



# CITY OF LYNNWOOD

Salary Commission

# TOPICS PRESENTED

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PURPOSE



GUIDELINES



SETTING SALARIES



METHODS USED



COMPARABLE CITIES



DISCUSSION POINTS



EVALUATION



RECOMMENDATIONS

# Salary Commission Purpose



- It is an independent commission, not subject to Council review.
- To set the salaries of the elected City Council Members and Mayor.
- Any increase or decrease in salaries recommended by the commission will be included in the next budget cycle.
- Salary increases shall be effective to all city elected officials, regardless of their terms of office.
- Salary decreases shall become effective to incumbent city elected officials at their subsequent terms of office.
- The recommendations of the commission are enacted after a legal review.

As our community is growing, our elected officials' responsibilities are growing.



Lynnwood has  
incoming light rail,



beautiful parks,



a vibrant mall, along with



*Future site of Home Depot*

new retail and housing opportunities.

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# Salary Commission Guidelines

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- **City of Lynnwood Ordinance (Ord. 3348 § 1, 2019)**
  - The Salary Commission is to set the salaries of the Mayor and Council. “Salary” means any fixed compensation paid but expressly excludes medical and other work-related benefits. The commission may consider requiring attendance in establishing salaries.
- **Mission Statement**
  - The Commission is an advisory board of the City of Lynnwood whose duties set forth in LMC 2.98.020, shall serve as an independent body to adopt resolutions that set the salary of the Mayor and Council.
- **Bylaws**
  - The Bylaws set out the Authority, Purpose and Mission, Members, Officers, Meetings, Committees and Conduct of the Salary Commission.





# How to set salaries?



## What is a salary?

- Is it the total amount paid out by an employer?
- Is it what you get paid by the hour?
- Is it the total compensation received by an employee?
- Is it anything not including benefits?





# How to set salaries?

**Do you look at what others are paid?**

- In cities the same size as Lynnwood nationwide?
- In cities that have incoming transit?
- In cities that are expecting economic growth?
- At comparable leadership positions?



# Methods Used: What type of cities to compare

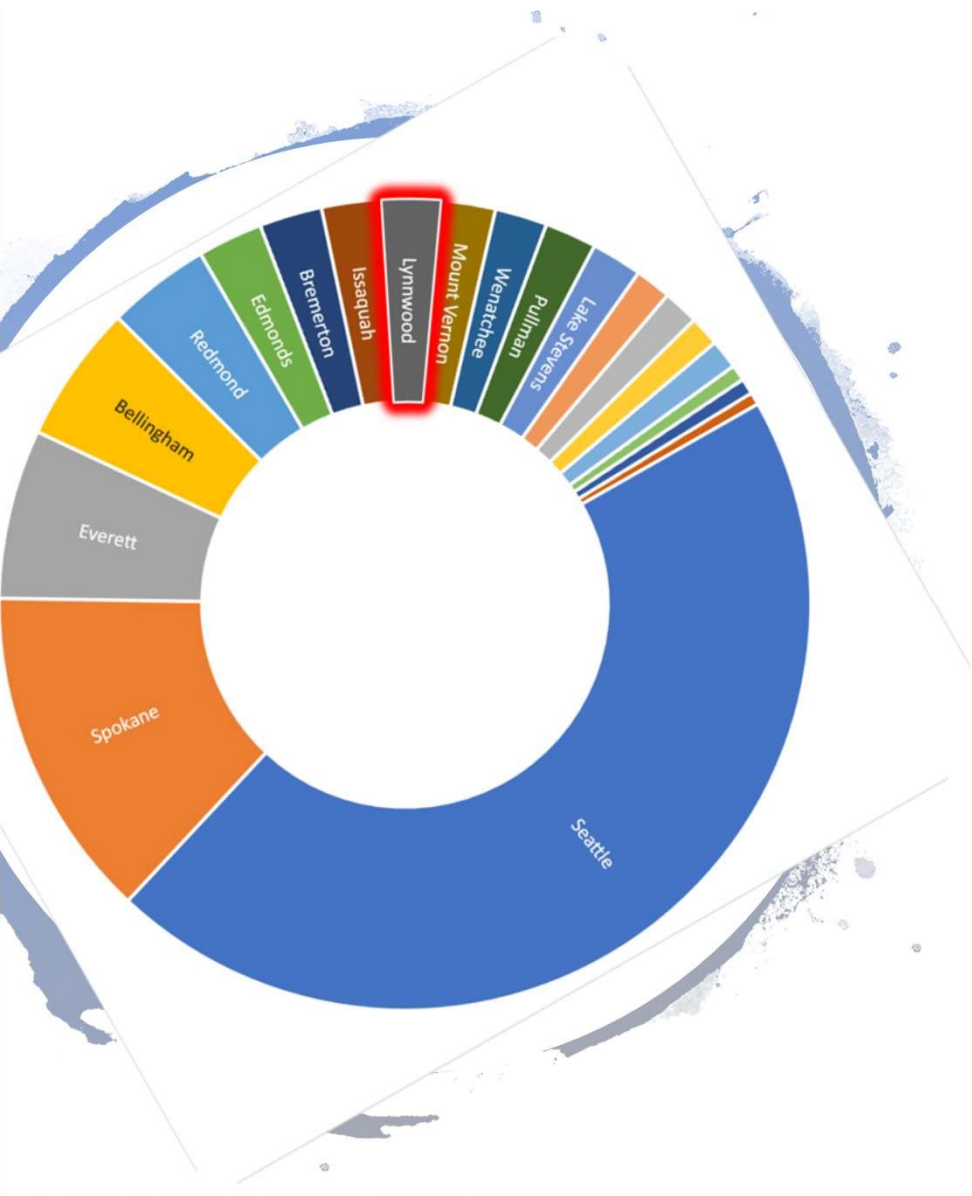
Washington cities by population,  
economy and transit status.



