

COMPENSATION BOARD FOR ELECTED OFFICIALS

Meeting Discussion Highlights

February 19, 2025

Members Present

Kevin Aguilar
Alisa Grandy
Aimee Smith

Guests Present

Bronson Rueda, County Assessor
Heather Pedersen, Deputy HR Director
Evelyn Minor-Lawrence, HR Director

Staff Present

Nina M. Smith
Erin Braman
Danielle Misché

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| Call to Order | | Nina M. Smith, Classification & Compensation Manager, called the Compensation Board for Elected Officials (CB) meeting to order at 9:14 a.m. |
| Welcome and Introduction of Members | | All members present. All members are returning Compensation Board members. Kevin stated that he has accepted a job offer as Recruitment Manager for Clackamas County and will have a start date end of March after the Compensation Board has completed their process/formalized their recommendations. |
| Recognition of Guests | | <p>Heather Pedersen stopped in briefly at the beginning of the meeting to welcome the members back for another year. Evelyn Minor-Lawrence attended the first 20 minutes of the meeting. The County Assessor Bronson Rueda arrived at 9:55 a.m. and presented and answered questions for forty-five minutes.</p> <p>Classification & Compensation staff present include Nina Smith; Erin Braman; and Danielle Misché</p> |
| Elect Chair | Action | Alisa volunteered to be Chair of the Compensation Board of Elected Officials. Aimee seconded the motion. |
| Review Board Code of Conduct | | All board members agreed to continue to comply with the Code of Conduct. |
| Review Schedule of Future Meetings | | <p>Compensation Board (CB) recommendations will be provided to the Budget Committee on April 29, 2025.</p> <p>The majority of dates work for Compensation Board members to meet. Aimee is unavailable on March 6, 2025 (3rd meeting). The Compensation Board determined they will continue to meet in Aimee's absence.</p> <p>County Assessor will attend today's meeting, County Clerk will attend the 2nd meeting on February 27th, and County Sheriff will attend the 3rd meeting on March 6th.</p> |
| Review and Discussion of 2024 CB Process | | Nina reviewed the recommendations made by the CB for FY 24/25 and the increases approved by the Clackamas County Budget Committee (BC). |
| Review and Discussion of 2025 | | The following documents were reviewed and discussed: |

