

**FINANCE  
COMMITTEE**  
**November 28, 2023**  
**5:00 p.m.**



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Council Committees are primarily concerned with legislative/policy matters. They formulate and convey recommendations to the full council for action (BLMC 2.04.090).

**AGENDA**

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The public is invited to attend Finance Committee Meetings in person, via conference call or over the internet. The information for attending is provided below.

Finance Committee Meetings attendance options:

In-Person: Bonney Lake Justice & Municipal Center, 9002 Main ST E, Ste 200, Bonney Lake

By phone: 408-419-1715 (Meeting ID: 674 759 499)

By internet: Chrome- <https://bluejeans.com/674759499?src=calendarLink>

**A. CALL TO ORDER – Deputy Mayor Terry Carter, Chair**

**B. ROLL CALL:** Deputy Mayor Terry Carter, Councilmember Justin Evans, Councilmember Tom Watson.

p.3 **C. APPROVAL OF MINUTES: November 14, 2023**

**D. DEPARTMENT REPORTS/PRESENTATIONS:**

1. Personnel Update

**E. DISCUSSION/ACTION ITEMS:**

p.5 1. **AB23-151 – Ordinance D23-151 – 2024 COLA and Benefit Changes for Non-Represented Employees**

**F. OPEN COMMITTEE DISCUSSION:**

**G. PUBLIC COMMENTS:**

*Public comments can be made in-person, by phone or virtually during this portion of the meeting. Comments are limited to 5 minutes. Those planning to comment via phone or virtually will need to sign up prior to the meeting in order to comment. When signing up, please provide your name, your screen name, and phone number (for callers) either by email to [lambersonb@cobl.us](mailto:lambersonb@cobl.us) or by phone at 253-447-4356. Virtual and call in registrations need to be received by 4:00 p.m. the day of the meeting. During the meeting, your name will be called when it is your turn. Your microphone will be activated, and you will be able to comment. Those physically appearing at the Finance Committee meeting to speak during citizen comments do not need to sign up but will be asked to state their name and address for the meeting record.*

**H. ADJOURNMENT**

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**FINANCE COMMITTEE**

**November 14, 2023  
5:00 P.M.**

**DRAFT MINUTES**



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**Location:** Justice & Municipal Center, 9002 Main Street East, Bonney Lake, Washington.

Audio starts at:  
05:00:00

**A. CALL TO ORDER** – Deputy Mayor Terry Carter, Chair, called the meeting to order at 5:00 p.m.

**B. ROLL CALL:** Deputy Mayor Terry Carter, Councilmember Justin Evans, and Councilmember Tom Watson.

Staff members in attendance at the physical location were City Administrator John Vodopich, Chief of Police Mark Berry, Public Service Director Ryan Johnstone, Human Resources Manager Brian Sandler, Customer Service Manager Stephanie Tonellato, Executive Assistant/Management Analyst Leslie Harris, and Administrative Assistant III Brandy Lamberson.

Audio starts at:  
05:00:00

**C. APPROVAL OF MINUTES:**

**Minutes from the October 24, 2023, Finance Committee Meeting were approved.**

**D. DEPARTMENT REPORTS/PRESENTATIONS:**

Audio starts at:  
05:00:00

1. Personnel Update – Human Resources Manager Brian Sandler

Human Resources Manager Sandler presented Personnel Update.

**E. DISCUSSION/ACTION ITEMS:**

Audio starts at:  
05:02:00

1. **AB23-146 – Resolution 3187** – Fee Schedule Update – Customer Service Manager Stephanie Tonellato and Public Service Director Ryan Johnstone.

Customer Service Manager Tonellato and Public Service Director Johnstone presented Fee Schedule Update. Presented meter testing data logging charge. Allan Yorke Park parking fee rates and boat launch rates were also presented.

