

**WHATCOM COUNTY COMMISSION ON SALARIES
FOR ELECTED OFFICIALS**

AGENDA

Monday, January 31, 2023

4:00 p.m. – 6:00 p.m.

Virtual Meeting

- 1. Call to Order**
- 2. Introductions**
- 3. Overview of Commission's Duties**
 - 3.1. [Ordinance](#)
 - 3.2. Timeline
 - 3.3. [Website](#)
- 4. Open Public Meeting Act Training**
 - 4.1. [Expectations for Boards & Commissions](#)
 - 4.2. [Training Presentation](#)
- 5. Information Review**
 - 5.1. Market Review Primer
 - 5.2. [Review Last Commission's Conclusions](#)
 - 5.3. Review Updated Data
 - 5.4. Identify Additional Informational Needs
- 6. Selection of Chairperson and Vice Chairperson**
 - 6.1. Nomination and Voting
 - 6.2. Meeting Quorum
- 7. Future Meetings**
 - 7.1. Commission Meeting Days
 - 7.2. Elected Official Comments
 - 7.3. Public Comments
- 8. Adjourn**

Attachments

Attachments A (3.1): Expectations for Boards & Commissions

Attachment B (5.2): 2021 Commission Conclusions

Attachment C (5.3): Updated Data

Join Zoom Meeting:

<https://us06web.zoom.us/j/83546133293?pwd=WFh1Q1hWbG5mc2ZjZ3NQb2lyaXRhZz09>

Meeting ID: 835 4613 3293

Passcode: 776868

One tap mobile: +12532050468,,83546133293#,,,,*776868# US

Dial by your location +1 253 215 8782 US



County Council and County Executive Expectations for Boards and Commissions

Thank you for serving as an appointee and member of one of Whatcom County's Boards & Commissions. You play a vital role by bringing citizens' perspectives to assist us as policy makers by studying critical issues and forming well-developed, thoughtful recommendations to aid us in decision-making. We value the perspectives and services contributed by the many volunteers who contribute to our leadership.

In County government, we operate in a complex legal context and follow a series of principles to promote public trust as expectations for your services:

- All board and commission meetings are to be conducted in public session and notice of meetings shall be given in accordance with State law and as advised by County legal counsel.
- A quorum of members will not deliberate about board or commission work and issues via e-mail or in unnoticed "side meetings" or "gatherings" as these actions may be in violation of open meeting laws.
- Individual board and commission members and the collective group will be fair, impartial, professional, and respectful of the public, staff, and each other.
- Members may not use their position to secure special privileges or exemptions for themselves or others.
- Members may not give or receive any compensation, gifts, or gratuities from entities or individuals who are or have been engaged in items of business under consideration before the board or commission to which they are appointed.
- Members may not formally represent a board or commission unless given express direction to do so by a majority vote of the board or commission.
- Members may not, at any time, formally act as a representative of Whatcom County government unless expressly commissioned to do so in writing by the County Executive or by formal action of the County Council.
- Appointed members are expected to regularly attend meetings, and are not allowed to designate proxies to serve in their place unless allowed by the enabling statute

Dated this March 23, 2022


Satpal Sidhu, County Executive


Todd Donovan, Chair, County Council



Attachment B

To: Whatcom County Council
From: Whatcom County Commission on Salaries for Elected Officials
Subject: Elected Official Salary Schedule for 2022 and 2023
Date: April 26, 2021

The Whatcom County Salary Commission began meeting in January 2021. The Commission met six times from January through April to establish the most appropriate salaries for County Elected Officials for the next two calendar years of 2022 and 2023.

The Commission reviewed the work of previous Salary Commissions, the current salaries of other county and state-level Elected Officials around the state and other substantial information provided by the Whatcom County Human Resources Department. During their meetings, the Commission received and considered written and oral presentations from Elected Officials and the general public. Members of the Commission actively participated in the process and shared their unique perspectives that led to the Commission's final salary placement decision.

The Commission wants to thank the County Executive's Office for providing to the Commission the competent and very able assistance of Kara Turner and Pat Elwell. Their work with the Commission and substantial contributions allowed us to properly and timely complete our mission.

It has been an honor and privilege to be selected and serve on the Whatcom County Salary Commission.