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| Data and Information | | <p>Compensation Board for Elected Officials: ORS.112 language: Describes guidelines and responsibilities of Compensation Board for Elected Officials.</p> <p>2025 Elected Officials Roster: Outlines term information for each Elected Official. No Elected Officials have terms ending in December 2025.</p> <p>History of Compensation Board Recommendations/Budget Committee Approvals: Illustrates the history of Compensation Board recommendations vs. Budget Committee approvals over the last 10 years.</p> <p>History of Clackamas County COLA Sheet: Shows COLA amounts for the various employee groups over the last 10 years. There is one collective bargaining agreement that expired on June 30, 2024 and remains in negotiations. There is one collective bargaining agreement expiring on June 30, 2025. COLA amounts for these groups are noted as “TBD”.</p> <p>Nina noted the CPI-W indicator used for all employee groups came in at 2.8%. This is what the non-represented group will receive on 7/1/2025. This will be re-evaluated if something different is negotiated during collective bargaining.</p> <p><i>Evelyn left the meeting.</i></p> <p>Second in Command Information Sheet: Compares each Elected Official’s monthly salary (including deferred compensation) to the monthly salary of the highest paid position(s) reporting to them and/or the second-in-command(s) and their monthly salary including deferred compensation (if applicable) and longevity. The document notes the spread between the Elected Official’s salary and the second-in-command’s actual salary as well as the spread between the Elected Official’s salary and the top of the second-in-command salary grade maximum.</p> <p>Working Guidelines – Documents the history of practices and working guidelines developed and followed by Compensation Boards up to the “Order of Process” adopted by the 2022/2023 Compensation Board.</p> <p>2025 Population Estimates and Demographic Information: Outlines demographic information for all Oregon Counties and for the Portland-Metro region (including Clark County and City of Vancouver). The highlighted Cities and Counties are the current matches for elected positions: Multnomah, Washington, Lane, Marion, Deschutes, Clark, Portland, Vancouver, and Metro.</p> <p>Action</p> <p>Nina asked the Compensation Board if all the documents are useful or just nice to have. The Compensation Board responded the demographic information sheet is no longer needed for future meetings as CB is not determining a COLA amount.</p> <p>Map of Oregon: Shows geographic location of all Oregon Counties.</p> <p>Department Director Salaries – Shows department, director title, department budget, director salary and deputy director’s title (if applicable) and salary.</p> |
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| Data Sheets | | <p>Discussion regarding the Data Sheets for each elected position:</p> <p>Assessor – Last year, a 4.1% COLA was recommended by the CB and approved by the BC. Based on current matches, Assessor is now 5.7% higher than the average (4% above average last year).</p> <p>Nina noted the Assessor’s matches are on the lighter side with less responsibilities than the Clackamas County Assessor. Within the last year, Multnomah County’s Assessor took on a dual role as a Department Manager and they increased the salary grade due to the new role. Washington County’s Assessor has the additional responsibilities of Elections and Recording.</p> <p>Clerk – Last year, a 4.1% COLA was recommended by the CB and approved by the BC. Based on current matches, Clerk is 7.8% lower than the average (3.9% below average last year).</p> <p>Lane County restructured their non-represented salary plans effective January 4, 2025 due to equal pay, market adjustments, and internal alignment so the Clerk at Lane County received a large increase (20.8%).</p> <p>Commissioners – Last year, a 4.1% COLA was recommended by the CB and approved by the BC. Based on current matches, Commissioner is now 2.9% lower than average (0.9% below average last year).</p> <p>Nina noted the Board Chair receives an additional 2% add-to-pay. This went into effect on July 1, 2013. Last year a 1.0% increase was recommended by the CB which was not approved by the BC.</p> <p>Again, Lane County’s restructuring caused a large increase for Commissioner (29.8%).</p> <p>District Attorney – Last year, a 4.1% COLA was recommended by the CB and approved by the BC. Based on current matches, District Attorney is 14.3% higher than average (15.1% above average last year).</p> <p>The State of Oregon had a 6.55% COLA effective January 1, 2025, which increased the state paid portion of the District Attorney’s salary.</p> <p>Justice of the Peace – Last year, a 4.1% COLA was recommended by the CB and approved by the BC. Based on current matches, Justice of the Peace is 4.5% lower than average (3.6% below average last year).</p> <p>Sheriff – Last year, a 4.1% COLA and a 2% compression adjustment were recommended by the CB. The BC only approved the 4.5% COLA. Based on current matches, Sheriff is 12.6% higher than average (14% above average last year).</p> <p>The compression amount between Lane and Marion County’s second-in-command is greater than 10%. The Compensation Board asked what Lane and Marion County’s philosophy is for the Sheriff’s salary? Staff will research for the next meeting.</p> |
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Follow-up

