

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: 2005 Proposed Budget Discussion
DEPARTMENT: City Manager
PRESENTED BY: Steve Burkett, City Manager

PROBLEM/ISSUE STATEMENT:

The City Manager presented the 2005 proposed budget to the City Council on October 25, 2004. Department presentations were made on November 1, 2004 and November 8, 2004. A public hearing on the proposed budget was held on November 1, 2004 and a public hearing on the proposed 2005 revenue sources and 2005 property tax levy was held on November 8, 2004. Tonight's presentation will focus on the following topics:

November 15

2005 Proposed Salary Schedule
Internal Fund Transfers
City Reserves
Other Policy Issues

The November 15 workshop provides another opportunity for the Council to discuss the proposed budget. Staff will also provide a summary to the Council of any issues that were raised at the November 8 Council meeting. The City Council is scheduled to adopt the 2005 Budget at the November 22, 2004 Council Meeting.

FINANCIAL IMPACT:

The Proposed 2005 Budget totals \$77,395,975. The 2005 Budget includes a 2% market adjustment, \$163,000, for all regular employees and \$24,000 for implementing changes recommended to the City's salary schedule as a result of a review of positions in ranges 1 through 50 of the City's classification system.

RECOMMENDATION

Continue discussion on the 2005 Proposed Budget and provide City Council input to staff.

Approved By: City Manager  City Attorney N/A

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INTRODUCTION

Tonight's presentation will focus on the proposed 2005 salary schedule, transfers between City funds, City reserves, and other related policy issues. Tonight's workshop provides another opportunity for the Council to discuss the proposed budget and for staff to provide Council with any additional information that may be helpful to the Council during budget deliberations. Staff will provide a summary to the Council of any issues that were raised at the November 8 Council meeting.

BACKGROUND

The City Manager presented the 2005 proposed budget to the City Council on October 25, 2004. Department presentations were made on November 1, 2004 and November 8, 2004. A public hearing on the proposed budget was held on November 1, 2004 and a public hearing on the proposed 2005 revenue sources and 2005 property tax levy was held on November 8, 2004. The City Council is scheduled to adopt the 2005 Budget at the November 22, 2004 Council Meeting.

DISCUSSION

MARKET ADJUSTMENT

The 2005 Proposed Budget includes a 2% overall market adjustment for the City's salary schedules. This is a result of the City's compensation policy of maintaining salaries at the median of our comparable cities (Attachment A). All of our comparable cities grant a cost of living adjustment to their City employees. Annually we contact these comparable cities to determine the adjustment that they are making to their salaries and then determine the median market adjustment to be applied to our salary schedules. Based on the results received from comparable cities the recommended 2005 market adjustment is 2%. The financial impact of the 2% market adjustment is approximately \$163,000. The salary schedules that were included in the Proposed Budget document reflect the 2% recommended market adjustment.

SALARY SURVEY

In addition to the overall market adjustment we are recommending that some changes be made to some of the City's classifications as a result of a specific salary survey that reviewed ranges 1 through 50 of the City's classification plan. These changes are not reflected in the salary schedule in the 2005 Proposed Budget, as the survey was not complete when the budget document was printed. Although this was the case, we had preliminary information and we reserved \$24,000 as a contingency to implement changes that could result from this salary survey.

Policy Background

In July 1997, Council approved the City's Classification and Compensation Plan. The plan established a comprehensive set of classification specifications for the work performed by City employees, and based on the City's adopted job market, established appropriate competitive salary ranges for these classifications.

The goals of the City's compensation plan are to:

- Ensure the City has the ability to attract and retain well-qualified personnel for all job classes;
- Ensure the City's compensation practices are competitive with those of comparable public sector employers;
- Provide defensibility to City salary ranges based on the pay practices of similar employers; and
- Ensure pay consistency and equity among related classes based on the duties and responsibilities assumed

The plan provided that the City should conduct a follow-up salary survey approximately every three years to ensure we remain competitive within our market. The City conducted its first follow-up salary survey in 2000, which was implemented in 2001.

