

## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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ITEM NO: Action A 5

DATE: November 18, 2010

SUBJECT: First Reading Ordinance No. 1097-10 Salary Schedule

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

**ISSUE:**

The issue before the City Council is first reading of Ordinance No. 1097-10 (Attachment A) to adopt a salary schedule for employees.

RCW 35A.33.050 (Attachment C) 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. 1097-10 fulfills this requirement.

**STAFF RECOMMENDATION:**

Move to introduce Ordinance No. 1097-10 Salary Schedule for a first reading and pass on to a second reading on December 2, 2010.

**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 2011 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 2010, the CPI is a negative .01% (-.01%).

**FISCAL IMPACT**

**Non Represented Employees:**

The fiscal impacts for the 2011 budget are limited to the 3% step increase and a -.01% COLA adjustment. The Community Development Director is at Step 5 in the pay plan and the Public Works Director is at Step 1 (Attachment B). All other non-represented employees are at Step 4 in the pay plan. Step increases to Step 5 will occur throughout the year on the employee's anniversary date with a satisfactory performance evaluation.

### Union Employees

The fiscal impacts for the 2010 budget is a -.01% COLA adjustment. (CPI-W June to June Seattle, Tacoma, Bremerton) Five (5) union employees are entitled to step increases in 2011. The union pay plan was adopted in 2003 and has been adjusted by the COLA annually since then. The last two years, six (6) employees have received pay reductions based on the negative CPI (-.07 in 2009 and -.01 in 2010).

### ALTERNATIVES

1. Move to introduce Ordinance No. 1097-10 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 2, 2010.

2. Do not move introduce Ordinance No. 1097-10 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 2, 2010.

### RECOMMENDED ACTION:

MOVE TO INTRODUCE ORDINANCE NO. 1097-10 SALARY SCHEDULE FOR A FIRST READING AND PASS ON TO A SECOND READING ON DECEMBER 2, 2010.

### ATTACHMENTS:

Attachment A – Salary Ordinance No. 1097-10  
Attachment B - Matrix of 2010-2011 wages  
Attachment C – RCW 35A.33.050

**CITY OF SULTAN  
ORDINANCE NO. 1097-10**

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**

<b>Salary Schedule</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Grants/Economic Dev	4328	4466	4609	4757	4909
Building Official	4800	4954	5112	5275	5444
Public Works Field Supervisor	5344	5515	5691	5874	6062
Clerk/Deputy Finance Director	5490	5666	5846	6034	6227
Public Works Director/Engineer	6817	7036	7261	7493	7733
Community Development Director	6817	7036	7261	7493	7733
City Administrator	7954	8209	8471	8743	9022

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 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 for 2011 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 day of December, 2010.

\_\_\_\_\_  
Carolyn Eslick, Mayor

ATTEST:

\_\_\_\_\_  
Laura J. Koenig, City Clerk

Approved as to form:

\_\_\_\_\_  
Margaret King, City Attorney

APPENDIX A

**Public Works 2010 Wages**

CLASSIFICATIONS	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
	00-12m	13-24m	25-36m	37-48m	48-60m	61m +
Administrative Secretary	\$14.96	\$16.77	\$18.04	\$20.37	\$22.17	\$23.96
Building Inspector	\$15.96	\$17.54	\$18.12	\$20.72	\$22.31	\$23.86
Custodian	\$15.77	\$16.96	\$18.22	\$19.60	\$21.09	\$22.68
Deputy /Treasurer	\$13.96	\$15.28	\$16.71	\$18.29	\$20.03	\$21.91
Permit Assistant	\$13.96	\$15.28	\$16.71	\$18.29	\$20.03	\$21.91
Planning Associate	\$22.99	\$24.14	\$25.35	\$26.61	\$27.93	\$29.31
Police Records Specialist	\$13.96	\$14.96	\$16.04	\$17.18	\$18.41	\$19.74
Utility Clerk/Receptionist	\$13.96	\$14.96	\$16.04	\$17.18	\$18.41	\$19.74
Utility Worker	\$15.77	\$16.96	\$18.22	\$19.60	\$21.59	\$22.68
Water Systems Manager	\$22.99	\$24.14	\$25.35	\$26.61	\$27.93	\$29.31
Waste Water Treatment Plant Operator	\$15.79	\$17.40	\$19.16	\$21.11	\$23.24	\$23.79
Waste Water Treatment Plant Supervisor	\$22.99	\$24.14	\$25.35	\$26.61	\$27.93	\$29.31
Water Treatment Plant Operator	\$15.79	\$17.40	\$19.16	\$21.11	\$23.24	\$23.79
Receptionist General Office	\$11.70	\$12.53	\$13.43	\$14.34	\$15.36	\$16.45

**Public Works 2011 Wages**

CPI Adjustment -0.01

CLASSIFICATIONS	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
	00-12m	13-24m	25-36m	37-48m	48-60m	61m +
Administrative Secretary	\$14.81	\$16.60	\$17.86	\$20.17	\$21.95	\$23.72
Building Inspector	\$15.80	\$17.36	\$17.94	\$20.51	\$22.09	\$23.62
Custodian	\$15.61	\$16.79	\$18.04	\$19.40	\$20.88	\$22.45
Deputy /Treasurer	\$13.82	\$15.13	\$16.54	\$18.11	\$19.83	\$21.69
Permit Assistant	\$13.82	\$15.13	\$16.54	\$18.11	\$19.83	\$21.69
Planning Associate	\$22.76	\$23.90	\$25.10	\$26.34	\$27.65	\$29.02
Police Records Specialist	\$13.82	\$14.81	\$15.88	\$17.01	\$18.23	\$19.54
Utility Clerk/Receptionist	\$13.82	\$14.81	\$15.88	\$17.01	\$18.23	\$19.54
Utility Worker	\$15.61	\$16.79	\$18.04	\$19.40	\$21.37	\$22.45
Water Systems Manager	\$22.76	\$23.90	\$25.10	\$26.34	\$27.65	\$29.02
Waste Water Treatment Plant Operator	\$15.63	\$17.23	\$18.97	\$20.90	\$23.01	\$23.55
Waste Water Treatment Plant Supervisor	\$22.76	\$23.90	\$25.10	\$26.34	\$27.65	\$29.02
Water Treatment Plant Operator	\$15.63	\$17.23	\$18.97	\$20.90	\$23.01	\$23.55
Receptionist General Office	\$11.58	\$12.40	\$13.30	\$14.20	\$15.21	\$16.29

**ATTACHMENT B****NON REPRESENTED EMPLOYEES****2010 Salary Schedule**

<b>Salary Schedule</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Grants/Economic Dev	4372	4511	4,656	4805	4959
Building Official	4848	5004	5,164	5328	5499
Public Works Field Supervisor	5398	5571	5,748	5933	6123
Clerk/Deputy Finance Director	5545	5723	5,905	6095	6290
Public Works Director/Engineer	6886	7107	7,334	7569	7811
Community Development Director	6886	7107	7,334	7569	7811
City Administrator	8034	8292	8,557	8831	9113

**2011 Salary Schedule****CPI Adjustment****-0.01**

<b>Salary Schedule</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Grants/Economic Dev	4328	4466	4609	4757	4909
Building Official	4800	4954	5112	5275	5444
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**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](#).]