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| County Assessor Presentation | | <p>Treasurer – Last year a 4.1% COLA was recommended by the CB and approved by the BC. This year, the Treasurer is 0.2% higher than average (1.5% below average last year).</p> <p>It was noted that it is very difficult to collect the portfolio investments from other jurisdictions.</p> <p>The Compensation Board went off the record at 9:54 a.m.</p> <p>The CB went back on record at 9:59 a.m., the County Assessor was present and he provided a presentation (attached).</p> <ul style="list-style-type: none"> • ~180,000 accounts; Lane County is a close second. Lane County will split their accounts if they have multiple accounts per parcel. Clackamas County does not separate those out and would have ~16,000 more accounts on tax roll if did. • Clackamas County uses the mass appraisal technique, used by all Oregon jurisdictions. They don't visit every property but will apply trends to neighborhoods. • Assessor's Office uses terminology "inferior" and "superior" properties. • Yearly appraisal values are locked in (assessment), then the approved tax rates are applied (taxation). • 1.76 billion for County tax rolls (collected ~86%), collection and distribution of taxes. Monies transferred to Treasurer for distribution to taxing districts. The Assessor's Office set the distribution schedule. 3 out of the 4 comparables do not have the tax collection piece. Lane County does. • Mapping is another large portion of the Assessor's Office. Receive deeds each day from Recording Division (Clerk's Office), read legal descriptions and update records. • Compensation Analysis: <ul style="list-style-type: none"> • All of the comparables are inferior (lessor; lighter) to Clackamas County Assessor (lower FTE, less property accounts, lower budget, only 3 out of 4 have tax collection, over 100 miles away). Lane County's cost of living is 13%-23% less than Clackamas County. Clackamas County is part of the Portland metro area which is the nucleus/driver for economics in Oregon. • Deschutes County's Assessor is a department director, and their salary is compared internally with other department directors. • In conclusion, Clackamas County Assessor is superior (greater; heavier) to the comparables on Assessor's data sheet. It is important to be bracketed (combination of inferior and superior comparables) to know what the ceiling and floor are to know if the subject is analyzed accurately. One or both of Multnomah County and Washington County should be included as a superior match. Both have superior scopes of work, including elections and licensing. • Alisa asked if Bronson were the Assessor at Multnomah County or Washington County who he would use for comps. Multnomah County's Assessor is not elected and currently is in a dual role. • Bronson feels Washington County is a better match as more similarities with the types of properties. |
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| Discussion | <p>Follow-up</p> <p>Decision</p> <p>Follow-up</p> <p>Decision</p> | <ul style="list-style-type: none"> • Clark County's Assessor has a completely different set of property tax laws than Oregon (measure 5 and 50, urban renewal) and is not as complex as Oregon. • Oregon only has three system vendors being utilized because other vendors don't want to deal with the complex tax laws in Oregon. • Bronson suggests keeping Clark County, but including Washington County. • Bronson mentioned that Lane County uses Washington County in their comps. • Alisa asked if you have the most superior house in a neighborhood how do you find a comparable. Bronson responded you expand your search. • Deschutes County is still an inferior match even though their salary is greater than Clackamas county's due to budget, FTE, and types of accounts. The salary is high because they compare to department directors. <p>The Compensation Board went off the record to break at 10:43 a.m. The County Assessor left during this time. The CB went back on record at 10: 51 a.m.</p> <p>Nina asked if there is any discussion regarding Assessor's presentation. Aimee asked the CB if they want to look at the department director's salary ranges. Kevin and Alisa stated they would be interested in looking at other department directors' salaries. The CB does not want to veer off too far from the CB's philosophy. Nina noted HR staff will provide department director salaries compared to EO salaries.</p> <p>Kevin noted he would like to see the data sheet with Washington County as a match. In anticipation of the CB wanting to see the data sheet for Assessor with Washington County, Nina provided this data sheet.</p> <p>Kevin stated after reviewing the Assessor's data sheet with Washington County, he does not agree with including Washington County as a match. Alisa and Aimee are in agreement.</p> <p>Aimee asked who does tax collection within the other agencies. What is the scope of tax collection? HR will provide this information at the next meeting.</p> <p>Alisa motioned to keep the matches for Assessor as is. Aimee seconded that motion.</p> <p>Nina asked the CB if they would like to discuss any EO's salaries for those incumbents that will not be attending a future CB meeting to present information. The CB agreed to proceed with preliminary recommendations for the other elected officials.</p> <p>Commissioner – Preliminary recommendation of 2.8% COLA and that would move the Commissioner within less than 1.0% of the market. Also, the CB recommends an additional 1.0% for the Chair which would increase the add to pay to a total of 3.0%.</p> |
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| | <p>Follow-up</p> <p>Aimee asked about the landscape of the County's budget. Nina will ask the County Administrator or Budget Manager about our budget status or any cuts.</p> <p>District Attorney – Preliminary recommendation of 2.8% COLA. There is no concern for market as the DA is currently 14.3% above average and there is no compression with the second in command.</p> <p>Justice of the Peace – Preliminary recommendation of 2.8% COLA and 1.7% adjustment, which would bring the Justice of the Peace to market average. There is no compression with the second in command.</p> <p>Follow-up</p> <p>Sheriff – HR will follow up with other jurisdictions about their philosophies on establishing the Sheriff's salary. Nina noted there was movement with the Undersheriffs and they are still less than 10% within the Sheriff's salary. The CB would like to hold off on further discussion until the Sheriff comes to our March 6th meeting and speaks, and they find out the other jurisdictions philosophy for the Sheriff's salary.</p> <p>Treasurer – Preliminary recommendation is 2.8% COLA. The Treasurer is .2% above market average and there is no compression with the second in command.</p> | |
| Summary of Tentative Recommendations | | <p>The Compensation Board determined they would review the data sheets using the current three-pronged approach and consider results:</p> <ol style="list-style-type: none"> 1. COLA (as applied to Non-represented County employees) 2. Compression (salary spread with second-in-command is less than 10%) 3. Market (greater than 1% below market comparators, following COLA and compression adjustments) <p>Tentative Recommendations:</p> <ul style="list-style-type: none"> • Assessor: <ul style="list-style-type: none"> ○ COLA: 2.8% ○ Compression: Not a factor ○ Market: 5.7% above average ○ Tentative Recommendation for Assessor: Held until next meeting. • Clerk <ul style="list-style-type: none"> ○ COLA: 2.8% ○ Compression: When looking at current salary and Clerk's compensation: 22% (-1.9% with top of grade) ○ Market: 7.8% below average ○ Tentative Recommendation for Clerk: Held until after County Clerk's presentation to the CB. • County Commissioners: <ul style="list-style-type: none"> ○ COLA: 2.8% ○ Compression: n/a ○ Market: 2.9% below average ○ Tentative Recommendation for County Commissioners: 2.8% |