In addition to the provisions of our Classification and Compensation Plan, the Council determined at their 2002 Retreat that one of their seven critical success factors would be "Professional and Committed Workforce." Subsequently, the Council adopted the 2003–2009 Strategic Plan, which outlines the following goal, strategy, and outcome:

- *Strategic Goal:* Retain, attract and develop a quality workforce
- *Strategy:* Maintain competitive compensation, recognition and reward systems
- *Performance Measure:* Market survey results demonstrates the City is meeting its compensation policy

Based upon the above policy direction, we determined we should proceed with updating our salary plan by conducting a salary survey earlier this year.

Salary Survey Approach

Our methodology in conducting the 2004 follow-up survey was consistent with our previous surveys in several important respects:

- We used the same list of ten comparable jurisdictions for our labor market as established by the Council in 1997 (Attachment A);
- We again used the median of our labor market as our target to determine whether surveyed classifications were "at market."
- We again considered a position within 5% of the appropriate market median to be "at market."

We are making one change in our survey approach this year. We are moving away from a comprehensive survey every three years to an approach of surveying 1/3 of our classifications annually. The reasons for this change are:

- Minimizes the fiscal impact of updates by incurring minor adjustments every year rather than absorbing a larger impact in one year;
- Increases the likelihood we remain current because we are gathering detailed information every year;
- Makes the survey a more routine matter for staff decreasing the disruption to staff and impact on morale; and

- Enables us to survey almost all classifications directly, rather than relying on the “benchmark” approach which we have used previously (where just a sample of classifications are actually surveyed and salaries of non-surveyed positions are extrapolated from the benchmark results).

In order to transition to the new 1/3 approach and because we were due for an overall system update, we surveyed approximately 1/2 of our classifications this year, positions in range 50 and below. We plan to survey the second 1/2 in 2005 and begin the actual 1/3 survey approach in 2006.

Survey Results

The results of the survey confirms that the Council's Classification and Compensation Plan has continued to work well in establishing and maintaining equitable, competitive, reasonable salaries for City employees, consistent with the original goals of the plan. Of the classifications surveyed, 73% are at “market rate” (22 out of the 30 classifications surveyed).

Classifications Below Market

Out of the 30 classifications directly surveyed, the results established only seven (7) classifications as below market. These classifications are:

- Administrative Assistant II
- Computer/Network Specialist
- Deputy City Clerk
- Executive Assistant to the City Manager
- Network Administrator
- Payroll Officer
- Recreation Coordinator

In addition to the classifications directly surveyed, we did not independently survey a few classifications that were strongly linked to another classification that was surveyed, such as in an established series (as in Administrative Assistant I, Administrative Assistant II, etc.). Instead we applied the survey results to these other linked classifications and maintained the currently existing salary relationships between the surveyed classifications and their “linked” classifications. For example, if the surveyed position is currently 10% above the linked position, we would move both positions to new salary ranges that preserve that internal 10% salary differential.

Of the seven (7) classifications identified in the survey as below market, two (2) of them have linked, non-surveyed classifications:

- Administrative Assistant II: Linked classifications—Administrative Assistant I, Administrative Assistant III, Technical Assistant
- Deputy City Clerk: Records and Information Manager

Classification Above Market

Out of the 30 classifications directly surveyed, the results established only one (1) classification as above market: Project Inspector II. The Inspector II has one linked classification—Project Inspector I.

Recommendation

We recommend adjusting the eight (8) directly surveyed classifications and the five (5) additional linked classifications as a result of the survey (Attachment B). The recommended adjustments place each adjusted classification into a City salary range that is “within market” and that maintains appropriate internal salary alignments.

In implementing these changes in salary ranges, we are recommending using the same procedures used in the implementation of both the original study and the 2001 salary survey update:

- For incumbents in salary ranges being increased:
 - Placement of incumbents into the lowest step in the new range that does not result in a decrease in salary; and
 - Retention of current step increase date (for performance evaluation and merit purposes);
- For incumbents in salary ranges being decreased:
 - City policy provides the incumbent will remain at the same rate of pay until the new salary range increases enough to include that rate.
 - No market adjustment or step increase will be awarded during this period

Assuming a January 1, 2005 effective date, the estimated 2005 cost of implementing these recommended revisions to the City's Classification and Compensation Plan is \$22,000. The 2005 Proposed Budget contains sufficient funds to pay for this implementation.