**The Committee agreed to forward to the Council Consent Agenda.**

**F. OPEN COMMITTEE DISCUSSION:**

**G. PUBLIC COMMENTS: None.** *For efficient use of city resources, comments will be a short summary and not verbatim. Video recordings will be uploaded to the city's*

*YouTube channel and an audio recording to the state digital archives if needing a complete review of comments.*

Audio starts at: **H.**  
05:19:00

**ADJOURNMENT**

**Deputy Mayor Carter adjourned the meeting at 05:19pm.**

*Brandy Lamberson*

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Brandy Lamberson, Finance Committee Clerk

City of Bonney Lake, Washington  
**City Council Agenda Bill (AB)**

<b>Department/Staff Contact:</b> Executive / John P. Vodopich, AICP	<b>Meeting/Workshop Date:</b> 28 November 2023	<b>Agenda Bill Number:</b> AB23-151
<b>Agenda Item Type:</b> Ordinance	<b>Ordinance/Resolution Number:</b> D23-151	<b>Sponsor:</b>

**Agenda Subject:** 2024 COLA and Benefit Changes for Non-Represented Employees

**Full Title/Motion:** An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Ordinance No. 1687 Relating To Salaries And Benefits For Non-Represented Employees.

**Administrative Recommendation:** Approve

**Background Summary:** This Ordinance would grant a 4.5% across-the-board-cost-of-living-adjustment (COLA) for non-represented employees in 2024 effective January 1, 2024 as an interim step while the City is in negotiations with all four of the bargaining units. Once the AFSCME Local 120 contract is completed, then the non-represented employees will receive a COLA in that amount if it exceeds the 4.5% COLA that begins January 1<sup>st</sup>. Such amount shall be paid retroactive to January 1<sup>st</sup>. The 2024 salary schedule expands upon the number of pay grades to better align positions within the organization. After review of the Cabot Dow and City of Sumner position studies, some position ranges have been adjusted to be within +/- 5% of the 50% median range. The Assistant to the Police Chief is reclassified to Executive Assistant to the Police Chief; the Executive Assistant/Management Analyst position is reclassified to Assistant to the City Administrator; and the Planning & Building Supervisor position is reclassified to Development Services Manager.

**Attachments:** Ordinance No. D23-151 including attachments.

<b>BUDGET INFORMATION</b>				
Budget Amount	Current Balance	Required Expenditure	Budget Balance	Fund Source
\$128,661	\$128,661	\$224,705	-\$96,044	<input checked="" type="checkbox"/> General <input checked="" type="checkbox"/> Utilities <input type="checkbox"/> Other
<b>Budget Explanation:</b>				

<b>COMMITTEE, BOARD &amp; COMMISSION REVIEW</b>			
<b>Council Committee Review:</b>	Finance Committee	<i>Approvals:</i>	<b>Yes No</b>
	Date: 28 November 2023	Chair/Councilmember Terry Carter	<input type="checkbox"/> <input type="checkbox"/>
		Councilmember Justin Evans	<input type="checkbox"/> <input type="checkbox"/>
		Councilmember Tom Watson	<input type="checkbox"/> <input type="checkbox"/>
	Forward to: December 12, 2023	<b>Consent Agenda:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Commission/Board Review:</b>			
<b>Hearing Examiner Review:</b>			

<b>COUNCIL ACTION</b>	
Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): December 12, 2023	Tabled to Date:

**APPROVALS**

**Director:**  
*JPV*

**Mayor:**  
*MM*

**Date Reviewed**  
**by City Attorney:** 11/8/2023  
(if applicable)

**ORDINANCE NO. D23-151**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AMENDING ORDINANCE NO. 1687 RELATING TO SALARIES AND BENEFITS FOR NON-REPRESENTED EMPLOYEES.**

**WHEREAS**, the City’s four bargaining units are contracted under their respective labor agreements with annual adjustments through 2023; and

**WHEREAS**, negotiations with the City’s four bargaining units are ongoing and agreements have not been settled for 2024 and beyond; and

