



# City of Smyrna

## Issue Sheet

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Smyrna, GA 30080

File Number: ATH2023-099

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**Agenda Date:** 12/18/2023

**In Control:** City Council

**File Type:** Authorization

**Agenda Section:**  
Consent Agenda

**Agenda Number:** H.

**Department:** Human Resources / Finance

**Agenda Title:**

Approval of the FY 2024 Pay Scale Adjustments, Cost of Living (COLA) Pay Adjustments, and Staff Merit Increases effective the January 11, 2024 payroll (Pay Period: December 25, 2023 - January 7, 2024) and authorization to amend the adopted FY 2024 budgets in the General Fund, Water Sewer Fund, E911 Fund, and the Hotel/ Motel Tax Fund to decrease the budget for the contingency line item in each fund, and to increase the full time salaries, part time salaries and FICA line item balances in each fund.

***Citywide***

**ISSUE AND BACKGROUND:**

Each year a cost of living pay adjustment and merit increases for eligible staff are included in the budget in the contingency line item of each fund.

As part of the maintenance plan recommended in the adopted 2022 classification and compensation study, annual adjustments to the pay bands and cost of living (COLA) pay adjustments will be made using the Employment Cost Index (ECI) published at the end of the third quarter each year. The ECI at September 30, 2023 is 4.8%. The amounts budgeted for ECI (COLA) adjustments totaled \$585,898.00 (GF-\$529,000.00, WS-\$29,700.00, E911-\$23,374.00, HM-\$3,824.00).

Merit raises were also included in the budget contingencies lines items in each of the individual funds. Initial amounts budgeted totaled \$326,300.00 (GF-\$290,000.00, WS-\$15,300.00, E911-\$17,600.00, HM-\$3,400.00).

Total budgeted for merit and ECI/ COLA was \$912,198. The estimated total for a 4.8% COLA, and merit raises at 2.5% (performance rating of 3), and 3.5% (performance ratings of 4 and 5) totals \$952,691.00 at January 1, 2024, including FICA. The remaining amount needed will come from unallocated GF contingency.

**RECOMMENDATION / REQUESTED ACTION:**

Staff recommends approval of the FY 2024 Pay Scale Adjustments, Cost of Living (COLA) Pay Adjustments, and Staff Merit Increases effective the January 11, 2024 payroll (Pay Period: December 25, 2023 - January 7, 2024) and authorization to amend the adopted FY 2024 budgets in the General Fund, Water Sewer Fund, E911 Fund, and the Hotel/ Motel Tax Fund to decrease the budget for the contingency line item in each fund, and to increase the full time salaries, part time salaries and FICA line item balances in each fund.