Cities that have the Mayor /  
Council form of government.



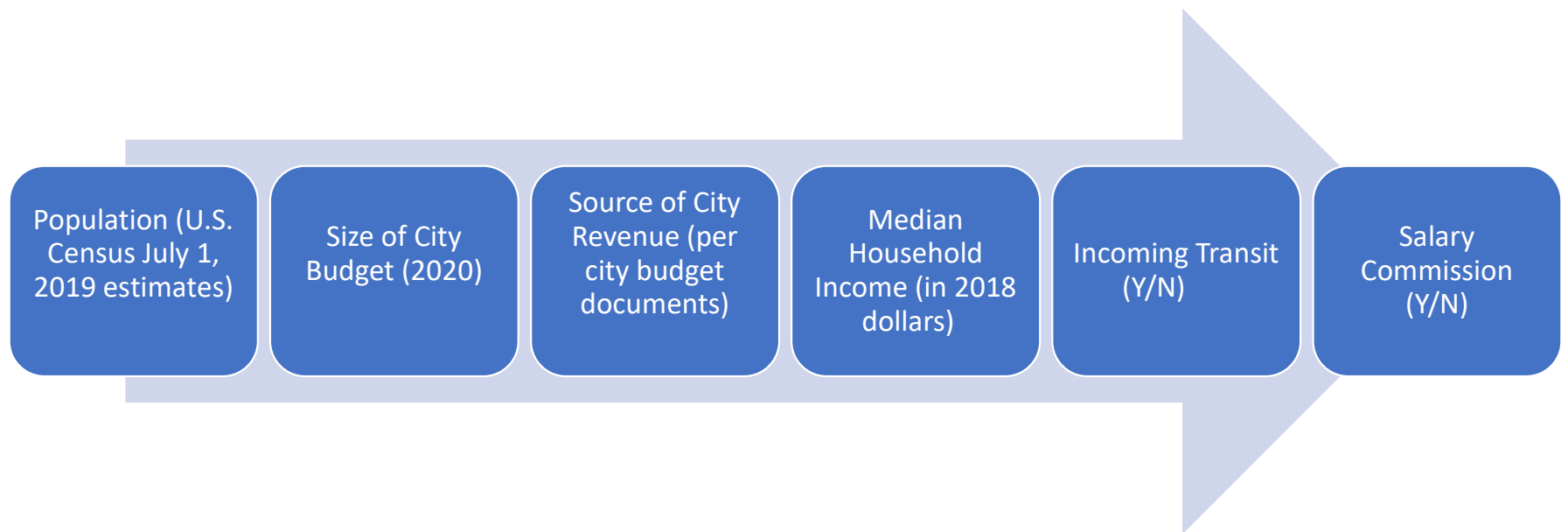




## Methods Used: Initial Group Compared

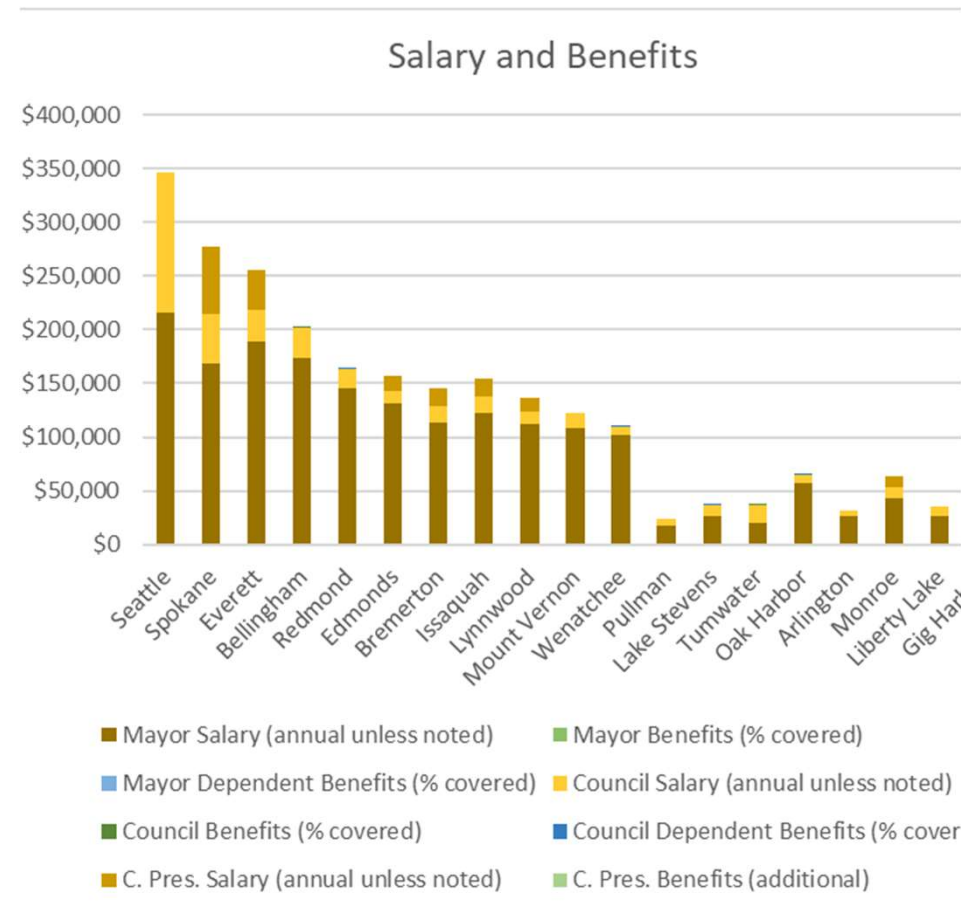
- Initially looked at 10 cities that had populations between 20,000 – 50,000.
- Also included 5 cities below 20,000 and 5 cities above 20,000 for comparison.
- Cities too small for chart include:
  - Tumwater
  - Arlington
  - Monroe
  - Oak Harbor
  - Liberty Lake
  - Gig Harbor
  - Othello

