

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: Action A 5

DATE: November 13, 2008

SUBJECT: First Reading Ordinance No. 1004-08 Salary Schedule

CONTACT PERSON: Deborah Knight, City Administrator

ISSUE:

The issue before the City Council is first reading of Ordinance No. 1004-08 (Attachment A) to adopt a salary schedule for employees.

RCW 35A.33.050 (Attachment B) requires that salary ranges for various positions in the City be made a part of the annual budget document adopted with the annual budget. Ordinance No. 1004-08 fulfills this requirement.

STAFF RECOMMENDATION:

Move to introduce Ordinance No. 1004-08 Salary Schedule for a first reading and pass on to a second reading on December 11, 2008.

SUMMARY:

The City Council has the authority to set pay and benefits. As a part of the annual budget process, the City Council must adopt a salary and compensation ordinance for 2008 to establish pay levels for all employees. Salary levels for represented (union) employees are established during contract negotiations. Salary levels for non-represented employees are set by the City Council annually during the budget process.

The City Council discussed establishing salary ranges for all non-representative employees at the Council meeting on November 8, 2007. Council directed staff to return with an adopting ordinance with a 5-step salary range.

FISCAL IMPACT:

Non Represented Employees:

The fiscal impacts for the 2009 budget are limited to the 3% step increase and a 3.2% COLA adjustment. The Community Development Director is at Step 3 in the pay plan (Attachment A). All other non-represented employees are at Step 2 in the pay plan.

Union Employees

The fiscal impacts for the 2009 budget is a 6.2% COLA adjustment. (CPI-W June to June Seattle, Tacoma, Bremerton)

ALTERNATIVES

1. Move to introduce Ordinance No. 1004-08 Salary Schedule for a first reading and pass on to a second reading on December 11, 2008.

This alternative implies that the Council is prepared to adopt the salary ordinance at second reading scheduled for December 11, 2008.

2. Do not move introduce Ordinance No. 1004-08 Salary Schedule for a first reading and pass on to a second reading on December 11, 2008.

This alternative implies that the Council has questions or concerns regarding the salary ordinance. The City Council may direct staff to make changes to the salary ordinance prior to second reading scheduled for December 11, 2008.

RECOMMENDED ACTION:

MOVE TO INTRODUCE ORDINANCE NO. 1004-08 SALARY SCHEDULE FOR A FIRST READING AND PASS ON TO A SECOND READING ON DECEMBER 11, 2008.

ATTACHMENTS:

Attachment A – Salary Ordinance No. 1004-08

Attachment B – RCW 35A.33.050

**CITY OF SULTAN
ORDINANCE NO. 1004-08**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SULTAN WASHINGTON
ESTABLISHING SALARY RATES FOR NON-REPRESENTED PERSONNEL**

WHEREAS, RCW 35A.33.050 requires that salary ranges for various positions in the City be made a part of the annual budget document adopted with the annual budget, and

WHEREAS, the City Council has determined it appropriate to adjust salary ranges for non-represented employees in order to permit salary increases along with approval of benefits,

NOW, THEREFORE, be it ordained by the City Council of the City of Sultan, Washington as follows:

Section 1 Salaries. As part of the City's annual budget, salaries and wages for non-represented employees are hereby approved as follows:

Table 2 –Salary Schedule

Wage and Salary Schedule (Steps)					
	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Assistant	23.41 hr	24.16 HR	24.93 hr	25.73 hr	26.55 hr
Grants/Economic Dev	4,403	4,543	4,689	4,839	4,994
Building Official	4,882	5,039	5,200	5,366	5,538
Clerk/Deputy Finance Director	5,584	5,763	5,947	6,138	6,334
Public Works Director	5,610	5,789	5,975	6,166	6,363
City Engineer	5,699	5,881	6,,69	6,263	6,464
Police Chief	6,630	6,842	7,061	7,287	7,520
Community Development Director	6,935	7,157	7,386	7,622	7,866
City Administrator	8,091	8,350	8,617	8,893	9,177

Section 3 Union Employees. Wages and benefits for Union represented employees shall be in accordance with the current Union contracts, the salary scales for which are attached to this Ordinance (Exhibit A).

