



# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB22-150  
October 18, 2022  
Discussion

## AGENDA BILL INFORMATION

<b>TITLE:</b>	2023 Salary Schedule & Benefits for Non-Represented Management & Professional Employees and 23-24 Staffing Overview	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed:
<b>PROPOSED ACTION:</b>	Approve Resolution (provided at later date) Setting 2023 Salary Schedule and Benefits for non-represented management & professional employees	<input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director/Peer	Jen Ferguson	10/10/2022
	Finance	Drew Bouta	10/12/2022
	Legal	Bob Sterbank	10/12/2022
	City Administrator	Mike Sauerwein	10/12/2022

<b>DEPARTMENT:</b>	Human Resources		
<b>STAFF:</b>	Jen Ferguson, Finance & HR Director		
<b>COMMITTEE:</b>	Finance & Administration	<b>COMMITTEE DATE:</b> October 18, 2022	
<b>MEMBERS:</b>	James Mayhew	Cara Christensen	Bryan Holloway
<b>EXHIBITS:</b>	1. 2023 Salary Schedule for Non-Represented Management & Professional Employees 2. 2023 Benefits Overview for Non-Represented Management & Professional Employees 3. 2023-2024 Proposed Staffing Count Matrix		

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUESTED</b>	\$ n/a

## SUMMARY

### INTRODUCTION

The purpose of this agenda bill is for Council consideration and approval of the 2023 Salary Schedule and Benefits for non-represented management & professional employees.

### LEGISLATIVE HISTORY & BACKGROUND

The City Council first approved the Management & Professional salary schedule in January 2006 and has subsequently approved the salary and benefits of non-represented employees on an annual basis, considering a cost of living adjustment in each year. Periodically the city undergoes a class and compensation study to determine if the salaries and benefits provided by the city are within the regional market ranges for each class and positions. The city is currently in the process of studying salary and benefits and has contracted with GovHR in 2022. This study is not yet complete and is expected to be done by January 2023. The most recent salary schedule was approved and effective January 1, 2022.

## **ANALYSIS**

The Administration is proposing a 3.5% cost of living adjustment of salaries for the non-represented, management and professionals employee group for 2023. Regional neighbors of the city are planning on cost of living adjustments that range between xxx% and xxx%. The proposed 2023 cost of living adjustment was also based on internal equity with the represented (union) employees receiving on average 3.5% adjustments as per the collective bargaining agreements. The overall cost of a 3.5% cost of living adjustment for non-represented employees is \$xxxxxxxxx. (See Exhibit 1)

The City also provides fringe benefits to employees which include medical, dental, vision, and life insurance, Health Reimbursement and Flexible Spending Accounts, Employee Assistance Program, the required contributions to the Public Employees Retirement System, a Deferred Compensation Program contribution match. Additionally, the city offers vacation, sick and other paid and unpaid leave programs.

As an employee retention tool, changes to the fringe benefits program for non-represented employees include (See Exhibit 2):

- Adding Long-term and Short-term Disability insurance
  - Overall cost \$xxxxxx
- Offering an Opt-out Medical Plan Cost Share
  - Overall estimated savings \$xxxxxx
- Eliminating Comp-time accrual tracking for salaried employees
  - Forty (40) hours max rotating accrual
- Adding Management & Professionals Leave
  - Directors: sixteen (16) days; Managers: twelve (12) days; Professionals: eight (8) days
- Eliminate separate Vacation Leave and Sick Leave accruals
  - Vacation: various max levels; Sick: 720 hours
- Adding Paid-Time-Off (PTO) Leave
  - Directors: max accrual 760 hours; Managers & Professionals: max accrual 680 hours

## **BUDGET IMPACTS**

Salary and benefit costs are included in the proposed in the 2023-2024 Biennial Budget.

## **NEXT STEPS**

This Agenda Bill is a partner bill with AB22-076: 2023-2024 Biennial Budget which is adopted through an Ordinance of the City Council. The Salary Schedule and Benefits is planned for final approval November 28, 2022.

## **PROPOSED ACTION**

None at this time.