DocuSigned by:
Dewey Dester
Dewey Dester, Citizen at Large
Commission Chair

DocuSigned by:
Jill Bernstein
Jill Bernstein, Legal Profession

DocuSigned by:
Lance Calloway
Lance Calloway, Business

DocuSigned by:
James Farmer
James Farmer, Citizen at Large

DocuSigned by:
Tracey Gullit
Tracey Gullit, Citizen at Large

DocuSigned by:
Karen Peila
Karen Peila, Citizen at Large

DocuSigned by:
Lori Province
Lori Province, Organized Labor

DocuSigned by:
Beth Vonnegut
Beth Vonnegut, Personnel Management

DocuSigned by:
Matthew Williams
Matthew Williams, Citizen at Large

Whatcom County Commission on Salaries for Elected Officials

Future Salary Placements April 2021

Position	2021 (Current)	2022	2023
Assessor	\$126,264	\$133,332	\$136,532
Auditor	\$126,264	\$133,332	\$136,532
Treasurer	\$126,264	\$133,332	\$136,532
Sheriff	\$172,428	\$176,756	\$181,193
Prosecuting Attorney	\$194,664	\$199,675	\$203,169
County Executive	\$194,664	\$205,665	\$209,264
County Council	\$40,176	\$56,881	\$58,246

Note: The description below summarizes the general data reviewed in the Commission's deliberations and captures the overall intent. Should any discrepancies arise from these summaries, the Commission refers to the above numbers as the final approved compensation.

DATA REVIEWED BY COMMISSION

In determining the appropriate compensation for the Elected Officials, the Salary Commission reviewed and considered the following primary data:

- County Charter – Article 3 with Elected Official's responsibilities and duties
- Department responsibilities and FTE count within County budget document
- Whatcom County insurance benefits coverage and cost
- Historical Whatcom County Elected Official Compensation
- Previous Salary Commission's decisions and data considerations
- 2020 salary data from the six county comparables: Cowlitz, Benton, Skagit, Thurston, Kitsap and Yakima
- 2021 Top step compensation of deputy director (second-in command) positions
- Washington State Superior Court Judge Salaries
- Washington State Legislatures Salaries
- Whatcom County collective bargaining agreement historical COLAs by group

- 2021 Salary Matrix for unrepresented employees and historical COLA's
- Bureau of Labor Statistics, CPI for All Urban Consumers (CPI-U) over last 10 years
- Elected Official written submissions (EOS1-EOS7)
- Elected Official public comments (see minutes)

SALARY PLACEMENTS

The Commission minutes over the various meetings reflect the review and discussions of the information requested and presented, including the written statements and documents submitted by the Elected Officials. The final salary placements focused on the following information:

Assessor/Auditor/Treasurer: There was significant discussion regarding the responsibilities of these positions, comparing them to the six county comparable salary data, the salary of their respective second-in-command positions and to other County management positions. The Commission reviewed and listened to significant data presented by the Elected Officials holding these roles. After deliberation, the Commission set 2022 compensation to align with the top step of Range 440 of the 2021 Unrepresented Employees, Group B-Management Salary Matrix and applied a 2.4% COLA increase for 2023.

Sheriff: The Commission reviewed and discussed a variety of salary data points for the Sherriff position, including the six-county comparables, second-in-command pay and historical adjustments to the position. Based on this data, and the written statement provided by the Sheriff, the Commission adjusted the compensation based upon the Cost-of Living Adjustment (CPI-U) of the five-year average of 2.5% for 2022 and for 2023.

Prosecuting Attorney: The Commission reviewed and discussed various compensation data for the Prosecuting Attorney, including the six-county comparables, second-in-command pay, historical adjustments and Washington State Superior Court Judge historical salary data. Additionally, the Commission received multiple documents with compensation data and commentary from the current Prosecuting Attorney at several Commission meetings. After thoughtful consideration and discussion, the Commission set the final compensation for 2022 and 2023 to more closely match the Washington Superior Court Judge pay.

County Executive: It was noted that there was little comparable County data for Whatcom County's Executive position due to the difference in governance structures and responsibilities along with the size of comparable Charter Counties in Washington. The Commission reviewed and discussed the County Executive's responsibilities and historical compensation. The Commission expressed a desire to recognize that the County Executive has the highest level of responsibility and accountability for overall County government operations and, therefore, set the final compensation to be 3% above the Prosecuting Attorney for 2022 and 3% above the Prosecuting Attorney for 2023.

