

**WEST RICHLAND SALARY COMMISSION  
THURSDAY, OCTOBER 4, 2018  
6:00 p.m.  
West Richland City Council Chambers  
3100 Belmont Blvd.**

**PRELIMINARY AGENDA**

- 1. MEETING CALLED TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. APPROVE MINUTES OF SEPTEMBER 26, 2018 SALARY COMMISSION MEETING**
- 5. DISCUSSION ON DATA REQUESTED DURING 9-26-18 MEETING**
- 6. RECOMMENDED RATES BY COMMISSIONERS**
  1. Mayor with City Administrator
  2. Mayor without City Administrator
  3. Council
- 7. MEETING SCHEDULE**
- 8. ADJOURNMENT**

**CITY OF WEST RICHLAND  
SALARY COMMISSION MEETING  
WEDNESDAY, SEPTEMBER 26, 2018**

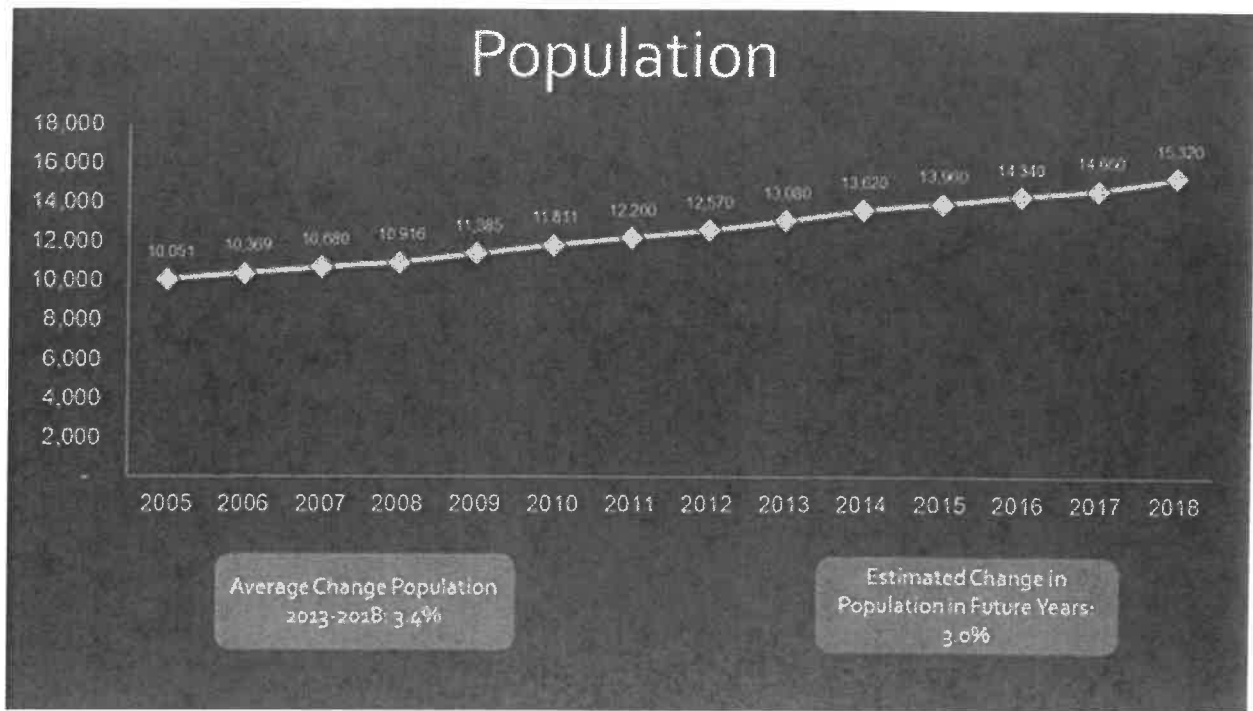
1. **Call to Order** – City Clerk Richardson called the meeting to order at 5:35 p.m.
2. **Roll Call** – Commissioners Greg McDowell, Robert Perkes and Walter Tamosaitis were present. City Clerk Julie Richardson and City Attorney Bronson Brown were also present.  
*Commissioner Perkes moved to excuse Commissioner Mark Hanneman from the meeting, seconded by Commissioner McDowell. The motion carried unanimously.*
3. **Approval of Agenda** – *Commissioner Perkes moved to approve the agenda as presented, seconded by Commissioner McDowell. The motion carried unanimously.*
5. **Approval of Minutes of Salary Commission Meeting of September 20, 2018.**  
*Commissioner McDowell moved to approve the minutes of September 20, 2018, seconded by Councilmember Tamosaitis. The motion carried unanimously.*
6. **Discussion on Data Requested During 9-20-18 Meeting** – Commissioners went through the salaries of elected officials in entities with the same form of government and with no city administrator. They also reviewed the CPI Index document that was in their packet.
8. **RECOMMENDED RATES BY COMMISSIONERS** – Commissioners asked for more information before making a recommendation. They requested population, number of employees, budget information and staff wage increase information for the years 2015 through 2018 and projected for 2019 and 2020. City Clerk Richardson will provide that information via email and in the packet for the next meeting.
9. **MEETING SCHEDULE** – The Commissioners next meeting will be held on Thursday, October 4<sup>th</sup> at 6:00 p.m.
10. **ADJOURNMENT** The meeting was adjourned at 6:30 p.m.