# Methods Used: Data Points Compared



## Methods Used: Look at total compensation

- Mayor Salary
- Mayor Benefits (% covered)
- Mayor Dependent Benefits (% covered)
- Council Salary
- Council Benefits (% covered)
- Council Dependent Benefits (% covered)
- C. Pres. Salary
- C. Pres. Benefits (any additional)



# Salary Commissions of Cities Compared

## Cities

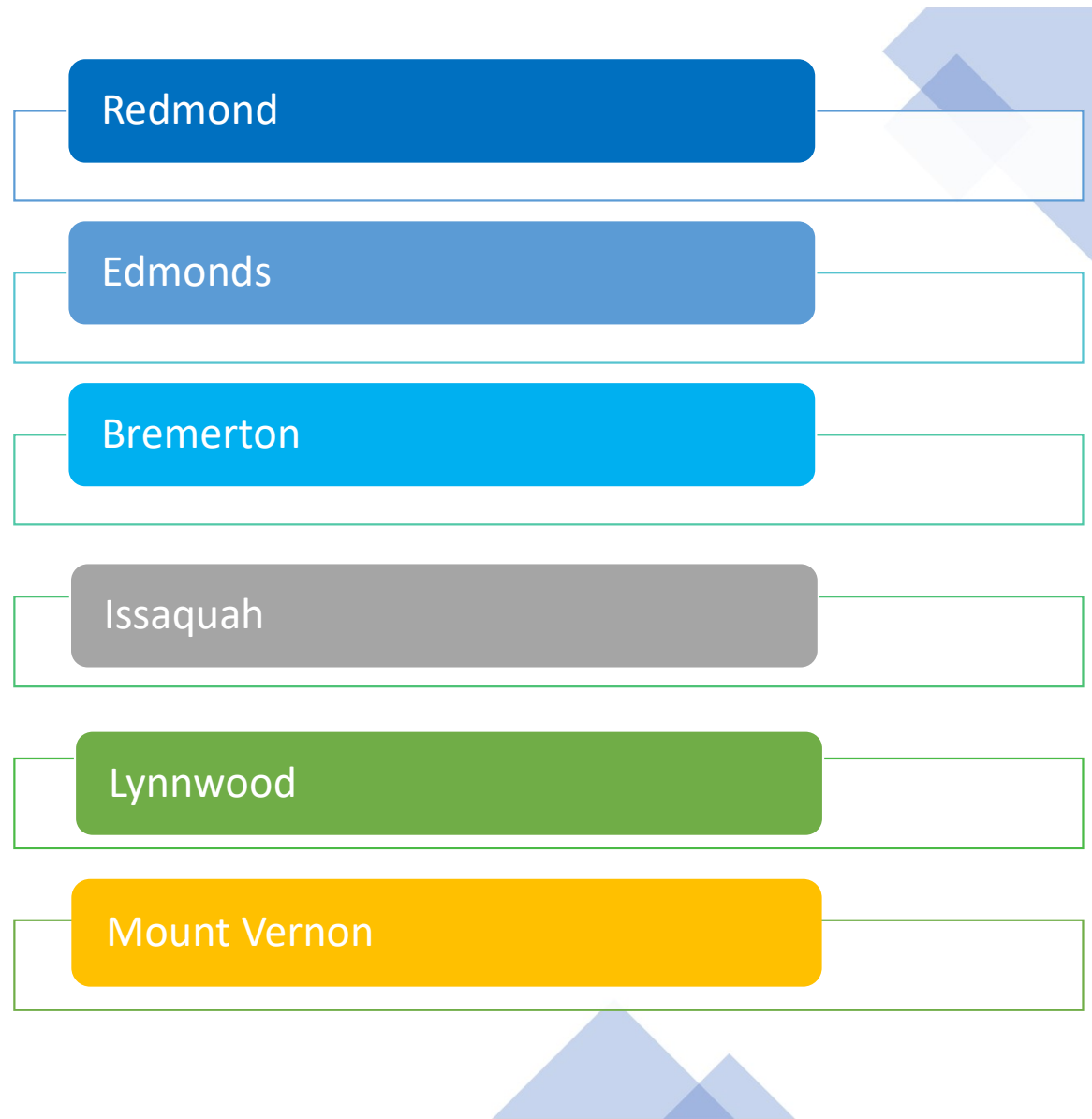
Spokane  
Everett  
Redmond  
Edmonds  
Issaquah  
Lynnwood  
Lake Stevens  
Oak Harbor  
Arlington  
Monroe  
Liberty Lake  
Gig Harbor

