

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of Ordinance No. 796 – Amending the 2017 Salary Classification Table with the Removal of the Construction Inspection Supervisor Classification and the Addition of a Development and Construction Manager Classification
DEPARTMENT:	Public Works Administrative Services
PRESENTED BY:	Tricia Juhnke, City Engineer Lance Newkirk, Utility and Operations Manager Rick Kirkwood, Budget Supervisor
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:

Staff is requesting that the 2017 budget be amended by adding two new job classifications to the salary table, Development Review and Construction Manager (Range 65) and Wastewater Manager (Range 59); and removing two job classifications, Construction Inspection Supervisor (Range 53) and Wastewater (WW) Utility Maintenance Manager (Range 54). Ordinance No. 796 provides for this budget amendment.

Council discussed the proposed ordinance and changes to the 2017 Classification Table at the August 14, 2017 Council meeting. The staff report for this meeting can be found at:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport081417-8a.pdf>

Based on this discussion, Ordinance No 796 (Attachment A) provides for the budget amendment and the amended salary table is provided in Attachment B. As part of the discussion on August 14, Council supported staff beginning recruitment of these positions in advance of the adoption of Ordinance No 796. Staff has posted these recruitments with first review of applicants scheduled for September 13, 2017, for the Development Review and Construction Manager position and September 15, 2017, for the Wastewater Manager.

RESOURCE/FINANCIAL IMPACT:

There is no financial impact associated with this action this year. The total appropriations in the 2017 budget do not need to be increased as the current vacancy of the Construction Inspection Supervisor classification will provide sufficient savings to cover any additional cost of filling the position as a Development Review and Construction Manager. Nor is a budget increase required for the Wastewater Manager

position for 2017 as the incumbent RWD Wastewater (WW) Utility Maintenance Manager is a “Y-rated” position with salary set above Range 54 and just slightly under step 6 of Range 59, as well as appropriations for the higher level of salary, as adopted in Ordinance No. 777.

However, there is a future ongoing financial impact due to the salary differences for both positions. The Construction Inspection Supervisor classification is in salary Range 53, and the Development Review and Construction Manager classification is proposed for salary Range 65, which is a \$31,480, or 35%, salary increase between the top step of each range. The Wastewater (WW) Utility Maintenance Manager is in salary Range 54 and if the incumbent were to remain in the employ of the City, the Y-rated salary would continue until the salary for Range 54 meets or exceeds that amount. However, staff is anticipating that the incumbent will separate from District employment upon merger of the District with the City. Placing the Wastewater Manager classification in salary Range 59 will result in an annual salary increase of \$10,637, or 13%, from the top step of Range 54. Both of these increases will be addressed as part of the 2018 budget process.

RECOMMENDATION

Staff recommends that City Council adopt Ordinance No. 796 to amend the 2017 Salary Table with the removal of the Construction Inspection Supervisor, the addition of the Development and Construction Manager, the removal of the Wastewater Utility Maintenance Manager and the addition of the Wastewater Manager.

ATTACHMENTS

Attachment A: Ordinance No. 796

Attachment B: Amended 2017 Salary Table

Approved By: City Manager ***DT*** City Attorney ***JA-T***

ORDINANCE NO. 796

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING THE ANNUAL BUDGET OF THE CITY OF SHORELINE FOR THE YEAR 2017 TO RECLASSIFY TWO EMPLOYEE POSITIONS FOR THE PUBLIC WORKS DEPARTMENT AND TO AMEND THE SALARY TABLE AND BUDGETED POSITIONS TO REFLECT THIS RECLASSIFICATION.

WHEREAS, the 2017 Final Budget was adopted by Ordinance No. 758 and subsequently amended by Ordinance Nos. 773, 774, 777, 778, 779, 783 and 794; and

WHEREAS, City staff have determined that it is appropriate to reclassify an existing, vacant Construction and Inspection Supervisor position as a new classification specification, Development Review and Construction Manager; and

WHEREAS, City staff have determined that it is appropriate to reclassify an existing, vacant Wastewater Utility Maintenance Manager position as a new classification specification, Wastewater Manager; and

WHEREAS, the 2017 Final Budget, as amended, which includes a salary table and a listing of budgeted employee positions and employee allocations, needs to be amended to reflect the new classifications and their salaries to fulfill this need; now therefore

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

Section 1. Amendment. The City hereby amends the current 2017 Budget, specifically the 2017 Exempt and Non-Exempt Salary Table (2017 Salary Table) and the current 2017 Budgeted Positions and FTE (2017 Budget Positions) by making the following revisions:

All references to the position of “Construction Inspection Supervisor” (also referred to as Construction and Inspection Supervisor) within the Public Works Department is deleted from the 2017 Budget, including the Salary Table at Range 53 and the 2017 Budgeted Positions.