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Greg McDowell, Chairperson

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Julie Richardson, City Clerk



### Staffing Numbers:

- 2015 – 56 employees
- 2016 – 60 employees
- 2017 – 67 employees
- 2018 – 68 employees
- 2019 – 71 employees
- 2020 – 75 employees

Estimated average pay raise is 3% (for non-bargaining employees. The West Richland Police Officer’s Association contract dictates their salaries).

### Total Biennial Budget Operation Expenditure Appropriation for All Funds (Excludes Capital, Some Transfers, & Non-Expenditures)

- 2015/2016 \$ 27,325,182
- 2017/2018 \$ 30,640,022
- 2019/2020 Preliminary Est.\* \$ 35,325,553

\*Note: The 2019/2020 budget is not anticipated to be adopted by Council until Nov/Dec 2018

## Salary Information

2015 \$ 3,604,946

2016 \$ 3,912,307

2017 \$ 4,132,485

2018 Actuals through 10-1-18 \$ 3,506,908

**Note:** This is salary code only for regular employees, Mayor and Council. There are a lot of variables for fluctuations including adding new positions, turn-over, police union contract and retro pay, etc.

City of West Richland  
2015-2016 Monthly Salary Schedule

Classification	Status	Position Title	Range		
			Min	Mid	Max
Executive	Exempt	City Administrator	8,334	10,000	11,667
Executive	Exempt	Public Works Director, Police Chief, Community Development Director, Finance Director	6,667	8,334	10,000
Senior Professional Professional/Supervisor	Exempt	City Clerk/IT Services, Police Captain City Engineer, Accounting Manager	6,000	7,500	9,000
	Exempt	Civil Engineer II, Public Works Supervisor Senior Planner, Senior Accountant Economic Development Planner	4,300	5,400	6,500
	Exempt	Building Official	4,000	5,000	6,000
	Exempt	Associate Planner	3,850	4,300	5,500
Para-Professional, Specialist, Confidential, Support	Non-Exempt	Waste Water Treatment Plant Operator, Cross Connection Specialist, HR Specialist	3,700	4,600	5,500
	Non-Exempt	Building Inspector	3,350	4,275	5,200
	Non-Exempt	Accounting Technician, Engineering Technician, Engineering Technician-Admin, Waste Water Laboratory Technician II, Maintenance Worker II, Utility Billing Specialist, Police Records Specialist	3,200	4,100	5,000
	Non-Exempt	Maintenance Worker I	2,700	3,200	3,700
	Non-Exempt	Administrative Assistant I	2,500	3,000	3,500
	Non-Exempt	Meter Reader, Collection Technician, Maintenance Technician, Custodian	2,120	2,620	3,120
Seasonal/Temporary	Non-Exempt	Public Works Seasonal Worker	10.55/hr		11.55/hr
	Non-Exempt	Seasonal Code Enforcement Officer	14.00/hr		19.00/hr

City of West Richland  
2017-2018 Monthly Salary Schedule

Classification	Status	Position Title	Range		
			Min	Mid	Max
Executive	Exempt	City Administrator	9,000	11,000	13,000
Executive	Exempt	Public Works Director, Police Chief, Community Development Director, Finance Director	7,000	9,000	11,000
Senior Professional, Professional/Supervisor	Exempt	City Clerk/IT Services, Police Captain, City Engineer, Accounting Manager	6,500	8,000	9,500
	Exempt	Civil Engineer II, Public Works Supervisor, Senior Planner, Senior Accountant, Public Works Construction Supervisor	5,000	6,250	7,500
	Exempt	Building Official, HR Analyst	4,500	5,500	6,500
	Exempt	Planner, Police Records Supervisor	4,300	5,200	6,100
Para-Professional, Specialist, Confidential, Support	Non-Exempt	Waste Water Treatment Plant Operator, Cross Connection Specialist, Stormwater Specialist	4,100	4,950	5,800
	Non-Exempt	Building Inspector, Public Works Construction Inspector	4,000	4,850	5,700
	Non-Exempt	Accounting Technician, Engineering Tech, Utility Billing Specialist, Police Records Specialist, Public Works Contract Administrator	3,700	4,550	5,400
	Non-Exempt	Maintenance Worker II, Waste Water Laboratory Technician	3,500	4,350	5,200
	Non-Exempt	Maintenance Worker I, Utility Clerk	2,700	3,350	4,000
	Non-Exempt	Administrative Assistant I	2,700	3,300	3,900
	Non-Exempt	Meter Reader, Collection Technician, Maintenance Technician, Custodian	2,200	2,700	3,200
Seasonal/Temporary	Non-Exempt	Public Works Seasonal Worker	\$13.00/hr		13.50/hr
	Non-Exempt	Seasonal Code Enforcement Officer	14.00/hr		19.00/hr