We have attached for Council's reference the following:

- Attachment A: Table showing the City's designated labor market
- Attachment B: Table showing classifications surveyed and summarizing survey results, and which reflects all recommendations contained in this staff report
- Attachment C: Revised 2005 Salary Schedules reflecting recommended changes

INTERFUND TRANSFERS

Due to required accounting practices, a single requested expenditure might be budgeted in two funds. For example, if the General Fund is providing support to a capital fund in the amount of \$100,000, this amount will be included in the proposed expenditure budget of the General Fund (transfer out) and the capital fund (project expenditure). The \$100,000 will also be recorded as a revenue source in the capital fund (transfer-in).

The proposed 2005 budget includes a total of \$9,511,160 in transfers to other funds. This includes General Fund support to the Code Abatement Fund (\$60,000), Street Fund (\$1,411,690), Equipment Replacement Fund (\$100,000), and the Unemployment Fund (\$10,000). The General Fund will also transfer \$154,193 to the General Reserve Fund to keep the reserve at its legal limit. RCW 35.33.145 limits the amount that can be set aside in a separate reserve fund to \$0.375 per \$1,000 of assessed valuation. The General Fund also provides significant support to the capital funds to fund various capital projects. The 2005 budget proposes the following transfers from the General Fund: Major Maintenance Fund (\$244,000), Roads Capital Fund (\$1,303,356) and General Capital Fund (\$4,000,000).

Transfers to the General Fund are budgeted in the Street Fund (\$660,762), Surface Water Management Fund (\$318,530), General Capital Fund (\$38,734), Roads Capital Fund (\$65,358), and Surface Water Capital Fund (\$77,206). These transfers represent these fund's share of the General Fund overhead allocation.

A transfer to the Roads Capital Fund is budgeted in the Arterial Street fund and is equal to the amount of projected fuel tax (\$353,358) to be collected. This tax is designated to be used for road and transportation improvements. The funding is used in the Roads Capital Fund for the annual road surface maintenance program.

The Surface Water Management Fund includes a transfer to the Surface Water Capital Fund (\$713,973) to support drainage improvement projects. All surface water fees are deposited in the Surface Water Management and are used to support on-going maintenance activities. Fee revenue is transferred to the Surface Water Capital fund as needed to support projects.

Fund / Revenue	General Fund	Street Fund	Arterial Street Fund	Surface Water Mgmt. Fund	General Capital Fund	Roads Capital Fund	Surface Water Capital Fund	General Reserve Fund	Equipment Replace. Fund	Unemploy. Fund	Code Abata. Fund	City Facility Major Maint. Fund	Public Arts Fund
Transfers In													
General Fund Transfer		\$1,411,690			\$4,000,000	\$1,303,356		\$154,193	\$100,000	\$10,000	\$60,000	\$244,000	
Surface Water Fund Transfer	\$318,530						\$713,973						
Street Fund Transfer	\$660,762												
Development Services Fund Transfer	\$0												
General Capital Fund Transfer	\$38,734												\$141,935
Roads Capital Fund Transfer	\$65,358												\$203,043
Surface Water Capital Fund Transfer	\$77,206												
General Reserve Fund Transfer													
Arterial Street Fund Transfer						\$353,358							
Equipment Replacement Fund Transfer													
Total Transfers In	\$1,160,590	\$1,411,690	\$0	\$0	\$4,000,000	\$1,656,714	\$713,973	\$154,193	\$100,000	\$10,000	\$60,000	\$244,000	\$344,978
Transfers Out													
Roads Capital Transfer	\$1,303,356		\$353,358										
General Reserve Fund Transfer	\$154,193												
Street Fund Transfer	\$1,411,690												
Public Art Fund Transfer													
Overhead / Indirect Cost Plan		\$660,762		\$318,530	\$38,734	\$65,358	\$77,206						
Surface Water Capital Transfer				\$713,973									
General Capital Transfer	\$4,000,000												
Major Maint. Capital Transfer	\$244,000												
General Fund Transfer													
Development Services Fund Transfer													
Public Works CRT Share													
Technology Plan Share													
Code Abatement Fund Transfer	\$60,000												
Equipment Replacement Fund Transfer	\$100,000												
Unemployment Fund Transfer	\$10,000												
Total Transfers Out	\$7,283,239	\$660,762	\$353,358	\$1,032,503	\$38,734	\$65,358	\$77,206	\$0	\$0	\$0	\$0	\$0	\$0

