



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-022
February 13, 2023
Committee Report

AGENDA BILL INFORMATION

TITLE:	Incentive retention pay for eligible employees	☐ Discussion Only
PROPOSED ACTION:	Approve MOUs pertaining to retention incentive pay program for Snoqualmie Police Association (SPA) and Intl Association of Firefighter (IAFF) Local 2878	☒ Action Needed: ☒ Motion ☐ Ordinance ☐ Resolution

REVIEW:	Department Director/Peer	Mark Correia	1/31/2023
	Finance	Drew Bouta	1/31/2023
	Legal	Bob Sterbank	1/31/2023
	City Administrator	Mike Sauerwein	2/1/2023

DEPARTMENT:	Human Resources		
STAFF:	Jen Ferguson		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: February 7, 2023	
MEMBERS:	Bryan Holloway	James Mayhew	Rob Wotton
EXHIBITS:	1. Proposed MOU Snoqualmie Police Association 2. Proposed MOU Intl Association of Firefighter Local 2878 3. Council Approved AB22-158 M&P Retention Incentive		

AMOUNT OF EXPENDITURE	\$ 280,000
AMOUNT BUDGETED	\$ 0
APPROPRIATION REQUESTED	\$ 280,000

SUMMARY

INTRODUCTION

The purpose of this agenda bill is for Council consideration and approval of an incentive retention pay program for eligible employees.

LEGISLATIVE HISTORY

The City Council approved AB22-158 providing for an incentive retention pay program for the Management & Professionals employee group on November 28, 2022. (See exhibit 3)

BACKGROUND

According to the AWC City Conditions Survey, Washington cities are struggling to fill vacancies, across all departments; as well as struggling with turn-over due to a high level of resignations and retirements. To minimize retention disasters cities are implementing telework programs, hiring bonuses, retention or incentive pay and adding in new benefits.

ANALYSIS

The City of Snoqualmie has, like other Washington cities, been impacted by vacancies and the ability to keep existing levels of service is at risk. The City has implemented some of the tools, recommended by AWC, to retain employees such as a telework program and hiring bonuses for eligible positions. The Council approved fringe benefit improvements for the M&P employee group on November 28, 2022 (See AB22-156) and included the costs/savings in the adopted 2023-2024 biennial budget.

Our Police and Fire Union representatives have requested, and the administration supports the request for the Council to consider retention incentive pay for eligible employees and the proposed SPA and IAFF MOU's mirror the incentive retention pay program for the Management & Professionals employee approved in 2022. (See exhibits 1 and 2).

BUDGET IMPACTS

Administration recommends approving Memorandum of Understandings (MOUs) regarding a retention incentive pay program with both the Snoqualmie Police Association (SPA) and the International Association of Firefighters (IAFF) Local 2878. The estimated cost of the retention incentive pay program for the SPA and IAFF combined is \$280,000. The 2023-2024 Biennial Budget did not include an appropriation for the retention incentive pay program. However, given the one-time nature of the proposed expenditure and the fund balance forecasted and incorporated into the 2023-2024 Biennial Budget Document, the Administration intends to bring forth a budget amendment at a future date that would fund the retention incentive pay program. The following table estimates the additional appropriation required for two functional classifications within the General Fund (#001), Police (Snoqualmie) and Fire and Emergency Management, as well as the additional appropriation required for the North Bend Police Services Fund (#014). The estimated cost of the retention incentive pay program on the North Bend Police Services Fund (#014) may require an increase in the police services fee from the City of North Bend.

	2023	2024	Total 2023-2024
General Fund	\$ 80,000	\$ 120,000	\$ 200,000
<i>Police (Snoqualmie)</i>	<i>\$ 35,000</i>	<i>\$ 55,000</i>	<i>\$ 90,000</i>
<i>Fire & Emergency Management</i>	<i>\$ 45,000</i>	<i>\$ 65,000</i>	<i>\$ 110,000</i>
North Bend Police Services Fund	\$ 35,000	\$ 45,000	\$ 80,000
TOTAL =	\$ 115,000	\$ 165,000	\$ 280,000

NEXT STEPS

PROPOSED ACTION

Motion to approve MOUs pertaining to retention incentive pay program for Snoqualmie Police Association (SPA) and Intl Association of Firefighter (IAFF) Local 2878