \$145 (2%) and the District Attorney \$50/month increase.

In 2021-22, the Compensation Board recommended COLA adjustments for the Clerk and Assessor in the amount of 2.0%, the Sheriff and Commissioners in the amount of 3.0%, and maintained the Treasurer salary at \$1,000/month. Supplement/stipend that was increased was the District Attorney \$50.

In 2022-23, the Compensation Board recommended COLA adjustments for the Clerk, Assessor, Board of Commissioners, and the Sheriff in the amount of 2.5%.and maintained the Treasurer salary at \$1,000/month. Supplement/stipend that was increased was the District Attorney \$50.

In 2023-24, the Compensation Board recommended COLA adjustments for the Clerk, Assessor, Sheriff, and the Board of Commissioners in the amount of 4.0% and maintained the Treasurer's salary at \$1,000/month. Supplement/stipends that were increased was the District Attorney of \$100/month and the Board of Commissioners by \$75.00/month.

In 2024-25, the Compensation Board recommended COLA adjustments for the Clerk (3.0%), the Assessor and the Board of Commissioners in the amount of 3.5%, the Sheriff (4.0%) and maintained the Treasurer's salary at \$1,000/month. Supplement/stipends that were increased was the District Attorney of \$100/month.

DISCUSSION:

The results of the 2024-2025 salary survey showed that salaries for elected officials in Polk County made headway toward equity when comparing to the surrounding county average. Polk County elected officials' salaries trail comparable salaries of the surrounding counties (excludes Marion) from -0.91 % to -5.88 %.

I continue to believe that Polk County has some of the best elected officials in the State. Their cooperation and dedication makes the management of the County run effectively and efficiently. These officials tend to do more with less and yet provide a level of service that is second to none in Oregon.

As a result, I believe we need to continue to monitor our elected officials' salaries and make one time adjustments when necessary. I provided the compensation committee with my recommendation to address the salary issue, however there are many modifications that can be made to address compensation for these positions.

The salary supplement for the District Attorney is being addressed for the 20th time by the Compensation Board. Seven years ago was the first supplement given to this position and continuing that trend upward is included in my recommendation. At some point the committee will need to consider a cap to this supplement, but I believe that time is still a bit premature.

The (CPI-W Pacific) through December 2024 was 2.8%.

ALTERNATIVES:

1. Approve the recommended proposal as presented.
2. Modify the recommendation, by increasing/decreasing the proposed salary adjustments/stipend/expense allowances. Modifications in the recommendation will have a corresponding increase/decrease on the General Fund operating monies for the upcoming fiscal year.
3. Incorporate a new benefit into the elected officials' salaries (deferred compensation, additional supplements, etc.). These alternatives are not recommended at this time.

FISCAL IMPACT:

The recommendation has an approximate cost of \$22,000 (increase) fiscal impact to all corresponding funds.

Monthly increases for the Elected Officials are as follows:

Commissioner	\$ 214
Assessor	\$ 245
Clerk	\$ 241
Sheriff	\$ 527
Treasurer	\$ 0
District Attorney	\$ 100

ELECTED OFFICIALS SALARY SURVEY FISCAL YEAR 2024-2025

COUNTY	COMMISSIONER		ASSESSOR		CLERK		SHERIFF		TREASURER		DIST. ATTORNEY
BENTON	\$	8,651.00		***		***	\$	12,518.00		N/A	\$ 4,467.00
LINCOLN	\$	8,182.00	*****	\$ 8,526.00	*****	\$ 7,764.00	*****	\$ 11,880.00	*****	\$ 7,999.00	***** \$ 2,188.00
LINN	\$	9,439.00	**	\$ 9,940.00	**	\$ 9,439.00	**	\$ 12,340.00	**	\$ 9,439.00	** \$ 3,829.00
TILLAMOOK	\$	7,955.00	*****	\$ 8,244.00	*****	\$ 7,778.00	*****	\$ 10,192.00	*****	N/A	***** \$ 1,530.00
YAMHILL	\$	6,522.00		\$ 9,583.00	****	\$ 7,667.00		\$ 13,273.00	****	\$ 2,500.00	\$ 2,500.00
COUNTY AVERAGE	\$	8,149.80		\$ 9,073.25		\$ 8,162.00		\$ 12,040.60		\$ 5,812.67	\$ 2,902.80
POLK COUNTY	\$	7,796.00		\$ 8,569.00		\$ 8,237.00		\$ 11,765.00		\$ 1,000.00	\$ 1,600.00
Differences Behind		4.54%		5.88%		-0.91%		2.34%		481.27%	81.43%

** Linn County has a four tiered salary range for elected officials and for survey purposes the second tier was selected for all elected.

*** In Benton County this position is now appointed and not shown in our comparison.

**** Yamhill County the Assessor has the Tax duties. The Sheriff qualifies for education/incentive pay, longevity pay which I calculated at 12%.

***** Tillamook County does not pay PERS, but pays an equivalent 7% into a different retirement system. Treasurer is also the budget/finance officer.

***** Lincoln County pays based upon a 12 step pay range. For survey purposes I selected step 6 for the elected positions.

Proposed Salaries for 2025-2026:

Position	Proposed Salary	% Increase	Other	Proposed Increase	Total	Rank	% Still Lagging	Current Salary w/o Other	Total Monthly Increase
Commissioner	\$ 7,335	3.0%	\$ 675.00	\$ -	\$ 8,010	5 out of 6	1.74%	\$ 7,121.00	\$ 214
Assessor	\$ 8,414	3.0%	\$ 400.00	\$ -	\$ 8,814	4 out of 5	2.94%	\$ 8,169.00	\$ 245
Clerk	\$ 8,278	3.0%	\$ 200.00	\$ -	\$ 8,478	3 out of 5	-3.73%	\$ 8,037.00	\$ 241
Sheriff	\$ 11,192	4.0%	\$ 1,100.00 *	\$ -	\$ 12,292	3 out of 6	-2.05%	\$ 10,762.00	\$ 527
Treasurer	\$ 1,000	0.0%	\$ - **	\$ -	\$ 1,000	2 out of 2	481.27%	\$ 1,000.00	\$ -
District Attorney	State Paid		\$ 1,700.00	\$ 100.00	\$ 1,700	6 out of 6	70.75%	\$ 1,600.00	\$ 100

* Estimated based upon %

** Stipend is based upon Tax Collector and Finance Officer duties.