**WHEREAS**, the City has historically attempted to keep the COLA for non-represented employees similar to the COLA that is contained in the labor agreements for represented employees to ensure that all employees are treated equitably; and

**WHEREAS**, the City Council desires to provide the non-represented employees a COLA that is the equivalent of the to-be-negotiated AFSCME Local 120 COLA, to be effective January 1, 2024, even if the amount of such adjustment is established after that date, as an action in pay equity and in keeping with historic practices; and

**WHEREAS**, prior to the effective date of the to-be-negotiated AFSCME Local 120 COLA, the Council deems it in the best interest of the City to institute a 4.5 percent (4.5%) COLA so that the non-represented employees receive at least a partial increase starting January 1, 2024; and

**WHEREAS**, if the City adjusts the 2024 non-represented COLA at a later date, the City will pay non-represented employees the cash value of the COLA from January 1, 2024 through the date of implementation, in the pay period following the date of implementation; and

**WHEREAS**, the City Council desires to amend the salary schedule for non-represented employees in order to keep the compensation plan competitive with comparable agencies, and to maintain compensation at a level which will attract and retain quality employees while labor negotiations are underway;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1.** Section 1 of Ordinance No. 1687 is hereby repealed and replaced to read as follows:

**Section 1.** Attachment “A1,” to Ordinance No. 23-151 which includes a Position Classification Matrix, is hereby adopted, and incorporated herein by this reference. These position classifications and salary grades for non-represented employees shall remain in effect until amended by subsequent ordinance of the City Council. Attachment “A1” also

includes the Salary Schedule for non-represented employees and includes an upward adjustment by the equivalent of the to-be-negotiated union COLA, to be effective January 1, 2024, even if the amount of such adjustment is established after that date. If the new AFSCME Local 120 contract is not in effect prior to January 1, 2024, then an increase in the amount of 4.5 percent (4.5%) to reflect an across-the-board-cost-of-living-adjustment (COLA) will be effective January 1, 2024. This increase shall be in effect until such time as the AFSCME Local 120 contract takes effect, and any additional increase is known and then applied. Any increases beyond the 4.5 percent (4.5%) COLA may be paid to the non-represented employees retroactively to January 1, 2024. The City Administrator is authorized to implement the COLA for non-represented employees at the time the final COLA for 2024 is determined and shall be authorized to pay the non-represented employees the cash value of the COLA from January 1, 2024 through the date of implementation, if it exceeds the 4.5 percent (4.5%), and to distribute that increase in the pay periods following implementation. This(ese) increase(s) and shall remain in effect until amended by subsequent ordinance of the City Council.

**Section 2.** Section 2 of Ordinance No. 1687 is hereby repealed and replaced to read as follows:

**Section 5. A. Employee Benefits.**

The City will provide non-represented employees with medical, dental, vision, life insurance, long term disability, and employee assistance plan (EAP) benefits. Employees will be responsible for paying any applicable deductibles or copay amounts. Benefits will be provided as follows:

- i. Medical - AWC High Deductible Health Plan (HDHP) with Health Savings Account (HSA), AWC Regence HealthFirst 250, AWC Regence Accountable Health Network 250 or AWC Kaiser Permanente \$200 deductible plan.
  - a. For those employees who opt for the AWC Regence HealthFirst 250, AWC Regence Accountable Health Network 250 or Kaiser Permanente sponsored plans, the follow premium share shall apply:
    - i. Effective January 1, 2020, each employee shall contribute 5% of the total premium for employee only and 15% of the total premium for the eligible spouse and dependent(s) on the plan.
  - b. For those employees who opt for the High Deductible Health Plan (HDHP) with a Health Savings Account, the following shall apply:
    - i. Premiums for employees (and spouse/dependents) participating in the HDHP with Health Savings Account (HSA) will be 100% paid by the employer. Enrollment is subject to AWC’s participation / enrollment rules.
    - ii. Effective January 1, 2016 and onward, employees who select the HDHP/HSA option will have the following seed money (the “seed money”) deposited into their HSA accounts by the City as a one-time lump sum deposit:

Employee only	=	\$2,000
Employee + 1	=	\$2,500
Employee + 2	=	\$3,000



- |  |                        |   |         |
|--|------------------------|---|---------|
|  | Employee + 3 (or more) | = | \$3,500 |
|--|------------------------|---|---------|
- iii. On an annual basis thereafter (January 1, 2017 and onward), the City will contribute the following amounts (the “annual contribution”) into each employees’ HSA accounts:
- |  |                        |   |         |
|--|------------------------|---|---------|
|  | Employee only          | = | \$1,000 |
|  | Employee + 1           | = | \$1,750 |
|  | Employee + 2           | = | \$2,250 |
|  | Employee + 3 (or more) | = | \$2,500 |
- In 2024 those amounts are listed as follows:
- |  |                        |   |         |
|--|------------------------|---|---------|
|  | Employee only          | = | \$1,181 |
|  | Employee + 1           | = | \$2,038 |
|  | Employee + 2           | = | \$2,657 |
|  | Employee + 3 (or more) | = | \$2,953 |
- iv. Employees who select the HDHP/HSA option are entitled to the seed money contribution by the City only once during their employment, and do not earn both the seed money and the annual contribution in the same year (i.e. an employee who selects the HDHP/HSA option earns the seed money in the first year, and then receives the annual contribution in subsequent years). HSA seed money and annual contributions will be pro-rated for part-time employees and new hires. Annual contributions made by the City will be divided into four deposits at the start of each quarter.
- v. Effective January 1, 2017 onward, the amounts listed in subsection “iii” above will increase annually based on the percentage increase applied to the IRS maximum contribution limit. For example, if the 2017 IRS contribution limit increases by 5% over the 2016 maximum, the City will increase its contribution for each category by 5% (e.g. \$1,000 for employee-only + 5% = \$1,050).
- ii. Dental - Willamette \$10 Copay or Delta Plan F with Orthodontia Rider III
  - iii. Vision - VSP \$0 copay
  - iv. Life Insurance - AWC \$50,000
  - v. Long Term Disability - AWC 90 day with 67% benefit.
  - vi. AWC Employee Assistance Plan - Benefit premiums will be provided for regular non-represented employees.

B. Premium Cost Savings Sharing. In accordance with the AWC Employee Benefit Trust underwriting rules, eligible employees who choose to waive City medical and/or dental coverage for themselves or their dependents because of coverage in another plan may receive 50% of the premium cost savings (what the City would pay for the employee and eligible dependents), which shall be added to their paycheck. For current employees the premium savings will be based upon their current plan. For new employees, the premium savings will be based on the least costly plan available (e.g. Regence, Kaiser Permanente, HDHP, Delta, or Willamette). The Mayor is authorized to develop administrative policies and procedures to implement the cost saving sharing policy.

C. Non-represented police employees may enroll or remain, as applicable, in the Police Guild’s negotiated Law Enforcement Officers and Fire Firefighters Trust medical as the plan rules allow. Non-represented police employees shall contribute towards the cost of the plan at the same rate as the current collective bargaining agreement for the Police Guild (Sworn); however, their contribution rate for themselves and eligible spouse and/or dependents shall be no less than 5%. In addition, the premium contribution paid for themselves and eligible spouse and/or dependents shall be no more than that of the current rate paid by other non-represented staff should the Police Guild (Sworn) collective bargaining agreement change in the future.

D. The City established a Voluntary Employees Beneficiary Association (VEBA) Plan to reimburse out-of-pocket medical care costs, as defined by the IRS, for eligible employees and their dependents.

The City will contribute twenty-five dollars (\$25) per month to each VEBA account. During a pay period where the employee does not have pay for at least half of their scheduled hours, they will not have the VEBA contribution (except for leaves covered by FMLA and/or PFML).