## Commission Chair

Dycella Weiss  
Kevin Sylvester  
No chair listed  
Jay Grant  
No chair listed  
Michele McGraw  
Michelle Hampton  
Hal Hovey  
Chad Clay  
David Van Kirk  
Joan Wissmann  
Tony Michaelson



# Comparable Cities: Final Group Compared

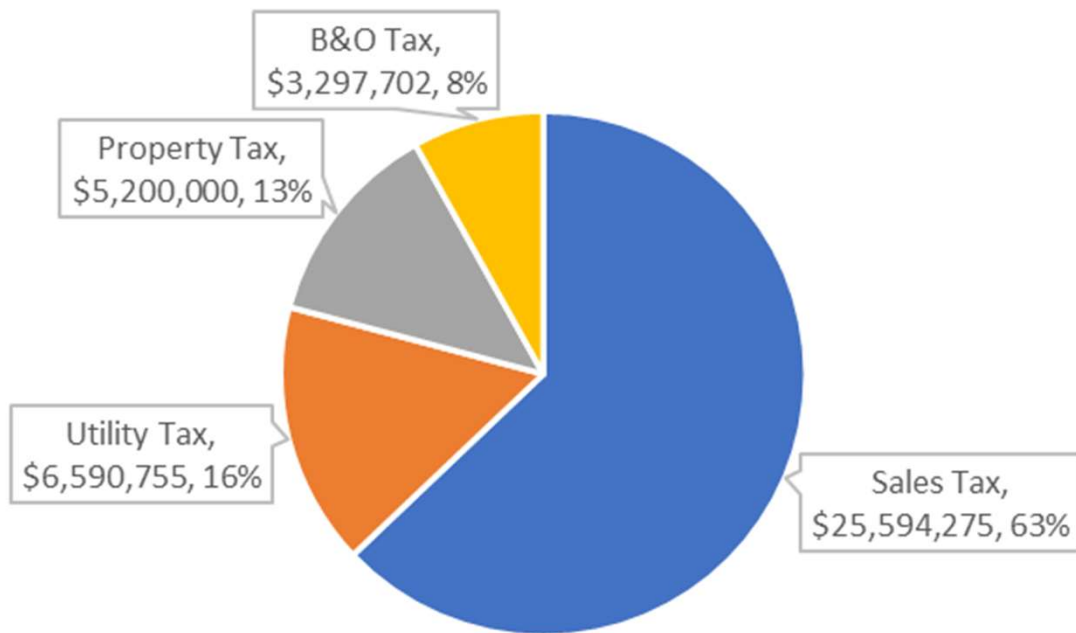


# DISCUSSION POINTS

- Economic impact of COVID-19
- Letter from City Council and Mayor requesting no salary increase
- Ordinance 2.04.074 & 2.04.075 – Council may waive compensation
- Equity in total compensation for Council
- Comparison of CEO salaries
- Size of City



## Lynnwood Revenue Sources - Estimated for 2021



Discussion Point:  
Sales Tax revenues are greatly reduced by the COVID-19 economic impact, which directly impacts the city budget.

# Discussion Point:

Letter from Council  
and Mayor





# Discussion Point:

## Ordinance 2.04.074 & 2.04.075 – Council may waive compensation

### **2.04.074 Councilmember waiver and election not to receive “per meeting” compensation.**

 SHARE

Councilmembers may elect to waive any compensation that is established by the salary commission pursuant to Chapter [2.98](#) LMC. A councilmember may waive and elect not to be paid any “per meeting” compensation which may be established by the salary commission pursuant to Chapter [2.98](#) LMC. Notice of such waiver and election must be:

- A. Given to the finance director in writing, signed by the councilmember;
- B. Joined in by the councilmember’s spouse, if any, if the notice is for a future meeting, as required by RCW [49.48.100](#); and
- C. Given within 72 hours of the meeting for which compensation is waived and elected not to be paid. (Ord. 3348 § 3, 2019)