RESERVES

The 2005 budget recommends the use of \$4.9 million of general reserves. This includes \$505,000 for emergency contingencies; \$200,000 will be used on a one-time basis to return the level of funding for the Annual Road Surface Maintenance program to \$700,000; \$124,000 for the replacement of the roof on the City's pool and replacement of the HVAC system in the City's police station; \$60,000 for abatement efforts in 2005; and \$4 million for the City Hall project. At the end of 2005, the City's general reserves are projected to total \$ 7.1 million or 28% of projected General Fund operating revenues. Council policy established a minimum reserve level equal to 10% of General Fund revenues. For further information, refer to the "Ending Fund Balances" report on Page 136 of the Proposed 2005 Budget document.

FUND CHANGES

City Facilities-Major Maintenance Fund

For 2005, staff is proposing the creation of a City Facilities- Major Maintenance Fund. This fund will include major repairs and maintenance of City facilities such as the police station, recreation centers and the Shoreline Pool. This fund will also provide for the significant repair and replacement of major components of the City's park system including athletic fields, playground equipment and restrooms. The allocation of resources in this fund will be determined by the City's capital improvement program.

Development Services Fund

The Development Services Fund is proposed to be closed at the end of 2004 and transfer the accounting of all permitting functions to the General Fund. In the past, the permitting function has recovered revenues to offset direct costs, but not indirect costs for overhead such as facilities and support services. Staff in the General Fund has also been providing permitting support functions such as counter and submission reviews. No permit revenues were recovered for these activities that occurred within the General Fund. In order to more efficiently track the accounting of this program we are recommending that the permit program be fully accounted for within the General Fund. This is the most common way that cities account for this activity. There are still ways for us to monitor the cost recovery rate of these services. This change will also eliminate the need for a transfer between these two funds, which often represented increased expenditures within both funds as a result of an accounting transfer.

SUMMARY

The Proposed 2005 Budget includes a 2% market adjustment to the current 2004 salary tables; adjustments to eight classifications as indicated by the salary survey results; a total of \$9,511,160 in transfers between City funds; the use of \$4.9 million of general reserves primarily to support capital projects; the creation of a new City Facilities-Major Maintenance Fund; and the closure of the Development Services Fund with the consolidation of all permitting activities within the General Fund.

RECOMMENDATION

Review adjustments, continue discussion on the 2005 Proposed Budget and provide City Council input to staff.

ATTACHMENTS

- Attachment A – City of Shoreline’s Designated Labor Market
- Attachment B – Salary Survey Results
- Attachment C – Proposed 2005 Salary Schedule

ATTACHMENT A – City of Shoreline’s Designated Labor Market

City of Shoreline’s Designated Labor Market	
Jurisdiction	Form of Government
Auburn	Mayor-Council
Bellevue (non-management only)	Council-Manager
Edmonds	Mayor-Council
Everett	Mayor-Council
Federal Way	Council-Manager
Kent	Mayor-Council
Kirkland	Council-Manager
Redmond	Mayor-Council
Renton	Mayor-Council
King County (non-management only)	N/A
Supplemental Management Agencies	
Lakewood (management only)	Council-Manager
Olympia (management only)	Council-Manager
Note: for purposes of the 2004 survey, we utilized only the “non-management” comparable jurisdictions because the 2004 survey contained no management positions	

