



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-016
January 23, 2024
Committee Report

AGENDA BILL INFORMATION

TITLE:	AB24-016: 2024 Salary Schedule and Retention Pay System for Non-Represented Management & Professional Employees	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Approve the 2024 Salary Schedule and Retention Pay System for Non-Represented Management & Professional Employees	<input type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Drew Bouta	1/9/2024
	Finance	Janna Walker	1/10/2024
	Legal	David Linehan	1/15/2024
	City Administrator	Mike Chambless	1/10/2024

DEPARTMENT:	Administration	
	STAFF: Drew Bouta, Finance Director	
	COMMITTEE: Finance & Administration	COMMITTEE DATE: January 17, 2024
	EXHIBITS: 1. 2024 Salary Schedule & Retention Pay System: Monthly Wage Table 2. 2024 Salary Schedule & Retention Pay System: Hourly Wage Table 3. 2024 Salary Schedule & Retention Pay System: Annual Wage Table 4. 2023 Salary Schedule	

AMOUNT OF EXPENDITURE	\$ 8,425
AMOUNT BUDGETED	\$ N/A
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

The intent of this agenda bill is to establish the 2024 salary schedule and retention pay system for non-represented Management and Professional (M&P) employees. This salary schedule would establish employees at the 60th percentile of comparable cities, originating from the January 2023 Classification and Compensation Study (AB23-017), and provide a 6% cost-of-living adjustment (COLA) equal to recently approved Teamsters Collective Bargaining Agreement (CBA) (AB23-143). Furthermore, this agenda bill would establish an increase in pay for those providing enduring service to the City of Snoqualmie, replacing the "Pay for Performance System" as proposed for repeal in AB24-017, increase the step scale from three to nine, and replace automatic step increases on anniversary dates with step increases based on a satisfactory performance evaluation. The 2024 salary schedule and retention pay system would be retroactive to January 1, 2024.

LEGISLATIVE HISTORY



The City Council first approved a salary schedule for non-represented M&P employees in January 2006 and has subsequently approved the schedule on an annual basis following the consideration of a COLA. Last year, the City completed a Classification and Compensation Study (AB23-017) that evaluated the competitiveness regionally of the salaries and benefits offered by the City of Snoqualmie for each Teamsters and M&P grade and position. Following release of the study, and after considerable negotiation and effort, Council approved a CBA with the Teamsters employee group that placed employees at the 60th percentile of comparable cities and included a 6% COLA on December 11, 2023 (AB23-143).

ANALYSIS

The Administration is proposing the placement of M&P employees at the 60th percentile of comparable cities and a 6% COLA adjustment. The proposed 2024 placement and COLA is based on maintaining internal equity with the Teamsters employee group as well as several principles including:

- Encouraging the attraction and retention of high caliber employees.
- Providing a fair, equitable and competitive total compensation package.
- Rewarding individuals as well as organizational success.
- Ensuring that the compensation provided is easy to explain, understand, and administer.
- Balancing the City's need to be competitive with the limits of available financial resources.

In addition, the Administration is proposing a salary schedule that helps the City to “catch up” with the competition presently as well as helps the City to “keep up” with the competition into the future.

CATCH UP	KEEP UP
<ul style="list-style-type: none">• Ensuring that the City offers a reasonable and competitive compensation package equal to the market average.• 60% Percentile of Comparable Cities	<ul style="list-style-type: none">• Ensuring that the City offers a compensation package that maintains parity with the competition and protects our position within the market.• Cost-of-Living Adjustments (COLAs)
	

Lastly, the Administration is proposing a salary schedule that acknowledges the long economic shadow of the pandemic and its resulting inflationary pressures, that have impacted everyone, including M&P employees.

Year	COLA Approved	CPI-W (June to June)
2019	3.0%	3.65%
2020	3.0%	1.68%
2021	2.5%	1.01%
2022	3.0%	6.29%
2023	3.5%	9.54%
2024 (Proposed)	6.0%	4.51%

BUDGET IMPACTS

The City budgeted for M&P positions within the General Fund (#001), the North Bend Police Fund (#014), the American Rescue Plan Act (ARPA) Fund (#150), the Non-Utility Capital Fund (#310), Water Utility (#401), Sewer Utility (#402), Stormwater Utility (#403), Utility Capital (#417), Equipment Repair & Replacement (ER&R) (#501), Information Technology (#502), and Facilities (#510).

If all M&P positions were filled for the duration of 2024, implementing the proposed salary schedule and the accompanying repeal of the pay-for-performance system would result in an estimated \$8,425 increase in personnel costs across all funds. The funds and classifications expected to experience cost increases include Administrative (#001), Police (#001), Community Development (CD) (#001), and Information Technology (IT) (#502), as shown in the table below. However, because of savings realized due to current vacancies in each of these funds/classifications, no additional appropriation is expected to be required.

Salary Increase by Fund / Classification

Department	Fund	2024
Administration ¹	001	\$ 17,436
Police ²	001	\$ 1,346
Fire	001	\$ (6,687)
Parks	001	\$ (1,953)
CD	001	\$ 10,425
Streets	001	\$ (1,953)
Total General Fund	001	\$ 18,614
ARPA	150	\$ (5,423)
Non-Utility Capital	310	\$ (2,441)
Water Utility	401	\$ (2,930)
Sewer Utility	402	\$ (1,953)
Stormwater Utility	403	\$ (1,953)
Utility Capital	417	\$ (4,883)
ER&R	501	\$ (977)
IT	502	\$ 10,859
Facilities	510	\$ (488)
Grand Total		\$ 8,425

¹Includes contract with the City Administrator.

²Includes increases related to North Bend Police Fund (#014).

NEXT STEPS

Adoption at City Council Meeting: January 22, 2024.

PROPOSED ACTION

Move to Approve the 2024 Salary Schedule and Retention Pay System for Non-Represented Management and Professional Employees