### **2.04.075 Councilmember waiver and election not to receive compensation.**

 SHARE

Councilmembers may elect to waive any or all compensation that is established by the salary commission pursuant to Chapter [2.98](#) LMC. Notice of such waiver and election must be:

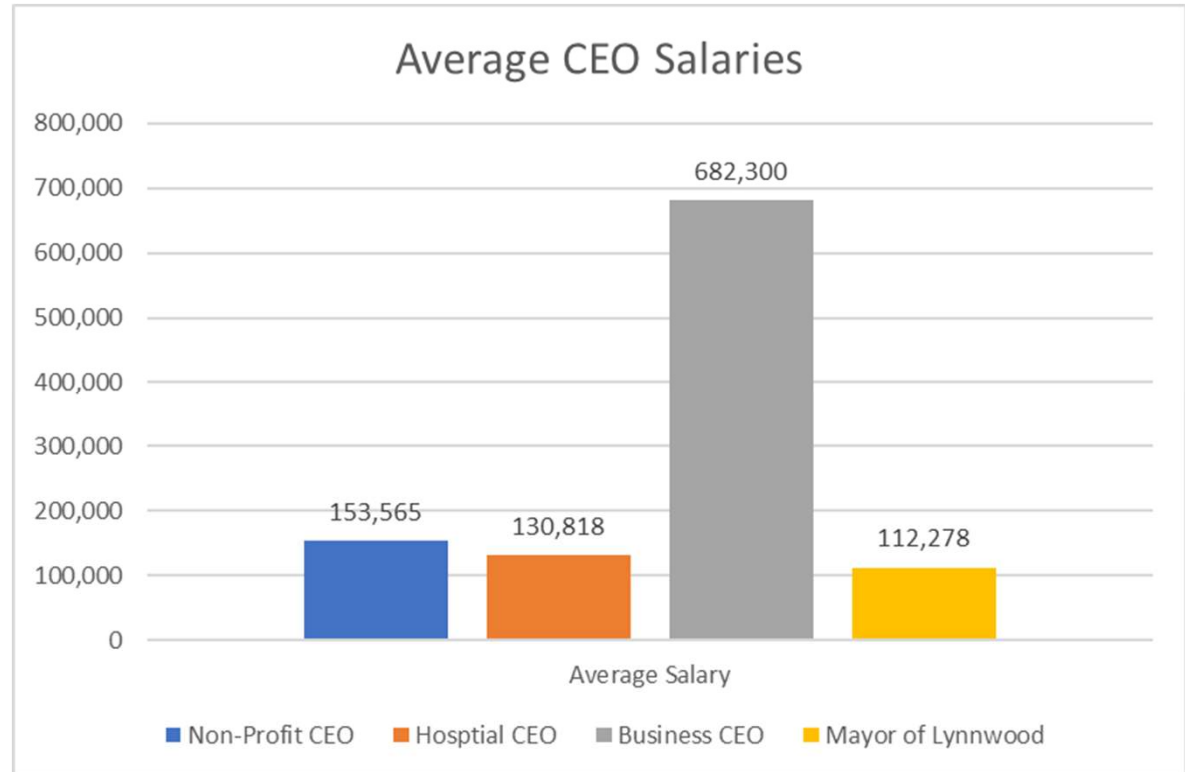
- A. Given to the finance director in writing, signed by the councilmember;
- B. Joined in by the councilmember’s spouse, if any, as required by RCW [49.48.100](#). (Ord. 3348 § 3, 2019)

# Discussion Point:

## CEO Salaries

### Average Salaries

- Non-profit CEO's in Lynnwood: \$153,565
- Hospital CEO's in Washington: \$130,818
- Business CEO's in Lynnwood: \$682,300
- Mayor of Lynnwood: \$112,278 (current salary)



# Discussion Point:

## Size of City

### City of Lynnwood

- 300 full-time city employees
- 8 city departments
- 7.84 square miles
- Population\*: 38,511