All references to the position of “WW Utility Maintenance Manager” within the Public Works Department is deleted from the 2017 Budget, including from the 2017 Salary Table at Range 54 and the 2017 Budgeted Positions.

The new position of “Development Review and Construction Manager” within the Public Works Department is added to the 2017 Budget, including the 2017 Salary Table at Range 65 and the 2017 Budgeted Positions.

The new position of “Wastewater Manager” within the Public Works Department is added to the 2017 Budget, including the 2017 Salary Table at Range 59 and the 2017 Budgeted Positions.

Section 2. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 3. 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 preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. Effective Date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. The ordinance shall take effect and be in full force five days after passage and publication.

PASSED BY THE CITY COUNCIL ON SEPTEMBER 11, 2017

Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Publication Date: _____, 2017

Effective Date: _____, 2017

Attachment B

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

June '15 cpi-U 251.622
 June '16 cpi-U 256.098
 % Change 1.78%
 90% of % Change: 1.60%

Mkt Adj: 1.60%
 Effective: January 1, 2017

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after.

Range	Title	FLSA Status	Min						Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
1			n/a due to '17 WA State Min Wage	n/a due to '17 WA State Min Wage	n/a due to '17 WA State Min Wage	11.24 23,370	11.68 24,305	12.15 25,277	
2			n/a due to '17 WA State Min Wage	n/a due to '17 WA State Min Wage	11.07 23,033	11.52 23,954	11.98 24,912	12.46 25,909	
3			n/a due to '17 WA State Min Wage	n/a due to '17 WA State Min Wage	11.35 23,609	11.80 24,553	12.28 25,535	12.77 26,556	
4			n/a due to '17 WA State Min Wage	11.19 23,268	11.63 24,199	12.10 25,167	12.58 26,173	13.09 27,220	
5			11.03 22,932	11.47 23,850	11.92 24,804	12.40 25,796	12.90 26,828	13.41 27,901	
6			11.30 23,506	11.75 24,446	12.22 25,424	12.71 26,441	13.22 27,499	13.75 28,598	
7			11.58 24,094	12.05 25,057	12.53 26,060	13.03 27,102	13.55 28,186	14.09 29,313	
8			11.87 24,696	12.35 25,684	12.84 26,711	13.36 27,779	13.89 28,891	14.45 30,046	
9			12.17 25,313	12.66 26,326	13.16 27,379	13.69 28,474	14.24 29,613	14.81 30,797	
10			12.47 25,946	12.97 26,984	13.49 28,063	14.03 29,186	14.59 30,353	15.18 31,567	
11			12.79 26,595	13.30 27,658	13.83 28,765	14.38 29,915	14.96 31,112	15.56 32,357	
12			13.11 27,260	13.63 28,350	14.17 29,484	14.74 30,663	15.33 31,890	15.94 33,165	
13			13.43 27,941	13.97 29,059	14.53 30,221	15.11 31,430	15.71 32,687	16.34 33,995	
14			13.77 28,640	14.32 29,785	14.89 30,977	15.49 32,216	16.11 33,504	16.75 34,844	
15			14.11 29,356	14.68 30,530	15.26 31,751	15.88 33,021	16.51 34,342	17.17 35,716	
16			14.47 30,089	15.04 31,293	15.65 32,545	16.27 33,847	16.92 35,200	17.60 36,608	
17			14.83 30,842	15.42 32,075	16.04 33,358	16.68 34,693	17.35 36,080	18.04 37,524	
18			15.20 31,613	15.81 32,877	16.44 34,192	17.10 35,560	17.78 36,982	18.49 38,462	
19			15.58 32,403	16.20 33,699	16.85 35,047	17.52 36,449	18.22 37,907	18.95 39,423	
20			15.97 33,213	16.61 34,542	17.27 35,923	17.96 37,360	18.68 38,855	19.43 40,409	
21			16.37 34,044	17.02 35,405	17.70 36,821	18.41 38,294	19.15 39,826	19.91 41,419	

