

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of Ordinance No. 683 - Correction of the 2014 Salary Schedule		
DEPARTMENT:	Administrative Services		
PRESENTED BY:	Robert Hartwig, Administrative Services Director		
ACTION:	<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

The City Council adopted the 2014 salary schedule as part of Ordinance No. 678 on November 25, 2013. Subsequent to that date, as staff was entering the new budget information into the City's payroll system, staff noted an error in the schedule. Specifically, the wage rates in each salary step in ranges 40 through 43 on the non-exempt wage schedule were overstated by 2.5%. This overstatement corresponds to the following ranges' wage rate (i.e., the wage rates for range 40 were stated as the wage rates for range 41, and so on, through range 43.) Range 45, which has no job classifications associated with it, was also understated and has been corrected.

The employees affected by this error have been notified that the schedule for these ranges did not accurately apply the cost of living adjustment approved by the Council for employee wages, and were not appropriated in the 2014 Budget general fund. All of these employees are aware that payroll would be made according to the correct salary schedule and that the City Council is expected to ratify this correction at tonight's meeting.

In order to correct this error, Council needs to adopt proposed Ordinance No. 683, which is attached to this staff report as Attachment A. The corrected 2014 Salary Table for Non-exempt staff is attached to this staff report as Exhibit A.

RESOURCE/FINANCIAL IMPACT:

Ordinance No. 683 has no budgetary impact. Although the 2014 salary schedule contained this identified error, the 2014 budgeted amounts adopted by the City Council were correctly stated.

RECOMMENDATION

Staff recommends Council waive Council Rule 3.5B requiring a second reading and adopt Ordinance No. 683 correcting the 2014 salary schedule.

ATTACHMENTS:

Attachment A – Proposed Ordinance No. 683

Exhibit A – Corrected Ranges 40 – 43 and 45, 2014 Salary Table 02 – Non-exempt

Approved By: City Manager **DT** City Attorney **IS**

ORDINANCE NO. 683

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON AMENDING THE 2014 BUDGET ORDINANCE, EXHIBIT A TO ORDINANCE NO. 678, CORRECTING AN ERROR IN THE 2014 NON-EXEMPT SALARY SCHEDULE

WHEREAS, on November 25, 2013, the City Council enacted Ordinance No. 678 which adopted the annual budget of the City of Shoreline for 2014; and

WHEREAS, included in the Ordinance No. 678 Appendix was the *2014 Salary Table 02 – Non-exempt*; and

WHEREAS, after enactment of Ordinance No. 678, City Payroll staff noted an error in this Salary Schedule, resulting in an overstatement of the salary range for non-exempt employees in ranges 40 through 43 and an understatement of the salary range for range 45, which was inconsistent with the cost of living adjustment approved by the Council for all ranges and the amount appropriated for salaries in the general fund, and

WHEREAS, employees impacted by this error have been notified; now therefore

THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Amendment. Ordinance 678 Exhibit A, 2014 Budget Appendix, *2014 Salary Table 02 – Non-exempt* ranges 40 through 43 and range 45, are hereby amended as set forth in Exhibit A attached hereto and incorporated by reference herein.

Section 2. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication.

PASSED BY THE CITY COUNCIL ON JANUARY 6, 2014.

Mayor

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Ian Sievers
City Attorney

Date of Publication: , 2014
Effective Date: , 2014

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps

Salary Table 02 - NON-EXEMPT

Mkt Adj: 1.26%
 Effective: January 1, 2014

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
1		Hourly	9.52	9.90	10.29	10.71	11.13	11.58
2		Hourly	9.77	10.16	10.56	10.99	11.43	11.88
3		Hourly	9.99	10.39	10.81	11.24	11.69	12.16
4		Hourly	10.24	10.65	11.08	11.52	11.98	12.46
5		Hourly	10.51	10.93	11.36	11.82	12.29	12.78
6		Hourly	10.77	11.20	11.65	12.12	12.60	13.11
7		Hourly	11.05	11.49	11.95	12.43	12.93	13.45
8		Hourly	11.33	11.78	12.26	12.75	13.26	13.79
9		Hourly	11.60	12.06	12.54	13.04	13.57	14.11
10		Hourly	11.90	12.38	12.87	13.39	13.92	14.48
11		Hourly	12.18	12.67	13.18	13.70	14.25	14.82
12		Hourly	12.49	12.99	13.51	14.05	14.61	15.19
13	Lifeguard/Instructor II	Hourly	12.81	13.32	13.86	14.41	14.99	15.59
14		Hourly	13.13	13.66	14.20	14.77	15.36	15.98
15		Hourly	13.45	13.99	14.55	15.13	15.74	16.37
16		Hourly	13.80	14.35	14.93	15.52	16.14	16.79
17		Hourly	14.15	14.72	15.30	15.92	16.55	17.22
18		Hourly	14.48	15.06	15.67	16.29	16.94	17.62
19		Hourly	14.85	15.44	16.06	16.70	17.37	18.06
20		Hourly	15.22	15.83	16.47	17.12	17.81	18.52
21		Hourly	15.60	16.22	16.87	17.55	18.25	18.98
22		Hourly	16.01	16.65	17.31	18.00	18.72	19.47
23		Hourly	16.40	17.05	17.73	18.44	19.18	19.95
24	Senior Lifeguard	Hourly	16.81	17.49	18.19	18.91	19.67	20.46
25		Hourly	17.22	17.91	18.62	19.37	20.14	20.95
26		Hourly	17.65	18.36	19.09	19.86	20.65	21.48
27		Hourly	18.10	18.82	19.58	20.36	21.17	22.02
28		Hourly	18.56	19.30	20.07	20.88	21.71	22.58
29		Hourly	19.02	19.78	20.57	21.39	22.25	23.14

