



COMPENSATION COMMITTEE MEETING

DATE: January 24, 2018
TIME: 10:00 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 – January 18, 2017
4. ELECTED OFFICIALS SALARY MEMO FOR 2018-2019
5. ACTION: RECOMMENDATION TO BUDGET COMMITTEE
6. ADJOURNMENT

2017-2018 POLK COUNTY COMPENSATION COMMITTEE
JANUARY 18, 2017

CALL TO ORDER AND NOTE OF ATTENDANCE

10:00 a.m., Norbert Hartmann called the 2017-2018 Polk County Compensation Committee Hearing to order. Vern Wells, and Blair Wasson were also in attendance.

Staff Present: Greg Hansen, Budget Officer
 Heather Chase, Recording Secretary

The following minutes refer to the 2017-2018 Proposed Compensation Committee document and to the CD where the corresponding discussion was recorded. CDs of the proceedings are on file in the Board of Commissioners' Office.

SELECTION OF CHAIRPERSON

MOTION: VERN WELLS MOVED, BLAIR WASSON SECONDED, TO NOMINATE NORBERT HARTMANN FOR CHAIRMAN OF THE COMPENSATION COMMITTEE FOR 2017-2018.

MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES – JANUARY 13, 2016

MOTION: BLAIR WASSON MOVED, VERN WELLS SECONDED, TO APPROVE THE MINUTES FROM JANUARY 13, 2016.

MOTION PASSED UNANIMOUSLY.

ELECTED OFFICIALS SALARY MEMO & RECOMMENDATION TO THE BUDGET COMMITTEE

Greg Hansen, Administrative Officer presented a memo summarizing his recommendations for the salaries of the Elected Officials. The results of the 2016-2017 salary survey shows a decrease in the degree that the salaries for elected officials in Polk County lag behind the average salaries of the five surrounding counties. For 2016-2017, Polk County officials fall below the five county average by 3.38% to 13.74%. Because of the continued lag of Polk County elected official's salaries exhibited in the comparables, Hansen is recommending the following salary and stipend increases:

	Proposed Increase
Clerk	3%
Sheriff	2%
Assessor	3%
Commissioner	6%
Treasurer	No change (\$1,000/month – Treasurer Duties Only)
District Attorney	\$750/month Supplement (initial year)

Hansen explained that the District Attorney's salary is paid by the State; however, most counties offer a supplement, which Polk County has not provided in the past. This is the first year that Hansen is recommending adding a supplement of \$750 monthly, which he anticipates gradually increasing until it is closer to the five county average.

Blair Wasson expressed concern that the Commissioners received a 4% increase last year, and if the Committee recommends a 6% increase this year, it would equate to a 10% increase over a 2-year period. Blair worried about the public perception of this level of salary increases for the elected officials.

Hansen informed the Committee that County revenues are in good shape, and is building reserves. Property Taxes are expected to grow by 5% this year (approximately \$9.4 million in revenue without the levy). This will be year three for the levy. The first two years, the Budget Committee offset the

levied amount by the amount that was received from SRS. This year the County is not receiving SRS funding, but will receive approximately \$400,000 in timber harvest revenues, which Greg will be proposing using to offset the Public Safety levy amount. PERS rates are increasing by 3.6% (approximately \$600,000). Hansen does not yet know what the health insurance rate increase will be.

MOTION: BLAIR WASSON MOVED, VERN WELLS SECONDED, TO RECOMMEND A COLA OF 3% FOR THE CLERK, ASSESSOR, AND COMMISSIONERS, AN INCREASE IN THE SHERIFF'S COLA OF 2% (OR MORE AS REQUIRED TO MEET ORS REQUIREMENTS), INCREASING THE TREASURER'S STIPEND TO \$6,000/MONTH, AND PROVIDING A \$750/MONTH SUPPLEMENT TO THE DISTRICT ATTORNEY.

MOTION PASSED UNANIMOUSLY.

Chairman Hartmann adjourned the meeting at 10:30 a.m.