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Range	Title	FLSA Status	Min						Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
22			16.78 34,895	17.45 36,290	18.15 37,742	18.87 39,252	19.63 40,822	20.41 42,455	
23			17.20 35,767	17.88 37,198	18.60 38,686	19.34 40,233	20.12 41,842	20.92 43,516	
24			17.63 36,661	18.33 38,128	19.06 39,653	19.83 41,239	20.62 42,888	21.44 44,604	
25			18.07 37,578	18.79 39,081	19.54 40,644	20.32 42,270	21.13 43,961	21.98 45,719	
26			18.52 38,517	19.26 40,058	20.03 41,660	20.83 43,326	21.66 45,060	22.53 46,862	
27			18.98 39,480	19.74 41,059	20.53 42,702	21.35 44,410	22.20 46,186	23.09 48,033	
28			19.46 40,467	20.23 42,086	21.04 43,769	21.88 45,520	22.76 47,341	23.67 49,234	
29			19.94 41,479	20.74 43,138	21.57 44,863	22.43 46,658	23.33 48,524	24.26 50,465	
30			20.44 42,516	21.26 44,216	22.11 45,985	22.99 47,824	23.91 49,737	24.87 51,727	
31	Senior Lifeguard	Non-Exempt, Hourly	20.95 43,579	21.79 45,322	22.66 47,135	23.57 49,020	24.51 50,981	25.49 53,020	
32			21.48 44,668	22.33 46,455	23.23 48,313	24.16 50,245	25.12 52,255	26.13 54,345	
33			22.01 45,785	22.89 47,616	23.81 49,521	24.76 51,502	25.75 53,562	26.78 55,704	
34	Administrative Assistant I WW Utility Administrative Assist I WW Utility Customer Service Rep	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	22.56 46,929	23.46 48,806	24.40 50,759	25.38 52,789	26.39 54,901	27.45 57,097	
35		Non-Exempt, Hourly Non-Exempt, Hourly	23.13 48,103	24.05 50,027	25.01 52,028	26.01 54,109	27.05 56,273	28.14 58,524	
36	Parks Maintenance Worker I PW Maintenance Worker I		23.70 49,305	24.65 51,277	25.64 53,328	26.66 55,462	27.73 57,680	28.84 59,987	
37	Finance Technician Recreation Specialist I WW Utility Accounting Technician	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	24.30 50,538	25.27 52,559	26.28 54,662	27.33 56,848	28.42 59,122	29.56 61,487	
38	Administrative Assistant II Facilities Maintenance Worker I	Non-Exempt, Hourly Non-Exempt, Hourly	24.90 51,801	25.90 53,873	26.94 56,028	28.01 58,269	29.13 60,600	30.30 63,024	
39		Non-Exempt, Hourly Non-Exempt, Hourly	25.53 53,096	26.55 55,220	27.61 57,429	28.71 59,726	29.86 62,115	31.06 64,600	
40	Parks Maintenance Worker II Permit Technician PW Maintenance Worker II WW Utility Maintenance Worker	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	26.17 54,424	27.21 56,601	28.30 58,865	29.43 61,219	30.61 63,668	31.83 66,215	