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ALL NUMBERS NEED VERIFICATION

3-Oct-18

Changes in Reference Data

Population

	<u>CPI %</u>	<u>Average Pay Raise for Non-Barg Empl.</u>	<u>Population</u>	<u>% Change vs the Prior Year</u>	<u># Staff</u>	<u>Staff Change %per prior Year</u>	<u>Biennial Budget (ex Cap, some Trans, &amp; Non-Ex)</u>	<u>Avg Budget Change 2016-2020</u>	<u>Salaries</u>	<u>Avg Budget Growth 2015-2018</u>
2014	3.2	*	13,620	x	*	*	*	*	*	*
2015	0.2	*	13,960	2.5	56	*			3,604,946	*
2016	2.6	*	14,340	2.7	60	7.1	27,325,182	*	3912307	8.5
2017	4.2	3 (est)	14,660	2.2	67	11.6			4132485	5.6
2018	5 (EST)	3	15,320	4.5	68	1.5	30,640,022	12.1	4675877 (est)	13.2
2019	5 (EST)	*	16,000 (est)	4.4	71 (est)	4.4			Not provided	*
2020	5 (EST)	*	16,800 (est)	5	75 (est)	5.6	35325553 (est)	15.3	Not provided	*
2017-2020 Avg	<b>4.80%</b>	Average Pay Raise for Non-Barg = 3%	Ave Change/yr. 2017-2020	<b>4.02%</b>	Avg Change/yr 2017-2010	<b>5.80%</b>	Avg Budget Change 2016- 2020	<b>13.70%</b>	Avg Budget Growth 2015- 2018	<b>9.10%</b>

\* means "not available"

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**ALL NUMBERS NEED VERIFICATION**

**COMPARISON MAYOR MONTHLY SALARIES**

<u>City</u>	<u>Population</u>	<u>2016</u>		<u>2017</u>		<u>2018</u>		<u>% Change in Mayor Pay</u>	
		<u>Mayor Pay</u>	<u># Employees</u>	<u>Population</u>	<u>Mayor Pay</u>	<u>Population</u>	<u>Mayor Pay</u>	<u>2016-17 %</u>	<u>2017-18 %</u>
Aberdeen	16780	1039	179	N/A	N/A	16740	1091	% Chg 16-18:	5
Anacortess	16580	7597	179	16780	8038	16780	8420	5.8	4.7
East Wenatchee	13500	4896	44	13600	5169	13600	5479	5.5	6
Poulsbo	10510	5982	86	10510	6223	10510	6348	4	2
Port Orchard	13990	5343	73	13990	6434	13990	6727	20.4	4.6
Average	14272	<b>4971.4</b>	112.2	13720	<b>6466</b>	14324	<b>5613</b>		
						No Aberdeen	<b>6744</b>		
West Richland	14340	500	60	14660	4000	15320	See table below		

**Mayor Pay Ranges with % increase**

0.05	0.06	0.07	0.08	0.09	0.1	0.11	0.12	0.13	0.14	0.15
4200	4240	4280	4320	4360	4400	4440	4480	4520	4560	4600



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**ALL NUMBERS NEED VERIFICATION**

**Oct 3,2018**

**CHANGES IN KEY REFERENCE PAY SCALES**

	<b><u>Executive</u></b> - Police Chief, Public Works Dir, Finance Dir.			<b><u>Senior Professional I</u></b> - Police Capt., City Engr., Acct Mgr			<b><u>Senior Professional II</u></b> -Civil Engr II, Public Works Mgr, Senior Planner		
	<u>low</u>	<u>mid</u>	<u>high</u>	<u>low</u>	<u>mid</u>	<u>high</u>	<u>low</u>	<u>mid</u>	<u>high</u>
2015-2016	6667	8334	10000	6000	7500	9000	4300	5400	6500
2017-2018	7000	9000	11000	6500	8000	9500	5000	6250	7500
% Change in Range	5.0	8.0	10.0	8.3	6.7	5.6	16.3	15.7	15.4
Mid Range Change		<b>8.00%</b>			<b>6.70%</b>			<b>15.70%</b>	

**NOTE:** Average non-Bargaining employees is **3% (3.5%?)**