

## **City of Edmonds Non-Represented Comparator Cities**

Below are the comparator cities used for the 2018 Non-Rep salary study based off of Council's policy. This includes 5 cities above our population and 3 below within 10,000 either way. The OFM population report was used.

<b>City</b>	<b>County</b>	<b>Population</b>
Lake Stevens	Snohomish	31,740
University Place	Pierce	32,610
Issaquah	King	36,030
Lynnwood	Snohomish	36,950
Puyallup	Pierce	40,500
Edmonds	Snohomish	41,260
Bothell	King/Snohomish	44,370
Lacey	Thurston	48,700
Burien	King	50,680

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## ANNUAL SALARY ADJUSTMENTS

The Mayor will recommend the adjustment of salary ranges for non-represented employees to the City Council for approval as part of the budget process, effective January 1 of each year. The Mayor's recommendation will take into consideration the average adjustment negotiated and approved for represented employee groups. Each employee will maintain the same step within the newly approved salary range that they held prior to the adjustment.

In addition, the City will attempt to mitigate compression issues as they arise. The Mayor will make appropriate and timely recommendations to City Council to maintain internal equity and prevent compression issues.

## MARKET ANALYSIS

The Human Resources Department will conduct compensation surveys for each non-represented benchmark position no later than September 1, every three years. The following criteria will be used for determining which cities are comparable for the purposes of analyzing and comparing compensation ("Qualified Comparable Cities"):

- Comparable cities must be located in Snohomish, King, Pierce or Thurston counties; and
- Comparable cities will include all cities with a population that is no more than 10,000 over or no more than 10,000 under the population of the City of Edmonds according to the most recent population figures published by the Washington State Office of Financial Management or a similar successor government agency; and
- The application of the above criteria will be utilized to select a minimum of eight agencies that are closest in population to the City of Edmonds. If this process yields fewer than eight comparable cities (not counting Edmonds) for analysis during a particular year, additional cities shall be selected for analysis by adding an additional City or cities, up to eight, with agencies that are outside the 10,000 over/under criteria, but that are the next closest in population to the City of Edmonds, with the goal of having 50% of the cities with a higher population and 50% with a lower population than Edmonds.

Additionally, private sector data will be gathered and considered where it is a significant factor in the City's competitiveness.

Benchmark positions are those which are assigned clearly recognizable work at a well-defined level of responsibility, and for which comparable classifications are easily identified to ensure that sufficient data can be collected. Classifications that are selected as comparable for survey purposes must match the benchmark position by 80% in level of work and responsibility. Salaries for comparable positions that are not a complete match may be leveled up or down by a maximum of 20%, to adjust for differences in the level or scope of responsibility in work duties.

Non-benchmark classifications (those for which there are not adequate comparable classifications) will be indexed to a corresponding City benchmark position, which is comparable in required qualifications, scope of work, and level of responsibility.

Salary ranges for benchmarks will be determined by using the prevailing rates in the identified comparator cities. The City will be competitive within the defined market, but will not assume the

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position of a lead pay policy compared to the market; therefore the median or 50<sup>th</sup> percentile of the mid-range of salary data collected will be used to determine competitiveness.

Every three years, based upon the survey data, the Mayor will recommend salary range market adjustments for non-represented positions to City Council. The Mayor will consider the following criteria in developing the recommendation:

1. Maintain the mid-point of each salary range between 5% high/low of the mid-point of the comparator City median.
2. Positions requiring adjustment will be assigned to the new salary range within the salary range table that places the position closest to the comparator City median.
3. Any employee whose actual salary falls below the newly adopted pay range minimum, shall be adjusted up to the new minimum upon adoption of the new pay ranges.
4. Any employee whose actual salary exceeds the top of the approved salary range, will have their salary frozen until such time that market rates support pay range adjustment for their job classification.

**From:** "Zapora, Carl (Salary Commission)" <Carl.Zapora@edmondswa.gov>

**Date:** Wednesday, September 4, 2019 at 2:03 PM

**To:** Jay Grant <jay@jaygrant.com>

**Cc:** "mmbconsult1@gmail.com" <mmbconsult1@gmail.com>

**Subject:** RE: Herald Article

Jay:

Thanks for meeting yesterday. Sorry I can't make it tonight.

After our meeting, I did some more thinking. I would be supportive if an increase in the mayor's salary to make it more equitable with his/her direct reports. If it can't be done all in one year, I would increase it a percentage per year until it is more equitable. He/she should be paid at least as much as direct reports, and in my opinion, more. It's a big job.

Thanks again.

Carl Zapora