ATTACHMENT B – Salary Survey Results

Classification	Current Salary Range	Proposed Salary Range	Number of FTEs	Number of Incumbents	Explanation of proposed change
Administrative Assistant II	31	33	11	11	Moves from -7.3% from market median to -2%
Administrative Assistant I	27	29	1	2	Salary continues to be 10% below Admin Asst II
Administrative Assistant III	35	37	6	5	Salary continues to be 10% above Admin Asst II
Technical Assistant	32	34	3	2	Salary continues to be 2.5% above Admin Asst II
Computer/Network Specialist	42	47	2	2	Moves from -12.9% from market median to .3%
Deputy City Clerk	40	42	1	1	Moves from -12.9% from market median
Records & Information Manager	40	42	1	1	Salary continues to be the same as Deputy City Clerk
Executive Assistant	41	45	1	1	Moves from -11% from market median to -.5%
Network Administrator	50	53	1	1	Moves from -7.9% from market median to -.1%
Payroll Officer	35	38	1	1	Moves from -7% from market median to .6%
Recreation Coordinator	43	46	4	5	Moves from -6.7% from market median to .9%
Project Inspector II	47	46	2	2	Moves from 6.1% from market median to 3.7%
Project Inspector I	41	40	0	0	Salary continues to be 15% below Project Inspector II

ATTACHMENT C – Proposed 2005 Salary Schedules

Range Placement Table		Salary Table 01 - Exempt						
2.5% Between Ranges; 4% Between Steps								
January 1, 2005								
Range #	Title	Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum Step 6
1		Annual	16,402	17,075	17,749	18,446	19,192	19,961
2		Annual	16,835	17,484	18,182	18,903	19,649	20,442
3		Annual	17,220	17,917	18,638	19,384	20,154	20,971
4		Annual	17,652	18,374	19,095	19,865	20,659	21,500
5		Annual	18,109	18,831	19,600	20,370	21,188	22,029
6		Annual	18,566	19,288	20,081	20,875	21,717	22,583
7		Annual	19,047	19,793	20,586	21,404	22,270	23,160
8		Annual	19,528	20,298	21,092	21,957	22,823	23,737
9		Annual	19,985	20,803	21,621	22,486	23,400	24,338
10		Annual	20,514	21,332	22,174	23,064	23,977	24,939
11		Annual	20,995	21,861	22,727	23,641	24,579	25,565
12		Annual	21,524	22,390	23,304	24,218	25,204	26,214
13		Annual	22,078	22,967	23,881	24,843	25,829	26,863
14		Annual	22,631	23,521	24,483	25,469	26,479	27,537
15		Annual	23,184	24,122	25,084	26,094	27,128	28,210
16		Annual	23,785	24,747	25,733	26,743	27,825	28,932
17		Annual	24,386	25,348	26,358	27,417	28,523	29,653
18		Annual	24,964	25,974	27,008	28,090	29,220	30,399
19		Annual	25,589	26,623	27,681	28,787	29,942	31,144
20		Annual	26,238	27,296	28,379	29,533	30,711	31,938
21		Annual	26,888	27,970	29,100	30,254	31,457	32,732
22		Annual	27,585	28,667	29,822	31,024	32,251	33,549

Range Placement Table		Salary Table 01 - Exempt						
2.5% Between Ranges; 4% Between Steps		January 1, 2005						
Range #	Title	Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum Step 6
23		Annual	28,258	29,389	30,567	31,794	33,068	34,391
24		Annual	28,980	30,110	31,337	32,587	33,886	35,233
25		Annual	29,677	30,880	32,106	33,405	34,728	36,123
26		Annual	30,423	31,649	32,900	34,223	35,593	37,036
27		Annual	31,192	32,443	33,766	35,112	36,507	37,950
28		Annual	31,986	33,261	34,583	35,978	37,421	38,912
29		Annual	32,780	34,102	35,473	36,868	38,359	39,874
30		Annual	33,597	34,944	36,339	37,806	39,297	40,884
31		Annual	34,439	35,834	37,253	38,744	40,283	41,894
32		Annual	35,305	36,724	38,191	39,706	41,293	42,953
33		Annual	36,195	37,638	39,129	40,716	42,327	44,035
34		Annual	37,085	38,576	40,115	41,726	43,386	45,117
35		Annual	37,998	39,538	41,101	42,760	44,468	46,247
36		Annual	38,984	40,524	42,159	43,818	45,574	47,402
37		Annual	39,922	41,534	43,193	44,925	46,704	48,580
38		Annual	40,908	42,544	44,251	46,031	47,883	49,783
39		Annual	41,943	43,626	45,382	47,185	49,085	51,033
40		Annual	43,001	44,732	46,512	48,388	50,312	52,332
41	Exec Asst to the City Mgr Planner I	Annual	44,083	45,863	47,690	49,590	51,562	53,631
42		Annual	45,189	46,993	48,869	50,817	52,837	54,977
43	Recreation Coordinator	Annual	46,320	48,171	50,095	52,092	54,184	56,348
44		Annual	47,474	49,374	51,346	53,390	55,531	57,743