\*U.S. Census July 1, 2019 estimate



# Considerations in determining salaries



Cafeteria style



Tiered levels



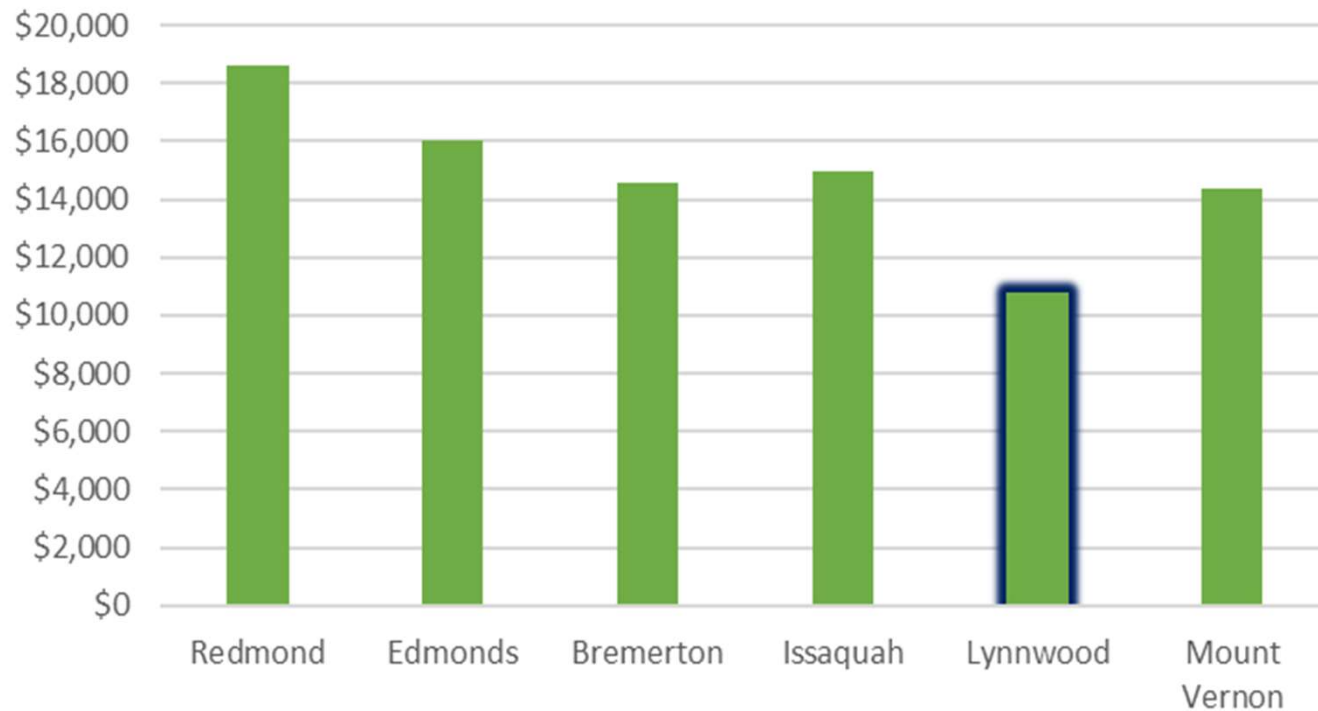
Raise/reduction tied to  
Consumer Price Index (CPI)

# Evaluation

- Base salary for Council
- Base salary and Meeting Pay
- Total Compensation for Council
- Salary for Mayor
- Mayoral health benefits