INTEROFFICE MEMORANDUM

POLK COUNTY COURTHOUSE

TO: County Compensation Board

FROM: Greg Hansen, Administrative Officer

DATE: December 17, 2017

SUBJECT: Elected Officials' Salaries for 2018-2019

RECOMMENDATION:

The Polk County Compensation Board makes the following recommendations to the Budget Committee:

1. On July 1, 2018, increase/modify Elected Officials' salaries by the following amounts:

Clerk	4.0%
Sheriff	3.0%
Assessor	4.0%
Commissioners	4.0%
Treasurer	no change (\$1,000/mo) (Treasurer duties only)
District Attorney	\$1,000/month supplement (\$250 increase)

2. On July 1, 2018, increase/decrease Elected Officials' stipend/expense allowances by the following amounts:

Treasurer	from \$6,000 to \$7,000
Commissioners	from \$ 500 to \$ 600
Assessor	from \$ 350 to \$ 400

3. The only exception is if the Sheriff's salary needs to be modified to meet ORS requirements for his office.

ISSUE:

What is the appropriate salary increase for elected officials for fiscal year 2018-2019?

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 2017-18 survey for elected officials. The survey results show an decrease in the degree that our salaries lag behind the surrounding counties. For 2017-2018 Polk County officials fall below the five-county average by a low of 3.89% to a high of 13.98% (excludes District Attorney).

It should be noted that a 4% range above or below the five-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 1998-99, the Compensation Board recommended to the Budget Committee a 6% increase for the Assessor, a 4.5% increase for the Clerk and Treasurer, and a 3.3% increase for the Board of Commissioners and the Sheriff.

In 1999-2000, the Compensation Board recommended to the Budget Committee a 6% increase for the Sheriff, a 4% increase for the Assessor, Clerk, and Treasurer, and a 1.5% increase for the Board of Commissioners to maintain what was on the table for negotiation purposes.

In 2000-2001, the Compensation Board recommended to the Budget Committee a 5% increase for the Sheriff, a 4% increase for the Assessor, Clerk, and Treasurer, and a 3.5% increase for the Board of Commissioners, plus a \$50/mo increase in their expense allowance. The Treasurer also received a salary supplement for taking on additional finance duties.

In 2001-2002, the Compensation Board recommended to the Budget Committee a 4.0% increase for the Sheriff and 2.9% increase for all other elected officials. The supplements granted to the Commissioners and Treasurer remained the same.

In 2002-2003 the Compensation Board recommended to the Budget Committee a 2% increase for all of the County elected officials. The supplements granted to the Commissioners and Treasurer remained the same.

In 2003-2004 the Compensation Board recommended to the Budget Committee a 2% increase for all of the County elected officials (Treasurer excluded). The supplement granted to the Commissioners remained and the Treasurer's supplement was discontinued until after the election.

In 2004-2005, the Compensation Board recommended a 3% salary increase for the Clerk, Assessor, and Sheriff. The Board granted the Commissioners a 2% salary increase and the Treasurer a 5.06% increase. Also, incorporated into the Sheriff's salary was a monthly expense allowance of \$250. Later on in the budgetary process, the budget committee granted a monthly stipend of \$250 to the Assessor for his work on the ORCATS software.

In 2005-2006, the Compensation Board recommended salary increases of 2.7% for the BOC, 3.0% for the Assessor and Treasurer, 4.0% for the Clerk, and 5.0% for the Sheriff. In addition, a monthly stipend of \$250 was added to the Treasurer for finance duties.

In 2006-2007, the Compensation Board recommended salary increases of 2.8% for the BOC (plus an increase of \$50 in expense allowance), 5.0% for the Clerk, 4.8% for the Sheriff, and 4.0% for the Assessor and Treasurer.

In 2007-08, the Compensation Board recommended salary increases of 2.7% for the BOC, 5.0% for the Clerk, 5.0% for the Sheriff, and 4.0% for the Assessor and Treasurer.

In 2008-09, the Compensation Board recommended salary increases of 3.8% for the BOC, 4.0% for the Clerk and Treasurer, 6.0% for the Sheriff, and 5.0% for the Assessor.

In 2009-10, the Compensation Board recommended no salary increases for all elected officials, while maintaining all expense allowances.

In 2010-11, the Compensation Board recommended salary increases of 0.7% for the BOC and Sheriff, and 2.5% for the Clerk, Assessor and Treasurer. Also, a stipend of \$150 for the Assessor was included to cover efforts associated with ORCATS and the Sheriff was given incentive pay which is offered to everyone in his Office.

In 2011-12, the Compensation Board recommended no salary increases for elected officials. All stipends and other benefits were maintained at their current levels.

