

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: Action A 3

DATE: December 16, 2010

SUBJECT: Ordinance No. 1097-10 Salary Schedule (Corrected)

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 as amended by the Council at the December 2, 2010 meeting.

The ordinance was introduced for a first reading on November 18, 2010 with recommendations to amend the schedule for Union employees. A motion to adopt the ordinance with a “freeze” on step increases for non-represented employees during 2011 (with the exception of contract requirements) was made during the December 16, 2010 meeting.

Section 2 of the ordinance was amended to read as follows:

Section 2 Non Represented Step Increase: Step increases shall- may be effective on the employee’s anniversary date subject to a satisfactory performance evaluation. For fiscal year 2011, non-represented employees shall not receive step increases.

STAFF RECOMMENDATION:

Adoption Ordinance No. 1097-10 Salary Schedule as amended during the December 2, 2010 meeting.

SUMMARY:

At the December 2, 2010 meeting there was discussion on the financial impact of putting a freeze on step increases for non-represented employees. There are seven positions listed in Ordinance 1097-10, however, only three of the positions would be eligible on their anniversary for a step increase in 2011 and therefore effected by a “freeze” on step increases. The following chart details the positions and fiscal impact by employee:

Position	Anniversary date	Total Annual increase
City Administrator	November 20	\$ 279
Clerk/Deputy Finance Director	May 7	\$1,351
Grants/Economic Dev.	August 1	\$ 760
Totals		\$2,390

The fiscal impact by fund follows:

	<u>FUND</u>	<u>Amount</u>
001	General Fund	658.30
101	Street Fund	176.95
103	Cemetery Fund	6.75
303	Street Project Fund	190.00
400	Water Utility Fund	516.00
401	Sewer Utility Fund	516.00
402	Garbage Utility Fund	326.00
406	Stromwater Utility Fund	0.00
	TOTAL	2390.00

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

The total fiscal impact for all funds is \$2,390.

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. The Public Works Director is at Step 1 with an employment contract that provides for an increase to step 2 after six months and to step 3 after 12 months subject to satisfactory performance (Step 2 would occur in February 2011 and step 3 in August 2011). The Field Supervisor was at Step 5 when they transferred to the position. The Building Official position is vacant. 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.

RECOMMENDED ACTION:

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

ATTACHMENTS:

- A – Salary Ordinance No. 1097-10
- B - Matrix of 2010-2011 wages

**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– may be effective on the employee’s anniversary date subject to a satisfactory performance evaluation. For fiscal year 2011, non-represented employees shall not receive step increases.

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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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%**

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