

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: Consent C 5

DATE: December 2, 2010

SUBJECT: Ordinance No. 1097-10 Salary Schedule

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

ISSUE:

The issue before the City Council is the adoption of Ordinance No. 1097-10 (Attachment A) to adopt a salary schedule for employees. The ordinance was introduced for a first reading on November 18, 2010 with recommendations to amend the schedule for Union 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 adopt Ordinance No. 1097-10 Salary Schedule as amended from the first reading on November 18, 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. For 2010, the CPI-W is a negative 0.1% (-.001%).

The Union members wages are set by contract and are COLA's are tied to the CPI. The Union contract is currently under negotiations and wages and benefits will not change until the contract is finalized. The 2011 pay schedule for Union employees has been amended to leave the 2011 salary schedule the same as the 2010 salary schedule.

FISCAL IMPACT

Non Represented Employees:

The fiscal impacts for the 2011 budget are limited to the 3% step increase and a -.001% 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 Union contract is currently under negotiations and the wages and benefits will not change until the contract is approved by the Union members and the City Council. The salary schedule for represented employees may return to Council if changes to pay are approved as part of the new contract.

ALTERNATIVES

1. Move to adopt Ordinance No. 1097-10 Salary Schedule. 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 adopt Ordinance No. 1097-10 Salary Schedule. This alternative implies that the Council has questions or concerns regarding the salary ordinance.

RECOMMENDED ACTION:

Move to adopt Ordinance 1097-10 setting the salary schedule for 2011.

ATTACHMENTS:

A – Salary Ordinance No. 1097-10

B - Matrix of 2010-2011 wages

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; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

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	4368	4506	4651	4800	4954
Building Official	4843	4999	5159	5323	5494
Public Works Field Supervisor	5393	5565	5742	5927	6117
Clerk/Deputy Finance Director	5539	5717	5899	6089	6284
Public Works Director/Engineer	6879	7100	7327	7561	7803
Community Development Director	6879	7100	7327	7561	7803
City Administrator	8026	8284	8548	8822	9104

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 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE _____ DAY OF _____, 2008.

CITY OF SULTAN

Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Margaret J. King, City Attorney

Passed by the City Council:

Date of Publication:

Effective Date:

APPENDIX A

Public Works 2010 Wages

	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
CLASSIFICATIONS	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

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

Salary Schedule	Step 1	Step 2	Step 3	Step 4	Step 5
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****-0.1%**

Salary Schedule	Step 1	Step 2	Step 3	Step 4	Step 5
Grants/Economic Dev	4368	4506	4651	4800	4954
Building Official	4843	4999	5159	5323	5494
Public Works Field Supervisor	5393	5565	5742	5927	6117
Clerk/Deputy Finance Director	5539	5717	5899	6089	6284
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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](#).]