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| | | <ul style="list-style-type: none"> ○ Tentative Recommendation for Chair: An additional 1% to the current 2% add-to-pay. • District Attorney: <ul style="list-style-type: none"> ○ COLA: 2.8% ○ Compression: Not a factor ○ Market: 14.3% above average ○ Tentative Recommendation for District Attorney: 2.8% • Justice of the Peace: <ul style="list-style-type: none"> ○ COLA: 2.8% ○ Compression: Not a factor ○ Market: 4.5% below average ○ Tentative Recommendation for Justice of the Peace: 2.8% COLA; 1.7% increase • Sheriff: <ul style="list-style-type: none"> ○ COLA: 2.8% ○ Compression: XX%. CB's philosophy to 10% spread with highest paid Undersheriff. ○ Market: 12.6% above average ○ Tentative Recommendation for Sheriff: Held until after County Sheriff's presentation to the CB. • Treasurer: <ul style="list-style-type: none"> ○ COLA: 2.8% ○ Compression: Not a factor ○ Market: 0.2% above average ○ Tentative Recommendation for Treasurer: 2.8% |
| Adjourn | | Meeting adjourned at 11:28 a.m. |

| Action Items/Items for Follow-up | | |
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| <u>Deliverable</u> | <u>Responsible Party</u> | <u>Due Date</u> |
| Philosophy of Lane and Marion County's Sheriff's salary | Human Resources | 2/27/2025 |
| Clackamas County Department Director salaries compared to EO salaries | Human Resources | 2/27/2025 |
| Scope of tax collection in other agencies | Human Resources | 2/27/2025 |
| Clackamas County's budget status | Human Resources | 2/27/2025 |

Upcoming meetings/events:

- Comp Board Meetings (all In-person):
 - **February 27, 2025 – 2-5pm**
 - **March 6, 2025 – 2-5pm**
 - **March 12, 2025 – 9am-12pm**

Comp Board handouts:

- Agenda
- Meeting Schedule
- Compensation Board Responsibilities
- Elected Officials Roster
- Current Incumbent and Second in Command's Current Salary

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- History of Compensation Board Recommendations and Budget Committee Approvals
 - History of COLA's
 - Working Guidelines
 - Population Information
 - Demographic Information
 - Map of Oregon Counties
 - Data Sheets for all Elected positions
 - Data Sheet for Assessor with Washington County

Audio recording is available upon request.