

**THE EFFECTIVE DATE OF THIS RESOLUTION IS DECEMBER 17, 2024**  
**RESOLUTION NO. 24-39**

**RESOLUTION OF  
THE COUNTY COUNCIL  
OF FREDERICK COUNTY, MARYLAND**

Re: Establishment of Frederick County Compensation Review Commission

**A RESOLUTION** establishing a Compensation Review Commission to review and make recommendations concerning the Salaries of the County Executive and County Council Members; appointing certain persons to serve on the Commission; providing for the duties of the Commission including the duty to submit a final report on or before a certain date; and generally relating to the Compensation Review Commission.

**WHEREAS**, the Frederick County Charter requires the County Council of Frederick County to establish a Compensation Review Commission (“Commission”) every four years; and

**WHEREAS**, the Commission’s purpose is to review the Salaries of the County Executive and County Council Members and make recommendations to the County Council; and

**WHEREAS**, the Council has selected six (6) residents of Frederick County to serve as the members of the Commission.

**NOW, THEREFORE, BE IT RESOLVED** by the County Council of Frederick County, Maryland this 17<sup>th</sup> day of December, 2024 that, as provided in the Frederick County Charter, there is hereby established a Compensation Review Commission to review the Council’s and County Executive’s Salary, as defined in the County Charter § 104(t). (Charter § 207)

**AND BE IT FURTHER RESOLVED**, that the following persons are appointed to serve on the Commission:

1. Mark Jafari
2. Dawn Oram
3. Randy Scritchfield
4. Brent Simmons
5. Timothy Tosten
6. Robert Van Rens

**AND BE IT FURTHER RESOLVED**, that the Commission shall, in reviewing the Salaries and making recommendations, consider the items in Attachment A, which is hereby incorporated in this Resolution.

**AND BE IT FURTHER RESOLVED**, that the Commission shall submit to the Council, on or before March 18, 2025, a comprehensive written report of its findings and recommendations.

**AND BE IT FURTHER RESOLVED**, that the Commission shall present their final report and recommendation to the County Council on or before March 25, 2025.

**AND BE IT FURTHER RESOLVED**, that the Commission shall establish a schedule of public hearings to be held at various times and locations in the County. Virtual meetings are permitted.

**AND BE IT FURTHER RESOLVED**, that the Commission shall conduct meetings in accordance with the Maryland Open Meetings Act and Robert's Rules of order.

**AND BE IT FURTHER RESOLVED**, that all recommendations shall be approved by a majority of the Commission members before the recommendations are forwarded to the Council.

**AND BE IT FURTHER RESOLVED**, that the Commission shall adopt or designate, and may modify, rules of procedure to accomplish the charges set forth in this Resolution.

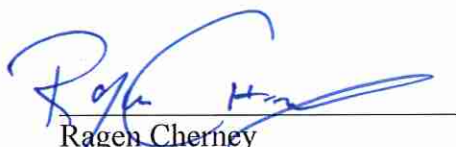
**AND BE IT FURTHER RESOLVED**, that the Commission shall be dismissed and dissolved upon the presentation of its report and recommendations.

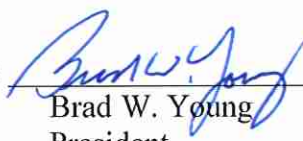

**AND BE IT FURTHER RESOLVED**, that the Compensation Review Commission members serve at the pleasure of the County Council and may be removed at any time by the vote of 4 Council Members. In the event of a vacancy, the Council shall appoint a new Commission member.

The undersigned hereby certifies that this Resolution was approved and adopted on the 17<sup>th</sup> day of December, 2024.

ATTEST:

COUNTY COUNCIL OF  
FREDERICK COUNTY, MARYLAND

  
Ragen Cherney  
Council Chief of Staff

By:   
Brad W. Young  
President 

## **Attachment A**

Salary is defined in the Frederick County Charter as, “the fixed amount of money paid annually to an office holder for the duties performed.” (Charter § 104(t)) The Commission shall consider the following when reviewing and making any recommendations on the salaries of the County Executive and Council Members:

### **County Executive**

- Consider what is reasonable and ethical given that the position is full time
- Consider what level of compensation is needed to attract and retain valuable, competent, and qualified persons for office
- Compare the salaries of County Executives across the state, considering the following items:
  - County population
  - Number of employees
  - Key differences in types of services or levels of services offered
  - Number of residents requiring services
  - Size of the annual budget
  - Cost of living
  - Differences in full time versus part time employment
  - Whether additional benefits are provided (including insurance, pension, retirement, etc.)
- Consider the scope of responsibilities and duties of the CE
- Consider the value of permitting annual increases in salary (annual percentage increase or increase tied to a metric, like Cost of Living)
- Consider whether other CE are permitted to engage in outside employment

### **Council Members**

- Consider what is reasonable and ethical given that the position is part time
- Consider what level of compensation is needed to attract and retain valuable, competent, and qualified persons for office
- Compare the salaries of other similar positions in other jurisdictions in the state and region, considering the following items:
  - County population
  - Size of the annual budget
  - Cost of living
  - Differences in full time versus part time employment
  - Whether additional benefits are provided (including insurance, pension, retirement, etc.)
- Consider the number of work hours and work days on average needed to accomplish work duties and objectives
- Consider the scope of responsibilities and duties of the CM
- Consider the value of permitting annual increases in salary (annual percentage increase or increase tied to a metric, like Cost of Living)
- Consider whether outside employment is permitted