County Council: The Commission reviewed a variety of compensation data points and conducted independent research talking to various Council members, elected officials from other jurisdictions, as well as hearing public comment from a current County Council member.

The Commission considered a variety of factors including historical compensation data, County Council compensation from other Counties, State Legislators' compensation, benefits coverage, and estimated hours expected and/or required each week to appropriately perform the functions of the Council business throughout the year. The Commission set the final compensation at the same rate of Washington State Legislators for 2022 and a 2.4% COLA for 2023.

Summary Elected Official 2022 Salary Comparison

Sorted by	Assessor	Auditor	Executive	Prosecuting Attorney	Sheriff	Treasurer
Population	\$ 9,864	\$ 9,864	\$ -	\$ 16,061	\$ 11,718	\$ 9,864
Assessed Value	\$ 9,945	\$ 9,945		\$ 16,355	\$ 12,036	\$ 9,945
Annual Expenditures	\$ 9,851	\$ 9,851		\$ 16,278	\$ 11,961	\$ 9,851
Full-Time Employees	\$ 9,851	\$ 9,851		\$ 16,278	\$ 11,961	\$ 9,851
Average:	\$ 9,878	\$ 9,878		\$ 16,243	\$ 11,919	\$ 9,878
Whatcom County:	\$ 11,111	\$ 11,111		\$ 16,640	\$ 14,730	\$ 11,111

Salary Difference	\$ 1,233	\$ 1,233		\$ 397	\$ 2,811	\$ 1,233
Percentage Difference	12.48%	12.48%		2.44%	23.59%	12.48%

WHATCOM COUNTY ELECTED OFFICIALS & SECONDS

	2023 Monthly	
Assessor	\$11,377	
Chief Deputy Assessor	\$10,676	<i>Actual</i>
	\$10,676	<i>Top Step</i>
Auditor	\$11,377	
Chief Deputy Auditor	\$9,197	<i>Actual</i>
	\$10,676	<i>Top Step</i>
Prosecuting Attorney	\$16,930	
Chief Civil Deputy Prosecutor	\$13,764	<i>Actual</i>
	\$14,288	<i>Top Step</i>
Chief Criminal Deputy Prosecutor	\$12,775	<i>Actual</i>
	\$14,288	<i>Top Step</i>
Sheriff	\$15,099	
Undersheriff	\$15,176	<i>Actual</i>
	\$14,605	<i>Top Step</i>
Treasurer	\$11,377	
Chief Deputy Treasurer	\$10,676	<i>Actual</i>
	\$10,676	<i>Top Step</i>
County Executive	\$17,438	
Deputy Executive	\$15,794	<i>Actual</i>
	\$17,017	<i>Top Step</i>
Public Defender (appointed)	\$14,590	
Chief Deputy	\$13,261	<i>Actual</i>
	\$14,288	<i>Top Step</i>

Whatcom County Elected Official Salary

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Executive	\$ 12,252	\$ 12,533	\$ 12,822	\$ 12,950	\$ 13,235	\$ 14,085	\$ 14,367	\$ 15,498	\$ 16,222	\$ 17,139	\$ 17,439
Prosecuting Attorney	\$ 12,129	\$ 12,650	\$ 13,030	\$ 13,551	\$ 13,822	\$ 14,085	\$ 14,367	\$ 15,498	\$ 16,222	\$ 16,640	\$ 16,931
Sheriff	\$ 9,946	\$ 10,512	\$ 10,754	\$ 11,000	\$ 11,242	\$ 11,538	\$ 11,833	\$ 13,400	\$ 14,369	\$ 14,730	\$ 15,099
Auditor	\$ 8,054	\$ 8,239	\$ 8,428	\$ 8,513	\$ 8,700	\$ 8,866	\$ 9,043	\$ 9,813	\$ 10,522	\$ 11,111	\$ 11,378
Treasurer	\$ 8,054	\$ 8,239	\$ 8,428	\$ 8,513	\$ 8,700	\$ 8,866	\$ 9,043	\$ 9,813	\$ 10,522	\$ 11,111	\$ 11,378
Assessor	\$ 8,054	\$ 8,239	\$ 8,428	\$ 8,513	\$ 8,700	\$ 8,866	\$ 9,043	\$ 9,813	\$ 10,522	\$ 11,111	\$ 11,378
Council	\$ 1,750	\$ 2,012	\$ 8,428	\$ 2,500	\$ 2,555	\$ 2,603	\$ 2,656	\$ 2,983	\$ 3,348	\$ 4,470	\$ 4,854