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			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
41	Recreation Specialist II	Non-Exempt, Hourly	26.82	27.89	29.01	30.17	31.37	32.63	
	Senior Finance Technician	Non-Exempt, Hourly	55,784	58,016	60,336	62,750	65,260	67,870	
	Special Events Coordinator	Non-Exempt, Hourly							
	Public Art Coordinator	Non-Exempt, Hourly							
42	Administrative Assistant III	Non-Exempt, Hourly	27.49	28.59	29.73	30.92	32.16	33.45	
	Communication Specialist	Non-Exempt, Hourly	57,179	59,466	61,845	64,318	66,891	69,567	
	Environmental Program Specialist	Non-Exempt, Hourly							
	Facilities Maintenance Worker II	Non-Exempt, Hourly							
	Human Resources Technician	Non-Exempt, Hourly							
	Legal Assistant	Non-Exempt, Hourly							
	Records Coordinator	Non-Exempt, Hourly							
Transportation Specialist	Non-Exempt, Hourly								
43	Payroll Officer	Non-Exempt, Hourly	28.18	29.30	30.48	31.70	32.96	34.28	
	Purchasing Coordinator	Non-Exempt, Hourly	58,608	60,953	63,391	65,926	68,563	71,306	
44	Assistant Planner	EXEMPT, Annual	28.88	30.04	31.24	32.49	33.79	35.14	
	Engineering Technician	Non-Exempt, Hourly	60,074	62,476	64,976	67,575	70,278	73,089	
45	CRT Representative	Non-Exempt, Hourly	29.60	30.79	32.02	33.30	34.63	36.02	
	PRCS Rental & System Coordinator	Non-Exempt, Hourly	61,575	64,038	66,600	69,264	72,034	74,916	
	Recreation Specialist III - Aquatics	Non-Exempt, Hourly							
46	Deputy City Clerk	Non-Exempt, Hourly	30.34	31.56	32.82	34.13	35.50	36.92	
	IT Specialist	Non-Exempt, Hourly	63,115	65,639	68,265	70,996	73,835	76,789	
	Plans Examiner I	Non-Exempt, Hourly							
	Senior Facilities Maintenance Worker	Non-Exempt, Hourly							
	Senior PW Maintenance Worker	Non-Exempt, Hourly							
	Senior Parks Maintenance Worker	Non-Exempt, Hourly							
	Staff Accountant	EXEMPT, Annual							
	Surface Water Quality Specialist	Non-Exempt, Hourly							
	Senior WW Utility Maintenance Worker	Non-Exempt, Hourly							
47	Code Enforcement Officer	Non-Exempt, Hourly	31.10	32.35	33.64	34.99	36.39	37.84	
	Construction Inspector	Non-Exempt, Hourly	64,693	67,280	69,972	72,770	75,681	78,708	
	Executive Assistant to City Manager	EXEMPT, Annual							
48	Associate Planner	EXEMPT, Annual	31.88	33.15	34.48	35.86	37.29	38.79	
			66,310	68,962	71,721	74,590	77,573	80,676	
49	PRCS Supervisor I - Recreation	EXEMPT, Annual	32.68	33.98	35.34	36.76	38.23	39.76	
			67,968	70,686	73,514	76,454	79,513	82,693	
50	Budget Analyst	EXEMPT, Annual	33.49	34.83	36.23	37.68	39.18	40.75	
	Combination Inspector	Non-Exempt, Hourly	69,667	72,454	75,352	78,366	81,500	84,760	
	Community Diversity Coordinator	EXEMPT, Annual							
	Community Diversity Coordinator	Non-Exempt, Hourly							
	Emergency Management Coordinator	EXEMPT, Annual							
	Environmental Services Analyst	EXEMPT, Annual							
	Management Analyst	EXEMPT, Annual							
	Neighborhoods Coordinator	EXEMPT, Annual							
	Plans Examiner II	Non-Exempt, Hourly							
	Utility Operations Specialist	Non-Exempt, Hourly							
WW Utility Specialist	Non-Exempt, Hourly								
51			34.33	35.70	37.13	38.62	40.16	41.77	
			71,409	74,265	77,235	80,325	83,538	86,879	
52	Senior Human Resources Analyst	EXEMPT, Annual	35.19	36.60	38.06	39.58	41.17	42.81	
	Web Developer	EXEMPT, Annual	73,194	76,122	79,166	82,333	85,626	89,051	

