



## Takoma Park City Council Meeting – July 17, 2019 Agenda Item 1

### **Voting Session**

Second Reading Ordinance Adopting a Pay Structure for Staff of the City of Takoma Park That Are Not Members of a Collective Bargaining Unit

### **Recommended Council Action**

Approve Second Reading Ordinance

### **Context with Key Issues**

In accordance with Chapter 4.04, Article 4 of the Takoma Park City Code, the City maintains a position classification plan and pay schedule for City employees. Approximately every three years, a compensation and classification study is conducted to ensure that positions are placed into appropriate grades and that wage scales for the positions reflect market wage scales. Wage scales for the following eight municipalities are defined to be the market that is comparable to Takoma Park: Gaithersburg and Rockville in Montgomery County; Bowie, College Park, Greenbelt, Hyattsville and Laurel in Prince George's County; and Annapolis in Anne Arundel County.

When the last compensation and classification study was conducted in 2015, the wage scales for many Takoma Park positions were very low for the area market. A three-year phasing plan was developed to bring salaries up to a market-competitive level. The system put into place at that time was found to be largely effective as the 2019 study demonstrated that most positions were within the market range for FY19. Still, however, several positions were identified as needing to have their grade or salary range adjusted, and some adjustments were made for internal equity reasons.

The City's consultant, Management Advisory Group International, Inc., used a proprietary system to develop the grade and step system for the positions. Since this grid varied from that used by the previous consultant, employees' salaries needed to be placed on the new grid. In determining the FY20 wages by employee, most employees were moved to the step just above their FY19 wage, and then advanced one step (representing a 1.5% increase) for FY20. If the total increase was not at least 2.4% greater than their FY19 wage, they were moved one additional step. The minimum increase for management level staff (Grade 122 and above) was 2.0%. These adjustments are assuming that an employee receives a "Meets Expectations" rating on their annual evaluation. Employees who receive a "Distinguished" rating are advanced one additional step within the grade. (Employees who receive an "Unsatisfactory" rating do not receive an increase above the "snap to the grid" step.)

Several City positions are paid at levels higher than the market. No full-time position is paid a salary lower than \$40,000, so many City laborer positions receive pay higher than the area market wage. Pay for part-time staff is consistent with the provisions of the Montgomery County minimum wage law, which is higher than the minimum wage for Prince George's and Anne Arundel Counties. Interns receive pay based on their education level and their pay is increased as the lower level wages are increased.

Because of the uncertainty of the region's economy in the past few years, the collective bargaining agreements for the City's two unions call for annual wage negotiations. These negotiations are underway. Wages for the City employees that are not covered by a collective bargaining agreement are effective July 1. This ordinance allows for the wages based on the proposed pay structure to take effect. Separate ordinances will be brought forward to Council when wage negotiations with the unions are concluded.

Positions that are not covered by a collective bargaining agreement include most management positions (eg, department heads, senior staff, Police officers at the Sergeant rank and above), positions considered confidential, and most part-time positions. Several management positions continue to be represented by a collective bargaining agreement. The City Manager is paid at a level set by the City Council; the position is not included in the pay structure proposed here for adoption.

### **Council Priority**

Fiscally Sustainable Government; Engaged, Responsive & Service-oriented Government

### **Environmental Considerations**

Appropriate pay for City staff positions assists in attracting and retaining excellent staff who will best carry out Council goals.

### **Fiscal Considerations**

Appropriate pay for City staff positions assists in retaining excellent staff. Retention of staff can save money in the long run by reducing expenditures for recruitment and training. The base increase in staff wages is approximately \$60,000 for the full-time staff not covered by a collective bargaining agreement, which is an average increase of about 3.3%. (This amount is likely to increase some when vacant positions are filled, as some new employees may have a starting salary above the minimum for the range based on experience.) Part-time and substitute staff in the Library and City TV increase from FY19 hourly wages of \$14.35 to \$16.56 (depending on the position and years of service) to FY20 hourly wages of \$15.34 to \$17.03. Hourly rates for Recreation part-time staff ranged from \$12.25 to \$16.91 for FY19 and will be \$13.00 to \$17.66 for FY20. For FY19, the hourly wage was \$14 for those in an undergraduate program or with an undergraduate degree and \$17 for those in a graduate program or with a graduate degree. Since pay for interns had not been increased for two years, those rates are now being increased to \$15 and \$18 per hour, respectively, for FY20. Increases in wages also increase other benefit or personnel costs borne by the City. Wages generally increase every year unless a vacated position is filled by a new less-experienced employee. The Montgomery County minimum wage is scheduled to increase to \$14.00 in FY21 and \$15.00 in FY22.