*2012 Salary Commission Ordinance Created

Whatcom County COLA History by Group

Group	2017	2018	2019	2020	2021	2022	2023
Unreps	2.25%	2.50%	2.25%	3% 32 hrs furlough	0%	3%	4% plus one time for new plan
Unreps Binding Arb	2.50%	2.5% 1/1/18 2.5% 7/1/18	2.0% 1/1/19 1.0% 7/1/19	3% 32 hrs furlough	3% - Sheriff 2.5% - Corr	3%	6%
Teamsters Master	2.25%	2.50%	2.50%	2% - 1/1/20 1% - 7/1/20 32 hrs furlough	0%	3%	Bargaining
WSNA	2.25%	2.50%	2.50%	2% - 1/1/20 1% - 7/1/20	0%	3%	6%
Local 17	2.25%	2.50%	2.50%	2% - 1/1/20 1% - 7/1/20 32 hrs furlough	0%	3%	6%
MMP/IBU	2.25%	2.50%	2%	2% - 1/1/20 1% - 7/1/20	2.5%	2.25%	6%
Corrections	2.25%	2.50%	2.0% -1/1/19 1.0%-7/1/19	2.15%- 1/1/20 1.0%-7/1/20	2.5%	3%	Bargaining
Deputy Sheriff	2.50%	2.5% 1/1/18 2.5% 7/1/18	2.0% 1/1/19 1.0% 7/1/19	3%	3%	2.75%	6%
Fraternal Order of Police (Sheriff Command Staff)				3% 32 hrs furlough	3%	3%	6%

COVID Wage Impacts: 2020 furloughs, frozen wages for most groups in 2021, hiring freeze

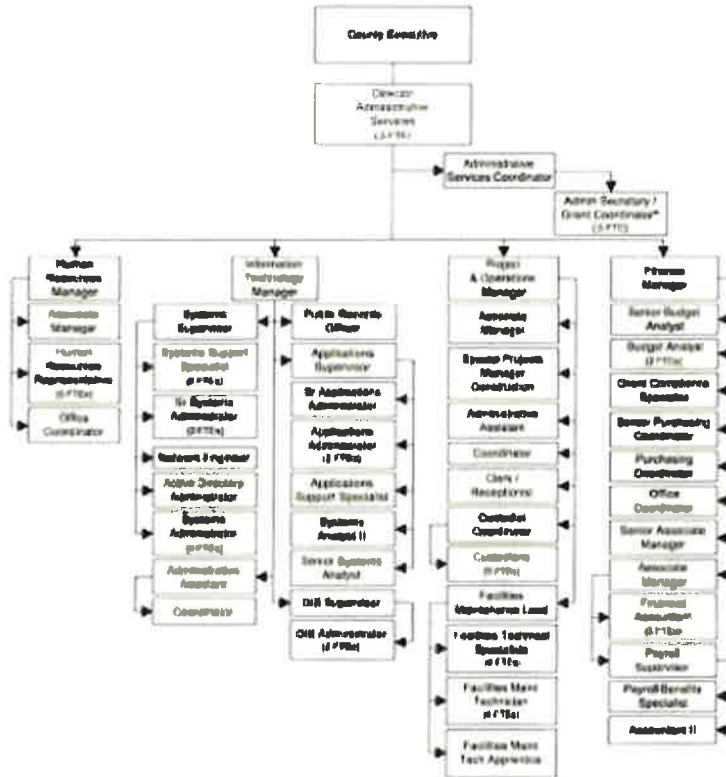
Administrative Services Department

Administrative Services is an internal service department that provides a variety of support services, such as maintenance and custodial service, accounting, payroll, employee benefits, and information systems support to county departments and agencies. Divisions of Administrative Services are Administration, Facilities Management, Finance, Human Resources, and Information Technology.

Full Time Positions:

Year	2020	2021	*2022	*2023	*2024
FTEs	69.00	73.00	77.00	77.00	77.00

The chart below shows the organizational structure for 2023 only.



* Budget
 ** Administrative Secretary/ Grant Coordinator partially funded in the County Executive's Office Budget