Range Placement Table		Salary Table 01 - Exempt							
2.5% Between Ranges; 4% Between Steps									
January 1, 2005									
Range #	Title	Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum Step 6	
45	Grants Specialist Planner II Executive Assistant to the City Manager	Annual	48,652	50,600	52,621	54,737	56,926	59,210	
46	Budget Analyst Management Analyst Staff Accountant Emergency Management Coordinator Recreation Coordinator	Annual	49,855	51,875	53,943	56,084	58,344	60,677	
47	Human Resources Analyst	Annual	51,154	53,174	55,314	57,503	59,811	62,216	
48	Purchasing Officer Project Engineer (non-licensed) Associate Traffic Engineer	Annual	52,404	54,496	56,685	58,946	61,303	63,756	
49	Coordinator Office of Neigh Customer Resp. Team Superv. Planner III Surface Water Prog. Coord.	Annual	53,727	55,867	58,104	60,413	62,842	65,343	
50	Communications Specialist Network Administrator	Annual	55,050	57,238	59,547	61,928	64,405	66,978	
51	Public Wks. Maint. Supervisor	Annual	56,420	58,681	61,038	63,467	66,016	68,662	
52	Capital Projects Manager I Public Works Administrative Manager Development Review Engineer	Annual	57,863	60,172	62,577	65,078	67,676	70,393	
53	City Clerk Parks Superintendent Network Administrator	Annual	59,306	61,663	64,140	66,714	69,383	72,149	
54	Financial Operations Manager Senior Budget Analyst Recreation Superintendent Permit Services Manager	Annual	60,773	63,202	65,728	68,373	71,115	73,953	
55	Assistant City Attorney GIS Specialist Human Services Manager	Annual	62,289	64,790	67,387	70,081	72,894	75,804	
56	Capital Projects Manager II Surface Water & Env Svcs Mgr Traffic Engineer	Annual	63,876	66,425	69,071	71,836	74,698	77,704	

Range Placement Table		Salary Table 01 - Exempt						
2.5% Between Ranges; 4% Between Steps								
January 1, 2005								
Range								Maximum
#	Title	Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
57	Database Administrator	Annual	65,463	68,085	70,802	73,640	76,574	79,652
58		Annual	67,099	69,768	72,558	75,468	78,498	81,624
59	Building Official	Annual	68,782	71,548	74,386	77,368	80,470	83,669
	Planning Manager							
	Economic Development Program Manager							
60		Annual	70,490	73,303	76,237	79,292	82,466	85,761
61	Aurora Corridor Project Manager	Annual	72,269	75,155	78,161	81,288	84,535	87,926
	Communications & IR Director							
62	Information Systems Manager	Annual	74,073	77,055	80,133	83,332	86,651	90,114
	Asst PADS Director							
	Public Works Operations Manager							
63		Annual	75,901	78,955	82,105	85,400	88,815	92,375
64		Annual	77,825	80,927	84,174	87,541	91,028	94,683
65	Human Resources Director	Annual	79,749	82,947	86,266	89,705	93,313	97,040
66	City Engineer	Annual	81,745	85,015	88,431	91,966	95,645	99,469
67	Assistant City Manager	Annual	83,813	87,156	90,643	94,275	98,050	101,946
68		Annual	85,881	89,320	92,880	96,607	100,479	104,496
69	Finance Director	Annual	88,046	91,557	95,213	99,036	102,981	107,117
	Parks, Rec and Cultural Services Director							
	Planning & Devel. Svcs. Director							
	Public Works Director							
70	City Attorney	Annual	90,234	93,842	97,618	101,514	105,578	109,787
71	Deputy City Manager	Annual	92,495	96,199	100,047	104,039	108,199	112,528
72		Annual	94,828	98,604	102,548	106,660	110,917	115,342
73		Annual	97,185	101,081	105,121	109,330	113,683	118,228
74		Annual	99,614	103,582	107,742	112,047	116,545	121,186