Section 4 Effective Date of Increase: The amendments to the annual salaries provided for in this ordinance shall become effective with the first pay period in 2009.

Section 5 Repealer: Any and all other ordinances or parts of ordinances of the City of Sultan inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

Section 6 Severability: If any section of this ordinance, or if any subsection or part shall be declared unlawful, the balance of this ordinance and of each section shall remain in full force and effect.

Section 7 Effective Date: This Ordinance shall be in full force and effect five days after publication as required by law.

PASSED by the City Council and APPROVED by the Mayor this 11th day of December, 2008.

Carolyn Eslick, Mayor

ATTEST:

Laura J. Koenig, City Clerk

Approved as to form:

Margaret King, City Attorney

EXHIBIT A

2009 6.2%

CLASSIFICATIONS	STEP A 00-12m	STEP B 13-24m	STEP C 25-36m	STEP D 37-48m	STEP E 48-60m	STEP F 61m +
Administrative Secretary	\$15.07	\$16.89	\$18.71	\$20.51	\$22.33	\$24.13
Building Inspector	\$16.07	\$17.66	\$19.25	\$20.87	\$22.47	\$24.03
Custodian	\$15.88	\$17.08	\$18.35	\$19.74	\$21.24	\$22.84
Deputy/Treasurer	\$14.06	\$15.39	\$16.83	\$18.42	\$20.17	\$22.06
Permit Assistant	\$14.06	\$15.39	\$16.83	\$18.42	\$20.17	\$22.06
Planning Associate	\$23.15	\$24.31	\$25.53	\$26.80	\$28.13	\$29.52
Police Records Specialist	\$14.06	\$15.07	\$16.15	\$17.30	\$18.54	\$19.88
Utility Clerk/Receptionist	\$14.06	\$15.07	\$16.15	\$17.30	\$18.54	\$19.88
Utility Worker	\$15.88	\$17.08	\$18.35	\$19.74	\$21.74	\$22.84
Water Systems Manager	\$23.15	\$24.31	\$25.53	\$26.80	\$28.13	\$29.52
Waste Water Treatment Plant Operator	\$15.90	\$17.52	\$19.30	\$21.26	\$23.40	\$23.96
Waste Water Treatment Plant Supervisor	\$23.15	\$24.31	\$25.53	\$26.80	\$28.13	\$29.52
Water Treatment Plant Operator	\$15.90	\$17.52	\$19.30	\$21.26	\$23.40	\$23.96
Receptionist General Office	\$11.78	\$12.62	\$13.52	\$14.44	\$15.47	\$16.57

	Current Rate	2009 Rate
Police Officer 1	20.47	21.74
Police Officer 2	22.32	23.70
Police Officer 3	24.82	26.36
Police Officer 4	26.75	28.41
Police Officer 5	28.53	30.30
Senior Police Officer 6	30.40	32.28
Corporal	31.93	33.91

RCW 35A.33.050

Proposed preliminary budget.

On or before the first business day in the third month prior to the beginning of the fiscal year of a code city or at such other time as the city may provide by ordinance or charter, the clerk or other person designated by the charter, by ordinances, or by the chief administrative officer of the city shall submit to the chief administrative officer a proposed preliminary budget which shall set forth the complete financial program of the city for the ensuing fiscal year, showing the expenditure program requested by each department and the sources of revenue by which each such program is proposed to be financed.

The revenue section shall set forth in comparative and tabular form for each fund the actual receipts for the last completed fiscal year, the estimated receipts for the current fiscal year and the estimated receipts for the ensuing fiscal year, which shall include the amount to be raised from ad valorem taxes and unencumbered fund balances estimated to be available at the close of the current fiscal year.

The expenditure section shall set forth in comparative and tabular form for each fund and every department operating within each fund the actual expenditures for the last completed fiscal year, the appropriations for the current fiscal year and the estimated expenditures for the ensuing fiscal year. The salary or salary range for each office, position or job classification shall be set forth separately together with the title or position designation thereof: PROVIDED, That salaries may be set out in total amounts under each department if a detailed schedule of such salaries and positions be attached to and made a part of the budget document.

[1967 ex.s. c 119 § 35A.33.050.]