### **Racial Equity Considerations**

Of the 42 full-time staff not covered by a collective bargaining agreement, 24 are White, 14 are Black, 2 are Asian and 2 are Hispanic. (There are also six vacant positions.) Part-time staff not covered by a collective bargaining agreement include many recreation assistants, library substitutes, City TV assistants, and interns. The majority of these part-time staff are people of color.

### **Attachments and Links**

Position Title and Salary Range by Grade  
Grade and Step Chart

Introduced by:

First Reading: July 10, 2019

Second Reading:

**CITY OF TAKOMA PARK, MARYLAND**

**ORDINANCE NO. 2019-22**

**ADOPTING PAY STRUCTURE FOR STAFF OF THE CITY OF TAKOMA PARK  
THAT ARE NOT MEMBERS OF A COLLECTIVE BARGAINING UNIT**

WHEREAS, in accordance with Chapter 4.04, Article 4 of the Takoma Park Code, the City maintains a position classification plan and pay schedule; and,

WHEREAS, on a periodic basis, the City conducts classification and compensation studies to ensure that its pay scales are market competitive and that it is able to attract and retain high quality staff; and

WHEREAS, Management Advisory Group International, Inc. assisted the City with updating its position descriptions, classification plan and pay structure and undertook a market salary survey; and

WHEREAS, most salary ranges for City positions were found to be consistent with the market, but several positions had salary ranges below the market and required adjustment; and

WHEREAS, funds for the wages of City staff consistent with the revised pay structure and market salaries were included in the FY20 City Budget adopted in May 2019; and

WHEREAS, wage negotiations with the City's two collective bargaining units are underway but salaries for staff not represented by the unions can be adjusted as of July 1, 2019.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT the attached pay structure is adopted for staff that are not members of a collective bargaining unit and will remain effective until changed.

Adopted this 17th day of July, 2019

Attest:

Jessie Carpenter, CMC  
City Clerk



**Position Title and Salary Range by Grade**

Fiscal Year 2020

Eff 7/1/19

Grade	Department	Position Title	Grade Minimum*	Market	Grade Maximum
105*			\$31,915	\$37,340	\$50,633
	Police	Crossing Guard**			
106			\$33,511	\$39,207	\$53,165
	Library	Library Shelver**			
	Public Works	Custodian*			
107			\$35,186	\$41,168	\$55,823
	Public Works	Sanitation Technician*			
109			\$38,793	\$45,387	\$61,545
	Public Works	Garden Maintenance Technician*			
	Public Works	Right of Way Maintenance Technician*			
110			\$40,732	\$47,657	\$64,623
	Finance	Accounting Assistant			
	Public Works	Custodial Crew Leader			
	Public Works	Equipment Operator			
	Public Works	Sanitation Driver			
111			\$42,769	\$50,040	\$67,854
	Recreation	Customer Service and Passport Technician			
	Various Departments	Administrative Assistant			
112			\$44,907	\$52,542	\$71,246
	City Clerk	Records Specialist			
	Police	Parking Enforcement Officer			
	Police	Parking Records Assistant			
	Public Works	Right of Way Crew Leader			
113			\$47,153	\$55,169	\$74,809
	Finance	Sr. Accounting Assistant			
	Police	Property & Evidence Clerk			
	Police	Police Records Assistant			
	Police	Police Communications Officer			
114			\$49,510	\$57,927	\$78,549
	City Clerk	Assistant City Clerk			
	Library	Instructional Library Associate			
	Library	Library Associate			
	Police	Code Enforcement Officer			
	Public Works	Building Maintenance Specialist			
	Public Works	Mechanic			
115			\$51,986	\$60,824	\$82,477
	Communications	Audio Visual Specialist			
	General Administration	Executive Assistant			
	Housing & Comm Dev	Licensing Specialist			
	Police	Crime Analyst			
	Police	Executive Assistant/Public Information Officer			
	Police	Logistics & Payroll Specialist			
	Recreation	Recreation Programs Coordinator			
	Recreation	Recreation Specialist			
116			\$54,585	\$62,865	\$86,601
	Housing & Comm Dev	Arts Coordinator			
	Housing & Comm Dev	Housing Specialist			
	Housing & Comm Dev	Landlord Tenant Mediator			
	Housing & Comm Dev	Special Projects Coordinator - HCD			
	Human Resources	Human Resources Coordinator			
	Police	Sr. Code Enforcement Officer			
	Police	Sr. Police Communications Officer			
117			\$57,314	\$67,058	\$90,931
	Finance	Accounting Supervisor			
	Human Resources	Human Resources Generalist			
	Police	Police Private			
	Police	Police Private First Class (6% increase over min)			
	Police	Victim/Witness Coordinator			
	Recreation	Recreation Supervisor			
118			\$60,180	\$70,411	\$95,477
	Library	Librarian			
	Housing & Comm Dev	Grants Coordinator			
	Public Works	Urban Forest Manager			
119			\$63,189	\$73,931	\$100,251
	Finance	Budget Specialist			
	Housing & Comm Dev	Planner			
	Police	Emergency & Policy/Procedures/Resources Manager			
	Police	Police Corporal			
	Public Works	Public Works Project Coordinator			
	Public Works	Right of Way Supervisor			
	Public Works	Construction Manager			
	Public Works	Vegetation Manager			
	Public Works	Sanitation Supervisor			
120			\$66,349	\$77,628	\$105,263
	Communications	Media Specialist			
	IT	Network Engineer			
	IT	Application & Hardware Administrator			
	Public Works	Equipment Maintenance Supervisor			
	Public Works	Facility Maintenance Supervisor			
121			\$69,666	\$81,509	\$110,527
	Communications	Video Production Manager			
	Police	Neighborhood Services Team Manager			
122			\$73,149	\$85,585	\$116,053
	Library	Library Manager - Children & Young Adult Services			
	Library	Library Manager - Public Services			

	Library Police Public Works Recreation	Library Manager - Tech Services Police Sergeant Sustainability Manager Recreation Programs Manager			
124			\$80,647	\$94,357	\$127,948
	Housing & Comm Dev Housing & Comm Dev Housing & Comm Dev Police	Community Development Manager - Economic Development Community Development Manager - Housing Community Development Manager - Planning Police Lieutenant			
126			\$88,914	\$104,029	\$141,063
	Police Public Works Recreation	Police Captain City Engineer Assistant Recreation Director			
128			\$98,027	\$114,692	\$155,522
	Police	Deputy Police Chief			
130			\$108,075	\$126,448	\$171,463
	City Clerk Finance Housing & Comm Dev Human Resources IT Library Public Works Recreation	Director of Council Affairs Finance Director Housing & Comm Dev Director Human Resources Director IT Director Library Director Public Works Director Recreation Director			
131			\$113,479	\$132,770	\$180,036
	Police	Police Chief			
133			\$125,110	\$146,379	\$198,490
	General Administration	Deputy City Manager			

\* Full-time career staff earn at least \$40,000 annually. Minimum annualized salary is first step which is at least \$40,000.  
 \*\* At the time of this report, only part-time staff filled this position.

**NOTE:**

As a Council priority, all full-time staff are to be paid an hourly rate which equates to an annualized salary of not less than \$40,000. The minimum annualized salary indicated in each grade is the first step which is at least \$40,000 within the adopted salary structure. As a result, some grades will have a slightly higher minimum than others.

Highlighted titles are those that are not represented by a collective bargaining unit. Several staff with titles that are not highlighted are also not represented by a collective bargaining agreement because of their part-time status. Several other positions are currently represented by a collective bargaining agreement until the incumbent leaves the position.