Range Placement Table								
2.5% Between Ranges; 4% Between Steps				Salary Table 01 - Exempt				
January 1, 2005								
Range								
#	Title	Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum
								Step 6
75		Annual	102,115	106,203	110,436	114,861	119,455	124,216

City of Shoreline								
Range Placement Table								
2.5% Between Ranges; 4% Between Steps				Salary Table 02 - Non-Exempt				
January 1, 2005								
Range		Hourly						Maximum
#	Title	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1		Hourly	7.89	8.21	8.53	8.87	9.23	9.60
2		Hourly	8.09	8.41	8.74	9.09	9.45	9.83
3		Hourly	8.28	8.61	8.96	9.32	9.69	10.08
4		Hourly	8.49	8.83	9.18	9.55	9.93	10.34
5		Hourly	8.71	9.05	9.42	9.79	10.19	10.59
6		Hourly	8.93	9.27	9.65	10.04	10.44	10.86
7		Hourly	9.16	9.52	9.90	10.29	10.71	11.13
8		Hourly	9.39	9.76	10.14	10.56	10.97	11.41
9	Lifeguard/Instructor II	Hourly	9.61	10.00	10.39	10.81	11.25	11.70
10		Hourly	9.86	10.26	10.66	11.09	11.53	11.99
11		Hourly	10.09	10.51	10.93	11.37	11.82	12.29
12		Hourly	10.35	10.76	11.20	11.64	12.12	12.60
13		Hourly	10.61	11.04	11.48	11.94	12.42	12.92
14		Hourly	10.88	11.31	11.77	12.24	12.73	13.24
15		Hourly	11.15	11.60	12.06	12.55	13.04	13.56
16		Hourly	11.44	11.90	12.37	12.86	13.38	13.91
17		Hourly	11.72	12.19	12.67	13.18	13.71	14.26
18	Senior Lifeguard	Hourly	12.00	12.49	12.98	13.50	14.05	14.61
19		Hourly	12.30	12.80	13.31	13.84	14.40	14.97
20		Hourly	12.61	13.12	13.64	14.20	14.77	15.35
21		Hourly	12.93	13.45	13.99	14.55	15.12	15.74

City of Shoreline								
Range Placement Table								
2.5% Between Ranges; 4% Between Steps			Salary Table 02 - Non-Exempt					
January 1, 2005								
Range		Hourly						Maximum
#	Title	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
22		Hourly	13.26	13.78	14.34	14.92	15.51	16.13
23		Hourly	13.59	14.13	14.70	15.29	15.90	16.53
24		Hourly	13.93	14.48	15.07	15.67	16.29	16.94
25		Hourly	14.27	14.85	15.44	16.06	16.70	17.37
26		Hourly	14.63	15.22	15.82	16.45	17.11	17.81
27	Administrative Assistant I Recreation Assistant I Teen Program Assistant	Hourly	15.00	15.60	16.23	16.88	17.55	18.25
28		Hourly	15.38	15.99	16.63	17.30	17.99	18.71
29	Administrative Assistant I	Hourly	15.76	16.40	17.05	17.73	18.44	19.17
30		Hourly	16.15	16.80	17.47	18.18	18.89	19.66
31	Administrative Assistant II Park Maintenance Wrkr I Recreation Assistant II	Hourly	16.56	17.23	17.91	18.63	19.37	20.14
32	Public Wks. Maint. Worker I Technical Assistant	Hourly	16.97	17.66	18.36	19.09	19.85	20.65
33	Finance Technician Administrative Assistant II	Hourly	17.40	18.10	18.81	19.58	20.35	21.17
34	Technical Assistant	Hourly	17.83	18.55	19.29	20.06	20.86	21.69
35	Administrative Assistant III Park Maintenance Wrkr II Payroll Officer Capital Projects Technician	Hourly	18.27	19.01	19.76	20.56	21.38	22.23
36		Hourly	18.74	19.48	20.27	21.07	21.91	22.79
37	Domestic Violence Victim Coord. Public Wks. Maint. Worker II Administrative Assistant III	Hourly	19.19	19.97	20.77	21.60	22.45	23.36
38	Payroll Officer	Hourly	19.67	20.45	21.27	22.13	23.02	23.93