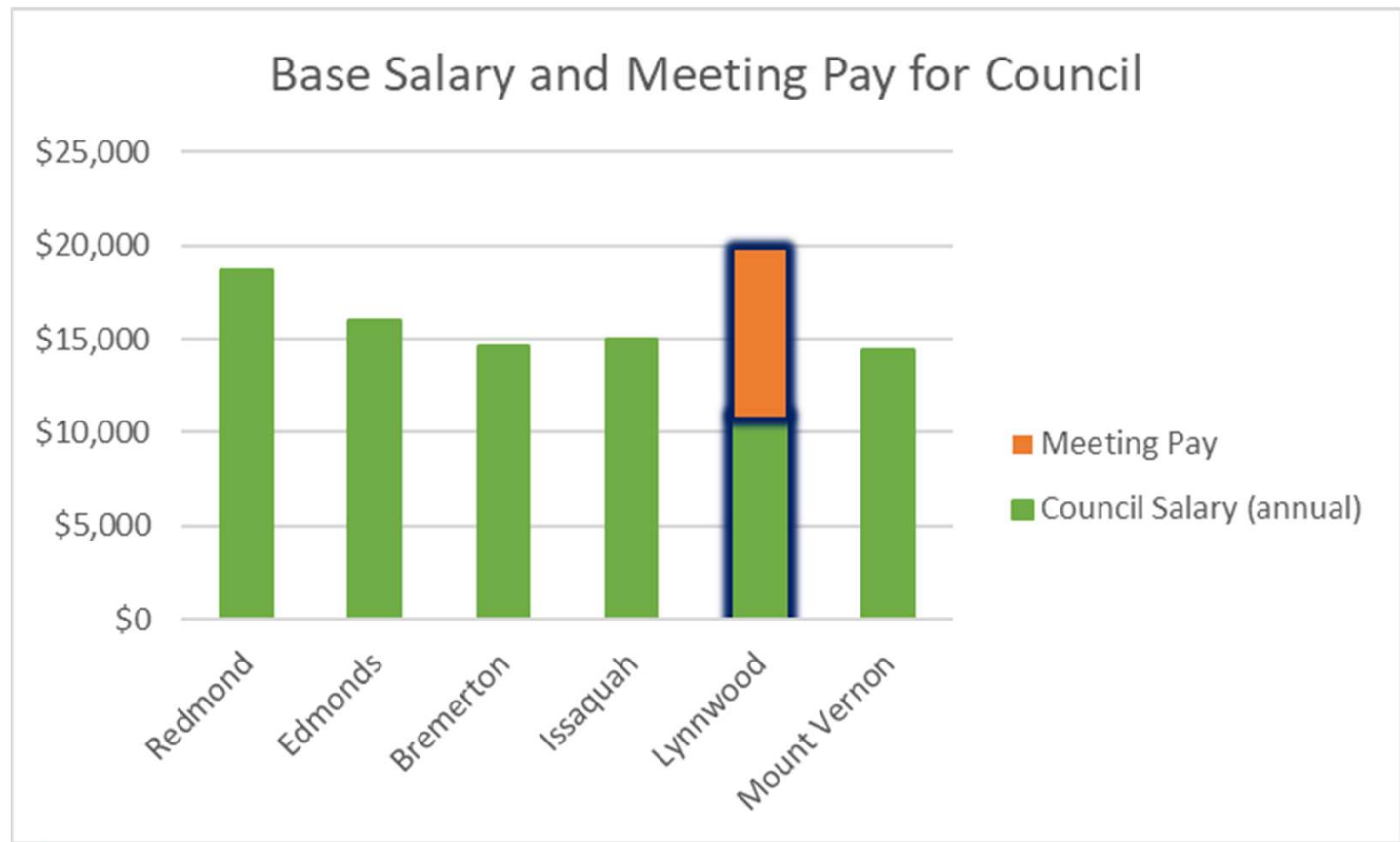


Base Salary for Council



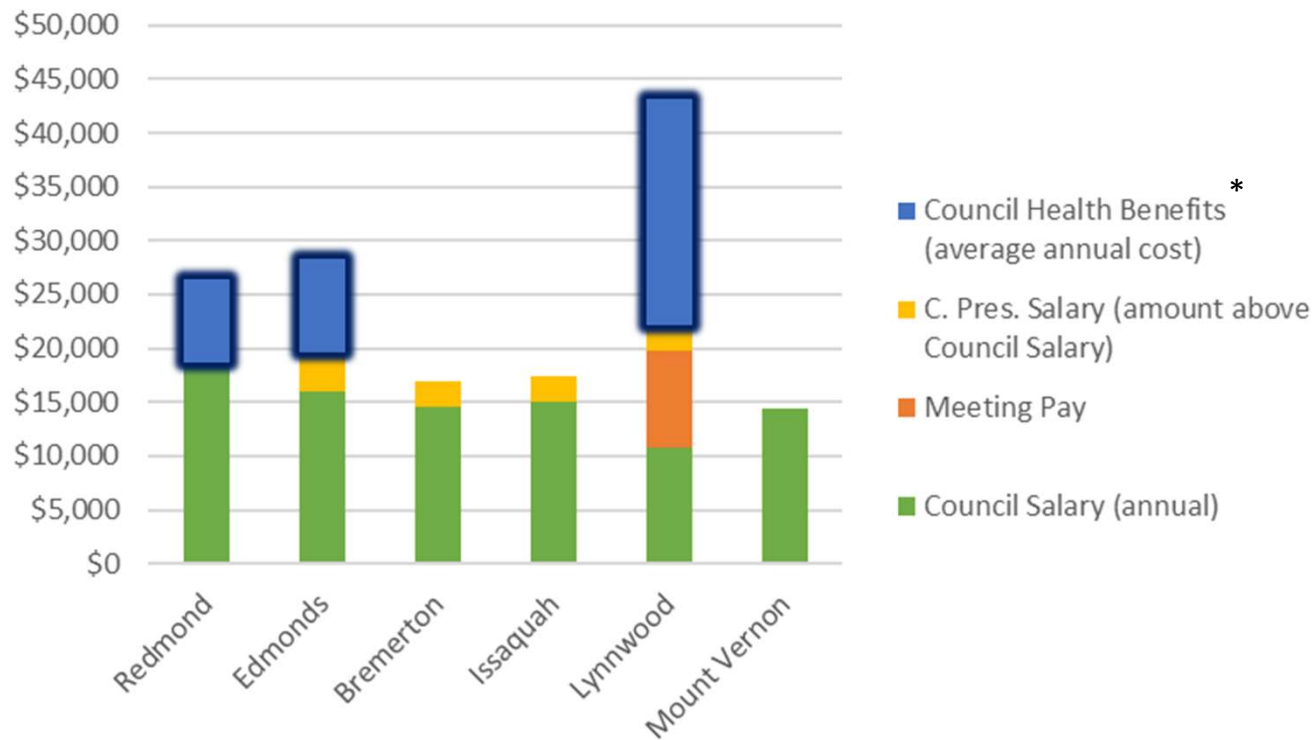
Evaluation:  
Comparing  
Base Salary,  
Lynnwood is  
the lowest.

Evaluation:  
Adding  
Meeting Pay  
to the  
comparison,  
Lynnwood is  
the highest.



Average salary for City Council, not including Lynnwood, is \$15,726.

### Total Compensation for Council



\*Dependent Benefits covered: Redmond 30%, Edmonds 0% but available, Lynnwood 90%

Evaluation:  
Lynnwood offers the most health benefits to their Council Members.



Evaluation:  
Comparing  
salary,  
Lynnwood is  
below the  
average of  
\$124,107.