Non-represented employees shall elect annually whether all or a percentage of eligible sick and vacation leave cash outs shall be cashed out to pay or VEBA. Such election shall be effective for the next calander year.

**Section 3. Severability.** If any one or more section, subsection, or sentence of this ordinance is held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance and the same shall remain in full force effect.

**Section 4. Corrections.** Upon the approval of the city attorney, the city clerk and/or code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

**Section 5. Effective date.** This Ordinance concerns compensation and working conditions of city employees and is not subject to referendum. It shall take effect five (5) days after its passage, approval and publication as required by law, provided, however, that Section 1 and Section 2 shall not take effect until 12:01 AM January 1, 2024.

**PASSED by the City Council and approved by the Mayor this 12<sup>th</sup> day of December, 2023.**

\_\_\_\_\_  
Michael McCullough, Mayor

AUTHENTICATED:

\_\_\_\_\_

Sadie A. Schaneman, CMC, City Clerk



Attachment "A1"  
 Salary Schedule Ordinance No. D23-151  
 Non-Represented Pay Grade Matrix - 4.5% COLA  
 Effective January 1, 2024

City of Bonney Lake		4.5% COLA	
2024 NON-REPRESENTED & MANAGEMENT SALARY SCHEDULE			
Grade	Position	Min	Max
M1		\$ 4,728	\$ 5,909
M2		\$ 4,870	\$ 6,087
M3		\$ 5,016	\$ 6,270
M4		\$ 5,166	\$ 6,458
M5		\$ 5,321	\$ 6,651
M6	Recreation Coordinator	\$ 5,481	\$ 6,851
M7		\$ 5,645	\$ 7,057
M8		\$ 5,814	\$ 7,269
M9		\$ 5,989	\$ 7,487
M10	Executive Assistant to the Police Chief Records and Disclosure Coordinator	\$ 6,169	\$ 7,712
M11	Recreation Supervisor	\$ 6,354	\$ 7,943
M12		\$ 6,544	\$ 8,181
M13		\$ 6,740	\$ 8,427
M14	Contract Administrator Human Resources Generalist Probation Officer	\$ 6,943	\$ 8,680
M15		\$ 7,151	\$ 8,940
M16		\$ 7,365	\$ 9,209
M17	Administrative Supervisor Assistant to the City Administrator Customer Services Manager Emergency Manager Recreation & Special Events Manager Senior Services Manager	\$ 7,586	\$ 9,484
M18	City Clerk Finance & Payroll Accountant	\$ 7,813	\$ 9,769
M19		\$ 8,048	\$ 10,061
M20		\$ 8,289	\$ 10,363
M21		\$ 8,538	\$ 10,675
M22		\$ 8,794	\$ 10,994
M23	Assistant Public Works Superintendent Court Administrator	\$ 9,057	\$ 11,325
M24	Assistant City Engineer Development Review Engineer Human Resources Manager Information Systems Manager Prosecutor	\$ 9,329	\$ 11,664
M25		\$ 9,609	\$ 12,014
M26	Deputy City Attorney-Prosecutor	\$ 9,897	\$ 12,375
M27		\$ 10,194	\$ 12,746
M28		\$ 10,500	\$ 13,128
M29		\$ 10,815	\$ 13,522
M30		\$ 11,139	\$ 13,928
M31	City Engineer Development Services Manager Superintendent of Public Works	\$ 11,473	\$ 14,346
M32		\$ 11,817	\$ 14,776
M33		\$ 12,171	\$ 15,219
M34		\$ 12,536	\$ 15,676
M35		\$ 12,912	\$ 16,146
M36		\$ 13,300	\$ 16,631
M37	Administrative Services Director Chief Financial Officer Municipal Court Judge Public Services Director	\$ 13,699	\$ 17,130
M38	Police Chief	\$ 14,110	\$ 17,644
M39	City Administrator	\$ 14,533	\$ 18,174