City of Shoreline								
Range Placement Table								
2.5% Between Ranges; 4% Between Steps				Salary Table 02 - Non-Exempt				
January 1, 2005								
Range		Hourly						Maximum
#	Title	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
39	Senior Park Maint Worker Facilities Maint. Worker II	Hourly	20.16	20.97	21.82	22.69	23.60	24.54
40	Deputy City Clerk Engineering Technician Records and Information Manager Project Inspector I	Hourly	20.67	21.51	22.36	23.26	24.19	25.16
41	CRT Representative Project Inspector I Surface Water Quality Specialist	Hourly	21.19	22.05	22.93	23.84	24.79	25.78
42	Computer/Network Specialist Sr. Public Works Maint. Worker Deputy City Clerk Records and Information Manager	Hourly	21.73	22.59	23.49	24.43	25.40	26.43
43	Environmental Educator Recreation Coordinator Right-of-Way Inspector	Hourly	22.27	23.16	24.08	25.04	26.05	27.09
44	Code Enforcement Officer Plans Examiner I	Hourly	22.82	23.74	24.69	25.67	26.70	27.76
45	Planner II	Hourly	23.39	24.33	25.30	26.32	27.37	28.47
46	Recreation Coordinator Project Inspector II	Hourly	23.97	24.94	25.93	26.96	28.05	29.17
47	Project Inspector II Computer/Network Specialist	Hourly	24.59	25.56	26.59	27.65	28.76	29.91
48	Plans Examiner II	Hourly	25.19	26.20	27.25	28.34	29.47	30.65
49	Facilities Supervisor	Hourly	25.83	26.86	27.93	29.04	30.21	31.41
50		Hourly	26.47	27.52	28.63	29.77	30.96	32.20
51		Hourly	27.13	28.21	29.35	30.51	31.74	33.01
52	Plans Examiner III	Hourly	27.82	28.93	30.09	31.29	32.54	33.84
53		Hourly	28.51	29.65	30.84	32.07	33.36	34.69
54		Hourly	29.22	30.39	31.60	32.87	34.19	35.55
55		Hourly	29.95	31.15	32.40	33.69	35.05	36.44

City of Shoreline								
Range Placement Table								
2.5% Between Ranges; 4% Between Steps								
January 1, 2005								
Salary Table 02 - Non-Exempt								
Range		Hourly						Maximum
#	Title	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
56		Hourly	30.71	31.94	33.21	34.54	35.91	37.36
57		Hourly	31.47	32.73	34.04	35.40	36.81	38.29
58		Hourly	32.26	33.54	34.88	36.28	37.74	39.24
59		Hourly	33.07	34.40	35.76	37.20	38.69	40.23
60		Hourly	33.89	35.24	36.65	38.12	39.65	41.23
61		Hourly	34.74	36.13	37.58	39.08	40.64	42.27
62		Hourly	35.61	37.05	38.53	40.06	41.66	43.32
63		Hourly	36.49	37.96	39.47	41.06	42.70	44.41
64		Hourly	37.42	38.91	40.47	42.09	43.76	45.52
65		Hourly	38.34	39.88	41.47	43.13	44.86	46.65
66		Hourly	39.30	40.87	42.51	44.21	45.98	47.82
67		Hourly	40.29	41.90	43.58	45.32	47.14	49.01
68		Hourly	41.29	42.94	44.65	46.45	48.31	50.24
69		Hourly	42.33	44.02	45.78	47.61	49.51	51.50
70		Hourly	43.38	45.12	46.93	48.80	50.76	52.78
71		Hourly	44.47	46.25	48.10	50.02	52.02	54.10
72		Hourly	45.59	47.41	49.30	51.28	53.33	55.45
73		Hourly	46.72	48.60	50.54	52.56	54.66	56.84
74		Hourly	47.89	49.80	51.80	53.87	56.03	58.26
75		Hourly	49.09	51.06	53.09	55.22	57.43	59.72