

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: Action A 5

DATE: November 12, 2009

SUBJECT: First Reading Ordinance No. 1067-09 Salary Schedule

CONTACT PERSON: Deborah Knight, City Administrator

ISSUE:

The issue before the City Council is first reading of Ordinance No. 1067-09 (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. 1067-09 fulfills this requirement.

STAFF RECOMMENDATION:

Move to introduce Ordinance No. 1067-09 Salary Schedule for a first reading and pass on to a second reading on December 10, 2009.

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 2010 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 Union members wages are set by contract and are COLA's are tied to the CPI. For 2009, the CPI is a negative .07% (-.07%).

FISCAL IMPACT

Non Represented Employees:

The fiscal impacts for the 2010 budget are limited to the 3% step increase and a -.07% COLA adjustment. The Community Development Director is at Step 4 in the pay plan (Attachment A). All other non-represented employees are at Step 3 in the pay plan.

Union Employees

The fiscal impacts for the 2009 budget is a -.07% COLA adjustment. (CPI-W June to June Seattle, Tacoma, Bremerton)

ALTERNATIVES

1. Move to introduce Ordinance No. 1067-09 Salary Schedule for a first reading and pass on to a second reading.

This alternative implies that the Council is prepared to adopt the salary ordinance at second reading scheduled for December 12, 2009.

2. Do not move introduce Ordinance No. 1067-09 Salary Schedule for a first reading.

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 12, 2009.

RECOMMENDED ACTION:

MOVE TO INTRODUCE ORDINANCE NO. 1067-09 SALARY SCHEDULE FOR A FIRST READING AND PASS ON TO A SECOND READING ON DECEMBER 10, 2009.

ATTACHMENTS:

Attachment A – Salary Ordinance No. 1067-09
Attachment B - Matrix of 2009-2010 wages
Attachment C – RCW 35A.33.050

**CITY OF SULTAN
ORDINANCE NO. 1067-09**

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

Salary Schedule	Step 1	Step 2	Step 3	Step 4	Step 5
Grants/Economic Dev	4372	4511	4656	4805	4959
Building Official	4848	5004	5164	5328	5499
Clerk/Deputy Finance Director	5545	5723	5905	6095	6290
Public Works Director	5571	5748	5933	6123	6318
City Engineer	5659	5840	6027	6219	6419
Community Development Director	6886	7107	7334	7569	7811
City Administrator	8034	8292	8557	8831	9113

Section 2 Non Represented Step Increase: Step increases shall be effective on the employee's anniversary date subject to a satisfactory performance evaluation.

Section 3 Benefits: Effective January 1, 2009, the Employer shall pay one hundred percent (100%) of the premium necessary for the purchase of medical and dental insurance for employees and eighty-nine percent (89%) of the premium necessary to purchase medical and dental insurance for dependents.

Section 4 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 5 Effective Date of Increase: The amendments to the annual salaries provided for in this ordinance shall become effective with the first pay period for 2009 wages.

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 10th day of December, 2009.

Carolyn Eslick, Mayor

ATTEST:

Laura J. Koenig, City Clerk

Approved as to form:

Margaret King, City Attorney

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](#).]