In 2012-13, the Compensation Board recommended the same COLA's as the corresponding union, along with increases to expense allowances for the Sheriff (\$100/mo) and BOC (\$100/mo). The Treasurer and Assessor received \$100/mo and \$50/mo respectively. In 2012-13 elected officials received a 1.5% COLA (Sheriff received a 2.0% COLA).

In 2013-14, the Compensation Board recommended the same COLA's as the corresponding union. AFSCME did receive a COLA on January 1, 2014, **however the elected officials decided not to receive the corresponding COLA.**

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.

DISCUSSION:

The results of the 2017-2018 salary survey showed that salaries for elected officials in Polk County made headway toward equity when comparing to the 5-county average. Polk County elected officials' salaries trail comparable salaries of the five surrounding counties from 3.89% to 13.98%.

I continue to believe that Polk County has the best set of 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 narrow the gap in the disparity of our elected officials' salaries. I provided the compensation committee with my recommendation to address the salary issue, however there are many modifications that can be made to address the issue.

The salary supplement for the District Attorney is being addressed for the 14th time by the Compensation Board. Last year was the first supplement given to this position and continuing that trend upward is included in my recommendation.

The cost of living increase for last year was 1.7% and the first half of 2017 (Portland CPI-W) was 4.2%. Currently, the County has negotiations with one of its labor unions for the upcoming fiscal year (2018-19).

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 \$35,000 fiscal impact to all corresponding funds.

Monthly increases for the Elected Officials are as follows:

Commissioner	\$ 334
Assessor	\$ 316
Clerk	\$ 263
Sheriff	\$ 250

Treasurer	\$1,000
District Attorney	\$ 250

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ELECTED OFFICIALS SALARY SURVEY FISCAL YEAR 2017-2018

COUNTY	COMMISSIONER	ASSESSOR	CLERK	SHERIFF	TREASURER	DIST. ATTORNEY
BENTON	\$ 7,839.00	\$ 9,310.00	***	\$ 9,310.00	***	\$ 2,771.00
LINCOLN	\$ 7,084.00	*****	*****	\$ 8,203.00	*****	\$ 1,342.00
LINN	\$ 7,800.00	**	**	\$ 10,038.00	**	\$ 1,674.00
TILLAMOOK	\$ 7,065.00	*****	*****	\$ 8,404.00	*****	\$ 1,357.00
YAMHILL	\$ 6,394.00	\$ 6,636.00	****	\$ 9,026.00	****	\$ 1,641.00
COUNTY AVERAGE	\$ 7,236.40	\$ 7,731.80		\$ 9,090.00		\$ 1,464.17
POLK COUNTY	\$ 6,349.00	\$ 6,998.00		\$ 8,750.00		\$ 750.00
Differences Behind	13.98%	10.49%	8.10%	3.89%	7.89%	95.22%

*** Linn County has a three tiered salary range for elected officials and for survey purposes the first tier was selected for the Sheriff, middle tier was selected for BOC/DA and tier 3 for other electeds.

*** In Benton County this position is now appointed and now shown at Step 6 (middle of the salary range).

**** 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 six term pay range. For survey purposes I selected 1st term rates for the Sheriff 2nd term salary rates for BOC/DA and 3rd term for the other elected officials.

Proposed Salaries for 2016-2017:

Position	Proposed Salary	% Increase	Other	Proposed Increase	Total	Rank	% Still Lagging	Current Salary w/o Other	Total Monthly Increase
Commissioner	\$ 6,083	4.0%	\$ 600.00	\$ 100.00	\$ 6,683	5	8.28%	\$ 5,679.00	\$ 334
Assessor	\$ 6,914	4.0%	\$ 400.00	\$ 50.00	\$ 7,314	4	5.71%	\$ 6,454.00	\$ 316
Clerk	\$ 6,830	4.0%	\$ 150.00	\$ -	\$ 6,980	3	4.04%	\$ 6,376.00	\$ 263
Sheriff	\$ 8,189	3.0%	\$ 811.00	\$ -	\$ 9,000	3	1.01%	\$ 7,650.00	\$ 250
Treasurer	\$ 1,000	0.0%	\$ 7,000.00	\$ 1,000.00	\$ 8,000	3	-5.60%	\$ 1,000.00	\$ 1,000
District Attorney	State Paid		\$ 1,000.00	\$ 250.00	\$ 1,000.00	6		\$ 750.00	\$ 250

* Estimated based upon %

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