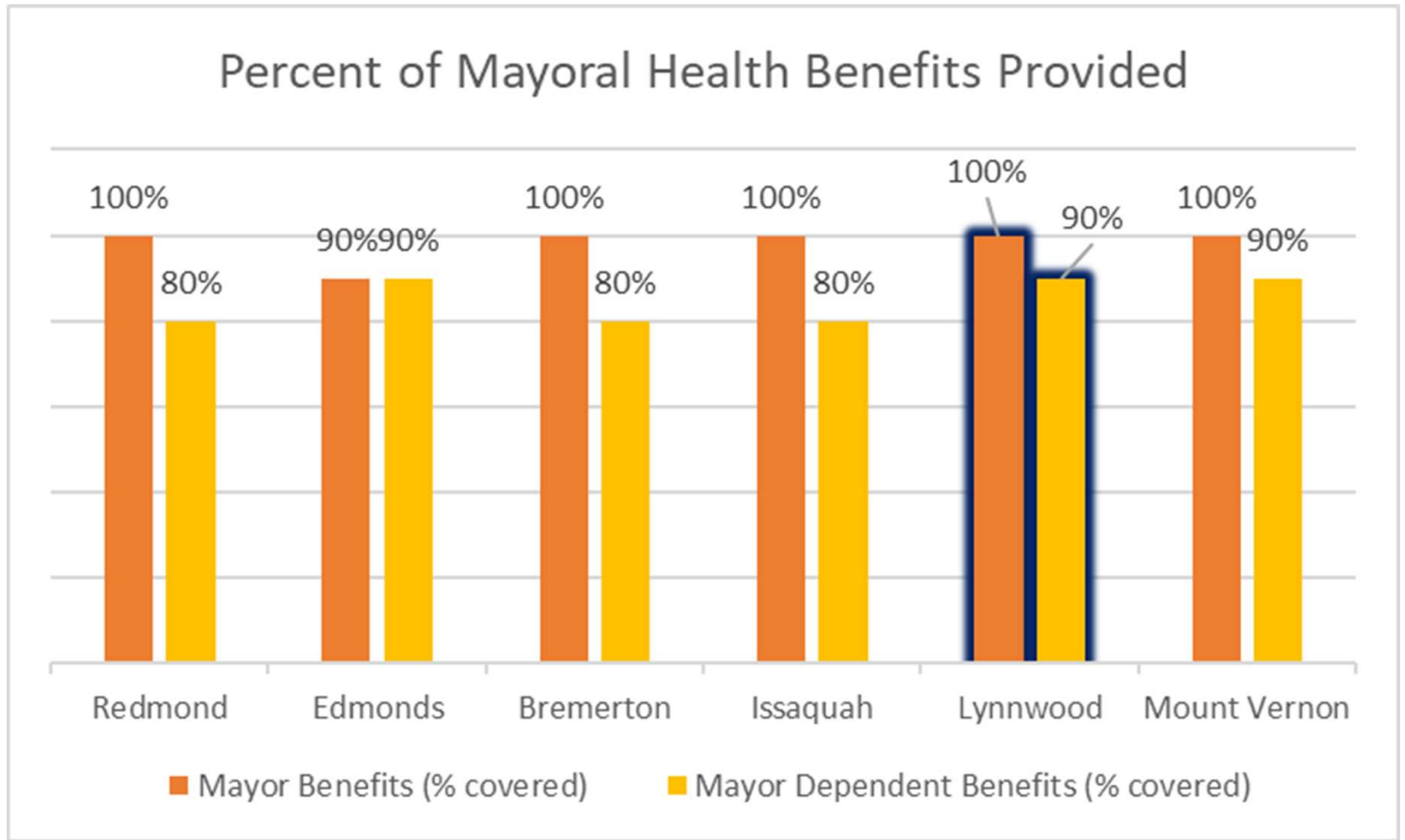
### Mayor's Salary



Average salary for Mayor, not including Lynnwood, is \$124,107.

Evaluation:

Lynnwood offers comparable Mayoral benefits.





# RECOMMENDATIONS

# 2021 Commission Recommendation

## **CITY COUNCIL**

- Base Salary and Meeting Pay to be combined for a Total Salary \$19,800.
- No change to Council President pay
- Salary is higher than the average salary of comparable cities
- Any salary reduction would not affect current Council Members until after next election
- **Recommend to decrease total annual salary to \$15,726**

## **MAYOR**

- Salary is lower than the average salary of comparable cities
- Salary is lower than comparable CEO salaries in our community
- A 10.536% increase would match the average Mayoral salary
- Any salary increase would take effect in the 2021 Budget
- **Recommend to increase annual salary to \$124,107**

# 2022 Commission Recommendation



## **For both Council and Mayor Salary**

Due to the unknowns caused by the economic impact of COVID-19, we recommend any salary changes be tied to the Consumer Price Index (CPI-U):

- The CPI-U (1982-84=100) for the Seattle Tacoma-Bellevue area for the June 2020 to June 2021 index will be used.
- If CPI goes up, salary will be increased by the same percentage but shall be capped at 2.5%.
- If CPI remains the same or decreases, there shall be no change in salary.



Thank You

Lynnwood Salary Commission

Chair: Michele McGraw

Vice-Chair: Alyssa Pulliam

Connie Ballard

David Parshall

Steven Sterner