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Range	Title	FLSA Status	Min						Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
53	Communications Program Manager	EXEMPT, Annual	36.07	37.51	39.01	40.57	42.20	43.88	
	Construction Inspection Supervisor	EXEMPT, Annual	75,024	78,025	81,146	84,391	87,767	91,278	
	CRT Supervisor	EXEMPT, Annual							
	Parks Project Coordinator	EXEMPT, Annual							
	PRCS Supervisor II - Aquatics	EXEMPT, Annual							
	PRCS Supervisor II - Recreation	EXEMPT, Annual							
54	CMO Management Analyst	EXEMPT, Annual	36.97	38.45	39.99	41.59	43.25	44.98	
	Grants Administrator	EXEMPT, Annual	76,899	79,975	83,174	86,501	89,961	93,560	
	Plans Examiner III	Non-Exempt, Hourly							
	PW Maintenance Superintendent	EXEMPT, Annual							
	Senior Planner	EXEMPT, Annual							
	Senior Management Analyst	EXEMPT, Annual							
	WW Utility Maintenance Manager	EXEMPT, Annual							
55	Engineer I - Capital Projects	EXEMPT, Annual	37.90	39.41	40.99	42.63	44.33	46.11	
	Engineer I - Development Review	EXEMPT, Annual	78,822	81,975	85,254	88,664	92,210	95,899	
	Engineer I - Surface Water	EXEMPT, Annual							
	Engineer I - Traffic	EXEMPT, Annual							
56	Budget Supervisor	EXEMPT, Annual	38.84	40.40	42.01	43.69	45.44	47.26	
	City Clerk	EXEMPT, Annual	80,792	84,024	87,385	90,880	94,515	98,296	
	Parks Superintendent	EXEMPT, Annual							
57	GIS Specialist	EXEMPT, Annual	39.81	41.41	43.06	44.78	46.58	48.44	
	Network Administrator	EXEMPT, Annual	82,812	86,125	89,570	93,152	96,878	100,754	
	IT Projects Manager	EXEMPT, Annual							
58			40.81	42.44	44.14	45.90	47.74	49.65	
			84,882	88,278	91,809	95,481	99,300	103,272	
59	Engineer II - Capital Projects	EXEMPT, Annual	41.83	43.50	45.24	47.05	48.93	50.89	
	Engineer II - Development Review	EXEMPT, Annual	87,004	90,485	94,104	97,868	101,783	105,854	
	Engineer II - Surface Water	EXEMPT, Annual							
	Engineer II - Traffic	EXEMPT, Annual							
	IT Systems Analyst	EXEMPT, Annual							
	Structural Plans Examiner	EXEMPT, Annual							
	Limited Term Sound Transit Project Manager <u>Wastewater Manager</u>	EXEMPT, Annual							
60	Central Services Manager	EXEMPT, Annual	42.87	44.59	46.37	48.23	50.16	52.16	
	Community Services Manager	EXEMPT, Annual	89,179	92,747	96,457	100,315	104,327	108,501	
	Permit Services Manager	EXEMPT, Annual							
	Planning Manager	EXEMPT, Annual							
	Recreation Superintendent	EXEMPT, Annual							
61			43.95	45.70	47.53	49.43	51.41	53.47	
			91,409	95,065	98,868	102,823	106,936	111,213	
62			45.05	46.85	48.72	50.67	52.70	54.80	
			93,694	97,442	101,340	105,393	109,609	113,993	
63	Building Official	EXEMPT, Annual	46.17	48.02	49.94	51.94	54.01	56.17	
	City Traffic Engineer	EXEMPT, Annual	96,037	99,878	103,873	108,028	112,349	116,843	
	Economic Development Program Manager	EXEMPT, Annual							
	Intergovernmental Program Manager	EXEMPT, Annual							
	SW Utility & Environmental Svcs Manager	EXEMPT, Annual							
64	Finance Manager	EXEMPT, Annual	47.33	49.22	51.19	53.24	55.36	57.58	
			98,438	102,375	106,470	110,729	115,158	119,764	
65	Assistant City Attorney	EXEMPT, Annual	48.51	50.45	52.47	54.57	56.75	59.02	
	<u>Development Review and Construction Manager</u>	<u>EXEMPT, Annual</u>	100,898	104,934	109,132	113,497	118,037	122,758	
	Engineering Manager	EXEMPT, Annual							
	Transportation Services Manager	EXEMPT, Annual							

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			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
66	Information Technology Manager	EXEMPT, Annual	49.72 103,421	51.71 107,558	53.78 111,860	55.93 116,335	58.17 120,988	60.49 125,827	
67	Utility & Operations Manager	EXEMPT, Annual	50.96 106,006	53.00 110,247	55.12 114,657	57.33 119,243	59.62 124,013	62.01 128,973	
68			52.24 108,657	54.33 113,003	56.50 117,523	58.76 122,224	61.11 127,113	63.56 132,197	
69	City Engineer	EXEMPT, Annual	53.54 111,373	55.69 115,828	57.91 120,461	60.23 125,280	62.64 130,291	65.15 135,502	
70			54.88 114,157	57.08 118,724	59.36 123,473	61.74 128,412	64.21 133,548	66.77 138,890	
71			56.26 117,011	58.51 121,692	60.85 126,559	63.28 131,622	65.81 136,887	68.44 142,362	
72			57.66 119,937	59.97 124,734	62.37 129,723	64.86 134,912	67.46 140,309	70.15 145,921	
73	Human Resource Director	EXEMPT, Annual	59.10 122,935	61.47 127,852	63.93 132,967	66.48 138,285	69.14 143,817	71.91 149,569	
74			60.58 126,008	63.00 131,049	65.52 136,291	68.15 141,742	70.87 147,412	73.71 153,309	
75	Administrative Services Director Parks, Rec & Cultural Svcs Director Planning & Community Development Director Public Works Director	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual	62.10 129,159	64.58 134,325	67.16 139,698	69.85 145,286	72.64 151,097	75.55 157,141	
76	Assistant City Manager City Attorney	EXEMPT, Annual EXEMPT, Annual	63.65 132,388	66.19 137,683	68.84 143,190	71.60 148,918	74.46 154,875	77.44 161,070	