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps

Salary Table 02 - NON-EXEMPT

Mkt Adj: 1.26%
 Effective: January 1, 2014

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
30		Hourly	19.49	20.27	21.08	21.93	22.81	23.72
31	Teen Program Assistant Administrative Assistant I Recreation Assistant I	Hourly	19.98	20.78	21.61	22.48	23.38	24.31
32		Hourly	20.48	21.30	22.16	23.04	23.96	24.92
33		Hourly	21.00	21.84	22.71	23.62	24.57	25.55
34	Public Works Maintenance Worker I Parks Maintenance Worker I	Hourly	21.52	22.38	23.27	24.20	25.17	26.18
35	Finance Technician Administrative Assistant II Recreation Assistant II	Hourly	22.05	22.93	23.85	24.80	25.79	26.82
36		Hourly	22.62	23.52	24.47	25.44	26.46	27.52
37	Accounts Payable/Payroll Technician Legal Assistant Communication Assistant	Hourly	23.16	24.09	25.05	26.06	27.10	28.18
38	Technical Assistant Facilities Maintenance Worker I	Hourly	23.74	24.69	25.67	26.70	27.77	28.88
39	Environmental Programs Assistant Payroll Officer Administrative Assistant III Recreation and Class Prog Assistant Records Coordinator Recreation Assistant III Buyer Parks Maintenance Worker II Public Works Maintenance Worker II	Hourly	24.34	25.31	26.32	27.37	28.47	29.61
40	Engineering Technician	Hourly	<u>24.95</u> 25.58	<u>25.95</u> 26.60	<u>26.99</u> 27.67	<u>28.07</u> 28.77	<u>29.19</u> 29.92	<u>30.36</u> 31.12
41	Surface Water Quality Specialist	Hourly	<u>25.58</u> 26.22	<u>26.60</u> 27.27	<u>27.67</u> 28.36	<u>28.77</u> 29.49	<u>29.92</u> 30.67	<u>31.12</u> 31.90
42	Deputy City Clerk Facilities Maintenance Worker II	Hourly	<u>26.22</u> 26.88	<u>27.27</u> 27.95	<u>28.36</u> 29.07	<u>29.49</u> 30.23	<u>30.67</u> 31.44	<u>31.90</u> 32.70
43	Environmental Educator CRT Representative	Hourly	<u>26.88</u> 27.55	<u>27.95</u> 28.65	<u>29.07</u> 29.79	<u>30.23</u> 30.98	<u>31.44</u> 32.22	<u>32.70</u> 33.51
44	Senior Engineering Technician Traffic Signal Technician Senior Facilities Maintenance Worker Sr. Public Works Maintenance Worker Senior Parks Maintenance Worker	Hourly	27.55	28.65	29.79	30.98	32.22	33.51
45		Hourly	28.23	<u>29.36</u> 29.00	<u>30.54</u> 30.16	<u>31.76</u> 31.36	<u>33.03</u> 32.62	<u>34.35</u> 33.92
46	Code Enforcement Officer Computer Network Specialist Plans Examiner I	Hourly	28.93	30.08	31.29	32.54	33.84	35.19
47	Associate Planner Construction Inspector	Hourly	29.68	30.87	32.10	33.39	34.72	36.11

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps

Salary Table 02 - NON-EXEMPT

Mkt Adj: 1.26%
 Effective: January 1, 2014

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
48		Hourly	30.41	31.62	32.89	34.20	35.57	36.99
49	Neighborhoods Coordinator	Hourly	31.17	32.42	33.72	35.07	36.47	37.93
50	Plans Examiner II Combination Inspector	Hourly	31.94	33.22	34.55	35.93	37.37	38.86
51		Hourly	32.74	34.05	35.41	36.82	38.30	39.83
52		Hourly	33.57	34.92	36.31	37.77	39.28	40.85
53		Hourly	34.41	35.79	37.22	38.71	40.26	41.87
54	Plans Examiner III	Hourly	35.26	36.67	38.14	39.67	41.25	42.90
55		Hourly	36.14	37.59	39.09	40.65	42.28	43.97
56		Hourly	37.06	38.54	40.09	41.69	43.36	45.09
57		Hourly	37.98	39.50	41.08	42.73	44.44	46.21
58		Hourly	38.93	40.49	42.11	43.79	45.55	47.37
59		Hourly	39.91	41.51	43.17	44.89	46.69	48.56
60		Hourly	40.90	42.54	44.24	46.01	47.85	49.76
61		Hourly	41.93	43.61	45.35	47.17	49.05	51.02
62		Hourly	42.98	44.70	46.49	48.35	50.28	52.29
63		Hourly	44.04	45.80	47.63	49.54	51.52	53.58
64		Hourly	45.16	46.96	48.84	50.79	52.83	54.94
65		Hourly	46.27	48.12	50.05	52.05	54.13	56.30
66		Hourly	47.43	49.33	51.30	53.35	55.49	57.71
67		Hourly	48.63	50.58	52.60	54.70	56.89	59.17
68		Hourly	49.83	51.82	53.90	56.05	58.29	60.63
69		Hourly	51.09	53.13	55.25	57.47	59.76	62.15
70		Hourly	52.36	54.45	56.63	58.89	61.25	63.70
71		Hourly	53.67	55.81	58.05	60.37	62.78	65.29
72		Hourly	55.02	57.22	59.51	61.89	64.37	66.94
73		Hourly	56.39	58.64	60.99	63.43	65.97	68.61
74		Hourly	57.80	60.11	62.51	65.02	67.62	70.32
75		Hourly	59.25	61.62	64.08	66.65	69.31	72.09